



# Livingston City Commission Agenda

March 03, 2026

5:30 PM

City – County Complex, Community Room

City of Livingston is inviting you to a scheduled Zoom meeting.  
Join Zoom Meeting

<https://us02web.zoom.us/j/83165410925?pwd=dUPwwZMoTU9J95DU3Uz5x5oJWgQS6I.1>

Meeting ID: 831 6541 0925

Passcode: 808733

mobile  
(253)215-8782

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

4. 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)*

5. Consent Items

**A. APPROVAL OF MINUTES FROM FEBRUARY 17, 2026, REGULAR MEETING [PG.4](#)**

**B. APPROVAL OF MINUTES FROM CLOSED SESSION ON FEBRUARY 17, 2026**

**C. APPROVAL OF CLAIMS PAID 2/12/26 - 2/25/26 [PG.93](#)**

**D. JUDGES MONTHLY REPORT FOR JANUARY 2026 [PG.105](#)**

**E. AGREEMENT 20247 WITH LIVINGSTON BASEBALL AND SOFTBALL ASSOCIATION [PG.107](#)**

**F. SUBMISSION OF MONTANA STATE HISTORIC PRESERVATION OFFICE 2026-27 CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION [PG.120](#)**

6. Proclamations

**A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MARCH 12, 2026 AS GIRL SCOUT DAY IN LIVINGSTON, MONTANA [PG.132](#)**

**B. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MARCH 13, 2026 AS NATIONAL K9 VETERANS DAY IN LIVINGSTON, MONTANA [PG.134](#)**

7. Scheduled Public Comment

## 8. Action Items

- A. PRESENTATION OF THE 2025 LIVINGSTON POLICE DEPARTMENT ANNUAL REPORT  
PG.136**
- B. PUBLIC WORKS DEPARTMENT STREETS DIVISION UPDATE PG.181**
- C. UPDATE ON CITY STORMWATER UTILITY PG.183**
- D. DIRECTION TO SUBMIT CONGRESSIONALLY DIRECTED SPENDING REQUESTS PG.222**
- E. DISCUSSION REGARDING CITY EXTERNAL COMMUNICATIONS PG.228**

## 9. City Manager Comment

## 10. City Commission Comments

## 11. Adjournment

## 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 Chair. 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).

The Chair shall have the discretion to solicit comments from the public in the following order: (1) residents of the City, (2) business owners or operators in the City, (3) other organizations conducting operations in the City, and (4) residents, businesses or organizations from outside the City. The Chair may limit each person's comment period to not less than three (3) minutes.

- **Meeting Recording:** An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Clerk. 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 City meetings, please contact the City Clerk at least 24 hours in advance of the specific meeting you are planning on attending.

**File Attachments for Item:**

**A. APPROVAL OF MINUTES FROM FEBRUARY 17, 2026, REGULAR MEETING**



# Livingston City Commission Minutes

February 17, 2026

5:30 PM

City – County Complex, Community Room

City of Livingston is inviting you to a scheduled Zoom meeting.  
Join Zoom Meeting

<https://us02web.zoom.us/j/89817578335?pwd=5K5waUm1WpRpXwm0eVLTUT6NR3aTSB.1>

Meeting ID: 898 1757 8335

Passcode: 962816

## 1. Call to Order

5:32 pm Chair Nootz called the meeting to order.

## 2. Roll Call

- Chair Nootz
- Vice Chair Willich
- Commissioner Daniels
- Commissioner Wilcox
- Commissioner O'Neill

## City Staff Present

- City Manager Grant Gager
- Chief of Police Wayne Hard
- Policy Analyst Greg Anthony

## 3. Pledge of Allegiance (Flag Presented by Livingston Cub Scouts)

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Chair Nootz welcomed Cub Scout Troop 522 to lead the pledge of allegiance.

#### 4. 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)*

Public comment was offered by:

- Edleeta Shands expressed having a sauna in the Wellness Center would be good for the community. She asked about volunteers for public engagement for the Wellness Center.
- Leslie Feigel expressed concerns about Farmers Market Fees. She stated there may be some different data that what she has in the Explore Livingston Strategic Plan.
- John Anthony asked what is going to be in the Wellness Center
- Sebastian Shankar gave thanks that Livingston is safe
- Julian Roobottom expressed thanks for the experience
- Peggy O'Neill wondered when the yellow is going to be painted downtown, and wondered about marking parallel spots.

The City Manager stated the Wellness Center will have 2 pools, gymnasium, waterslide, walking track, fitness area, community multipurpose rooms, outdoor basketball courts, and playscapes. He stated that Streets has been out painting curbs and do so when the weather is nice, and they have discussed parallel painted parking spaces.

#### 5. Consent Items

##### **A. APPROVAL OF MINUTES FROM FEBRUARY 3, 2026, REGULAR MEETING**

##### **B. APPROVAL OF CLAIMS PAID 1/29/26 - 2/11/26**

##### **C. AGREEMENT 20245 WITH WESTERN SUSTAINABILITY EXCHANGE FOR 2026 FARMERS MARKET**

Commissioner O'Neill pulled Item A & B

Commissioner Wilcox motioned to approve Consent Item C, seconded by Commissioner O'Neill. Unanimously approved.

Commissioner O'Neill pointed out a name correction and spelling correction in Consent Item A. He asked about the claims paid report, specifically, the MSU payment for curb extensions, and window projects payment and wondered if URA pays that.

The City Manager stated the window projects is paid for by the URA and he clarified that URA funds come through City finances. He stated the curb extension item is from the final invoice related to the final report and presentation that were generated for a City Commission meeting November.

Commissioner O'Neill motioned to approve Consent Items A & B, seconded by Commissioner Daniels. Unanimously approved.

#### 6. Proclamations

##### **A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RECOGNIZING MARCH 1, 2026 AS THE ESTABLISHMENT OF YELLOWSTONE NATIONAL PARK IN LIVINGSTON, MONTANA**

Chair Nootz read the proclamation.

The City Manager encouraged everyone to visit Yellowstone National Park.

## 7. Scheduled Public Comment

### A. EXPLORE LIVINGSTON STRATEGIC PLAN

The City Manager introduced Kris King to give a brief presentation.

Kris King reviewed a little of what she does and introduced McLaren Latta to give a brief presentation.

Chair Nootz asked for an explanation about all of these different organizations.

The City Manager gave a brief presentation on LBID, TBID and CVB.

Commissioner Wilcox asked for clarification on years for BIDs, URA and CVB.

The City Manager stated BIDs can extend 10-year by passage of a resolution, but a URA has greater restrictions on extending its lifetime and is mainly tied to the bonds, and it's very unlikely that our current URA would extend beyond 2034.

Commissioner Wilcox thanked Explore Livingston for their presentation. She expressed appreciation for the focus areas in the presentation.

Commissioner O'Neill stated that based on data he has found from two studies, the numbers from the presentation are different.

Vice Chair Willich asked the presenters about the overlap between Park County and City limits, as the City Commission only has jurisdiction over City limits.

McLaren Latta stated that their data doesn't always fit in a perfect box of Livingston because sometimes there are folks that stay in Livingston, but they do travel to Paradise Valley, so there is an overlap in data.

Vice Chair Willich expressed that it would be nice to see the data separated out to City and County.

Kris explained how they do use tourism money to benefit the community. She stated her board has advised not to market summer, but complimented the Chamber for marketing summer.

Chair Nootz thanked Kris for including the grant information. She asked what the board was thinking in regards to economic development outside of tourism.

Kris stated that LBID works with downtown businesses and business owners on multiple levels to work on community needs and development. She also stated there are funds that can be used by the community for street shutdown events.

Chair Nootz asked if the parade can apply for the street shutdown money from TBID.

Kris stated yes, they can because it brings people to hotels in Livingston.

Vice Chair Willich motioned to for a 10-minute break, seconded by Commissioner Daniels. Unanimously approved.

8. Action Items

**A. CONSIDERATION OF A VARIANCE REQUEST FOR 318 S. 7TH STREET**

Planning Director Severson gave a brief presentation.

Chair Nootz asked if the conditions listed for the motion include the building permit timeline.

Planning Director Severson stated no it would need to be added.

Chair Nootz ask if there is a timeline recommendation from staff.

Planning Director Severson stated 6 months is good timeline to get the building permit application submitted.

Chair Nootz asked if there is a timeline that the project needs to be completed after the building permit.

Planning Director Severson stated 6 months.

Vice Chair Willich asked if the sidewalk is at ground level.

Planning Director Severson stated it is level, and discussed options for level of fence above sidewalk.

Chair Nootz gained clarity around fence height based on yard or sidewalk height.

Planning Director Severson stated it's based from yard height.

Public comment was offered by:

- Linda Mahr expressed concern about this fence blocking views.
- Lisa Kitts expressed concern about an email she received requesting money, and would like to meet in person to discuss the fence.
- Madalyn Doke received a notice about this from living on the same block. She expressed concern about this fence as the houses on this block are really close together and this fence would like impact the neighbors.

Chair Nootz asked for more information on the sight line. She reminded that the Commission does not direct staff and cannot ask them to people with people, but the City Manager can work that out with staff.

The City Manager he and staff are happy to meet with any applicant. He discussed recent email scams and requested residents to notify him at 406-223-4475 of any suspicious issues. He stated the 6ft heigh limit in the zoning code is pretty uniform nationwide, and really is for law enforcement purposes to ensure they can maneuver in a chase.

Planning Director Severson stated the sight line distance identified in code is more about intersections. She stated she checked with Public Works Director Holmes and Fire Chief Chabalowski and they were not concerned with the fence going all the way to the alley because it will not encroach on the alley.

Commissioner O'Neill stated he drove by the property and noticed part of the fence is almost on the ground. He expressed that this fence will affect anybody else's view beside the views of the property owner. He thinks they should approve this.

Commissioner Wilcox stated she also drove by, and does agree with the staff recommendation. She expressed appreciation that the neighbors agree with this project.

Commissioner Daniels expressed agreement for this but would like the time limit set to get the building permit.

Vice Chair Willich expressed agreement with the staff recommendation for this.

Chair Nootz expressed appreciation for the staff report and detail involved.

Vice Chair Willich motioned to approve this item with conditions recommended by staff and amendment for a 6-month timeline for a completed building permit application, seconded by Commissioner Daniels. Unanimously approved.

## **B. RECREATION DEPARTMENT UPDATE**

Recreation Director Maggie Tarr gave a brief presentation.

Commissioner O'Neill expressed that he is impressed.

Commissioner Wilcox expressed appreciation for all the things the Rec Dept. has done. She wondered what will happen with the Civic Center and outdoor pool once the Wellness Center opens.

Commissioner Daniels expressed that the numbers and presentation are impressive, and appreciates Rec Director Tarr's passion.

Vice Chair Willich expressed that the work that the Rec staff puts in is impressive.

Chair Nootz asked about budget for Rec.

The City Manager and Recreation Director discussed the budget briefly.

Chair Nootz expressed that Rec Director Tarr and her team are very impressive.

Commissioner Daniels motioned for a 5-minute break, seconded by Commissioner Wilcox. Unanimously approved.

## **C. WELLNESS CENTER UPDATE**

The City Manager gave a brief presentation. He addressed a previous public comment about a sauna, and stated this facility will not include a sauna due to multiple reasons. He stated they are really excited about volunteers and engagement coming up related to the Wellness Center and landscaping. He stated the Civic Center will continue to have a use for recreation needs in the community. The outdoor pool will close at the end of this summer and they will decommission that pool. He stated the downtown master plan envisions an entryway or gathering point the outdoor pool currently is.

Chair Nootz asked about the possibility of a Friends of the Wellness Center group.

The City Manager asked that anyone that would like to get involved with the Wellness Center reach out to Director Tarr or him or the 4 Ranges Foundation.

Chair Nootz asked about a long-term group.

The City Manager stated that the foundation could continue to exist to support the Wellness Center in many ways.

Commissioner Wilcox gave thanks for the presentation and she is excited to see this develop.

Vice Chair Willich stated he is looking forward to seeing it in person and seeing how we make it our own.

Chair Nootz recalled how the Wellness Center is more Livingston now than when it was proposed originally and the steps to get where they are now and all the work staff is done to help bring it to life. She also reminded everyone that the City Manager worked really hard to secure a sizeable endowment for the Wellness Center. She really expressed that the work that has gone into this is very Livingston. She asked where people can reach out to if they want to give ideas or get involved.

The City Manager stated they can reach out to [PublicComment@LivingstonMontana.org](mailto:PublicComment@LivingstonMontana.org) or [CityManager@LivingstonMontana.org](mailto:CityManager@LivingstonMontana.org) or reach his cell at 406-223-4475.

**D. RESOLUTION 5182: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, APPROVING THE TRANSFER OF WEST END ROAD FROM PARK COUNTY**

The City Manager stated this item seeks to finalize the transfer of West End Rd. from Park County to the City of Livingston. The action is being requested in support of a property owner and ensuring access to that property.

Commissioner Wilcox asked about the mileage cost and will it be ongoing.

The City Manager stated the City's gas tax amount that is provided by the state is based on the number lane miles in the City. If this is passed, they will work with everyone to make sure that West End Rd. gets credited towards the City's gas tax allocation. They are also in the process of working with MDT to incorporate this into their operations and maintenance agreement with the Urban Route Network.

Public comment was offered by:

- Linda Mahr asked where this is located.

The City Manager showed a map of the general location.

Chair Nootz asked this still needs to go to the County Commission.

The City Manager stated that the County has already taken their action.

Chair Nootz expressed that this makes a lot of sense from an access perspective.

Vice Chair Willich asked if it will get sidewalks or boulevards.

The City Manager stated that it is the City's intent when West End Rd. is reconstructed to ask the folks who do the work to do it to City design standards which includes sidewalk, curb and gutter.

Commissioner O’Neill asked if the homes on that road are annexed into the City.

The City Manager stated no. He pulled up a map and showed which properties are not annexed.

Chair Nootz stated there is a map on the website that will show what is in City limits.

Commissioner Daniels motioned to approve this item, seconded by Commissioner Wilcox. Unanimously approved.

**E. PRESENTATION OF CITY COMMISSION PRIORITIES AND WORKPLAN**

The City Manager gave a brief presentation.

Commissioner Wilcox expressed appreciation for the presentation.

Commissioner Daniels expressed liking to see what is coming.

Commissioner O’Neill expressed thanks for the update on the Veterans Memorial.

Chair Nootz expressed that this list feels like it really represents everyone on this Commission.

Chair Nootz motioned to enter closed session, seconded by Vice Chair Willich. Unanimously approved.

**F. CLOSED SESSION TO DISCUSS LEGAL STRATEGY PURSUANT TO MCA 2-3-203(4)(a)**

9. City Manager Comment

The City Manager stated he will see the Commission March 3<sup>rd</sup>.

10. City Commission Comments

Commissioner O’Neill stated he will see everyone March 3<sup>rd</sup>. He stated staff did a great job at the Montana Street meeting.

Commissioner Wilcox expressed thanks for the meeting. She stated she would like to understand how water flows in the City.

Commissioner Daniels expressed thanks for the meeting.

Vice Chair Willich stated he is looking forward to the next meeting.

Chair Nootz stated that she met with Commissioner O’Neill about the room layout and changes will be coming soon, and wants to work through the best way it will work for everyone. She expressed that meetings with the City Manager are always helpful outside of the Commission meeting.

11. Adjournment

Commissioner Wilcox motioned to adjourn, seconded by Vice Chair Willich. Unanimously approved.

Notice

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Block 7 Lots 11+12

2-17-26

attention - City Commis. &  
Jennifer Severson

It is my understanding that my neighbors "Kitt's" are requesting an 8 ft privacy fence along our shared property line. First off since the last winds have pretty much knocked over my fence in back of my property I'm over joyed they are wanting to build a fence & spend their money. Here are my concerns:

1. The fence in back be at least 3 inches off property line - I had a survey done @ my cost showing their fence parallel to the alley is on my property. Survey bolts should still be in back & front yards.
2. 8 foot fence in back fine - I prefer 6 foot on side & 4 foot in front Livingston is a pretty quaint town & high fences all over would

change that - I would think we would not want our town looking like ~~we~~ <sup>we</sup> have "Berlin Walls" facing our streets.

3. a time limit put on how long the "kitts" have to put the fence up - It will ~~all~~ help me decide what to do with my 25 year old falling fence in my Back yard reinforce it or tear it down

Again my fences are inside the property line Thank you

Carole Rosenthal  
324 S. 7<sup>th</sup> street  
406-222-3756



# **BUSINESS IMPROVEMENT DISTRICTS CONVENTION & VISITORS BUREAUS**

**FEBRUARY 17, 2026**

# AGENDA

- Business Improvement Districts in Montana
- Convention & Visitors Bureaus in Montana
- Livingston's BIDs and CVB

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1101. Short title.** This part may be cited as the "Business Improvement District Act".

**7-12-1102. Purpose.** The purpose of this part is to provide for the creation of business improvement districts having one or more of the purposes and powers provided in this part that will:

(1) serve a public use;

(2) promote the health, safety, prosperity, security, and general welfare of the inhabitants of the district and of the people of this state;

(3) be of special benefit to the property within the boundaries of any district created pursuant to the provisions of this part; or

(4) aid in tourism, promotion, and marketing within the district.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1103. Definitions.** As used in this part, the following definitions apply:

- (1) "Appointing authority" means the mayor in the case of a municipality, the board of county commissioners in the case of a county, or the chief executive of a consolidated city-county government.
- (2) "Board" means the board of trustees created in 7-12-1121.
- (3) "Business" means all types of business, including professions.
- (4) "District" means a business improvement district created under this part.
- (5) "Governing body" means the legislative body of a local government.
- (6) "Local government" means a municipality, a county, or a consolidated city-county government.
- (7) "Owner" means a person in whom appears the legal title to real property by deed recorded in the county records or a person in possession of real property under claim of ownership for the person or as the personal representative, agent, or guardian of the owner.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

### 7-12-1111. Establishment or expansion of district.

(1) Upon receipt of a petition signed by the owners of more than 60% of the area of the property proposed in the petition to be included in a district or in the expansion of a district, a governing body shall establish a district or expand a district as provided in this part.

(2) The boundaries of a district must comply with applicable zoning regulations.

(3) The district may not include areas that are zoned primarily as residential areas.

(4) (a) A district may be composed of noncontiguous areas if the properties in a district have a common purpose of providing overnight stays at lodging facilities.

(b) The boundaries of a district with noncontiguous areas must encompass all properties in the district with the same identified purpose.

# BUSINESS IMPROVEMENT DISTRICTS

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# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1115. Resolution creating or expanding district.** When no protests have been delivered to the governing body within 15 days after the date of the first publication of the notice of the passing of the resolution of intention, when a protest shall have been found by the governing body to be insufficient or has been overruled, or when a protest against the extent of the proposed district or proposed expansion of a district has been heard and denied, the governing body has jurisdiction to order the creation or expansion of the district and shall pass a resolution creating or expanding the district in accordance with the resolution of intention.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1121. Board of trustees -- appointment -- number -- term of office.** (1) When the governing body of a local government adopts an ordinance creating a business improvement district, the appointing authority, with the approval of the governing body, shall appoint not less than five or more than seven owners of property within the district or their assignees to compose the board of trustees of the district. The director for a business improvement district created for the purpose of 7-12-1102(4) must be the executive director of a nonprofit convention and visitors bureau, as defined in 15-65-101, if a nonprofit convention and visitors bureau is operating within the governing body's jurisdiction.

(2) The number of members of the board, once established, may be changed within these limits from time to time by subsequent resolutions of the governing body of the local government. A resolution to reduce board membership may not require resignation of any member prior to completion of the member's appointed term.

(3) Three of the members who are first appointed must be designated to serve for terms of 1, 2, and 3 years, respectively, from the date of their appointments, and two must be designated to serve for terms of 4 years from the date of their appointments. For a seven-member commission, there must be two additional appointments for terms of 2 years and 3 years, respectively.

(4) After initial appointment, members must be appointed for a term of office of 4 years, except that a vacancy occurring during a term must be filled for the unexpired term. A member holds office until a successor has been appointed and qualified.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1131. Powers of board in administering district.** The board in administering a district has all powers necessary to carry out the functions of the district contained in the ordinance creating it, including the power to:

- (1) sue and be sued, enter into contracts, and hire and terminate personnel needed for its purposes;
- (2) provide special police, maintenance, or cleaning personnel for the protection and enjoyment of the general public using the business district;
- (3) landscape and beautify public areas and to maintain those areas;
- (4) contract with the governing body to maintain, operate, or repair public parking facilities;
- (5) contract with the governing body to maintain streets, alleys, malls, bridges, ramps, tunnels, landscaping, and other public facilities as mutually agreed upon;
- (6) promote private investment and business expansion in the district;
- (7) provide for the management and administration of the affairs of the district;
- (8) promote business activity by advertising, decorating, marketing, and promoting and managing events and other actions designed for the general promotion of business activities in the district; and
- (9) perform such other functions as are necessary to carry out the purposes of this part and to further the objectives of the district.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

### 7-12-1132. Annual budget and work plan -- approval -- procedure -- tax.

(1) At a time determined by the governing body, the board shall submit to the governing body for approval a work plan and budget for the ensuing fiscal year.

(2) A board created for the purpose of 7-12-1102(4) in a municipality or county where a nonprofit convention and visitors bureau, as defined in 15-65-101, is operating shall consult with the nonprofit convention and visitors bureau in developing a work plan and budget for the ensuing fiscal year.

(3) Following public notice that a work plan and budget have been submitted and that the governing body will levy an assessment to defray the cost of the work plan and budget, the governing body shall hold a public hearing on objections to the work plan and budget. After the hearing, the governing body may modify the work plan and budget as it considers necessary and appropriate.

(4) After approval of the work plan and budget and to defray the cost of the work plan and budget for the next fiscal year, the governing body shall by resolution levy an assessment upon all of the property in the district using as a basis one of the methods prescribed in 7-12-1133.

(5) A copy of the resolution must be delivered to the treasurer of the local government to be placed on the tax roll and collected in the same manner as other taxes.

# BUSINESS IMPROVEMENT DISTRICTS

## MONTANA CODE ANNOTATED 7-12-1101 TO 1151

**7-12-1141. Duration of district.** The period of duration of a business improvement district is for the period specified in the resolution of the governing body creating the district but shall not be for a period longer than 10 years unless the duration of the district is extended in compliance with the provisions of this part for the creation of a district.

# AGENDA

- Business Improvement Districts in Montana
- Convention & Visitors Bureaus in Montana
- Livingston's BIDs and CVB

# CONVENTION AND VISITORS BUREAU

## MONTANA CODE ANNOTATED 15-65-101 TO 136

**15-65-101. Definitions.** For purposes of this part, the following definitions apply:

(1) "Accommodations" has the meaning provided in 15-68-101.

(2) "Council" means the tourism advisory council established in 2-15-1816.

(3) "Indian tourism region" includes the area recognized as being historically associated with the federally recognized reservations in Montana and the Little Shell Chippewa tribe.

(4) "Nonprofit convention and visitors bureau" means a nonprofit corporation organized under Montana law and recognized by a majority of the governing body in the city, consolidated city-county, resort area, or resort area district in which the bureau is located.

[...]

(7) "Regional nonprofit tourism corporation" means a nonprofit corporation organized under Montana law and recognized by the council as the entity for promoting tourism within one of several regions established by executive order of the governor.

[...]

(12) "Short-term rental marketplace" has the meaning provided in 15-68-101.

# CONVENTION AND VISITORS BUREAU

## MONTANA CODE ANNOTATED 15-65-101 TO 136

### Distribution Of Tax Proceeds

**15-65-121. Distribution of tax proceeds.** (1) The proceeds of the tax imposed by 15-65-111 must, in accordance with the provisions of 17-2-124, be deposited in an account in the state special revenue fund to the credit of the department of revenue. The department of revenue may spend from that account in accordance with an expenditure appropriation by the legislature based on an estimate of the costs of collecting and disbursing the proceeds of the tax. Before allocating the balance of the tax proceeds in accordance with the provisions of 17-2-124 and as provided in subsection (2) of this section, the department of revenue shall determine the expenditures by state agencies for in-state lodging for each reporting period and deduct 4% of that amount from the tax proceeds received each reporting period. The department of revenue shall distribute the portion of the 4% deducted from the state agencies in-state lodging calculation that was paid with federal funds to the department of administration for return to the federal government.

(2) The balance of the tax proceeds received each reporting period and not deducted pursuant to the expenditure appropriation or distributed to agencies that paid the tax with federal funds must be transferred to individual accounts in the state special revenue fund as follows:

# CONVENTION AND VISITORS BUREAU

## MONTANA CODE ANNOTATED 15-65-101 TO 136

- (a) 1% to the Montana historical society to be used for the installation or maintenance of roadside historical signs and historic sites;
- (b) 2% to the university system for the establishment and maintenance of a Montana travel research program;
- (c) 6.5% to the department of fish, wildlife, and parks for the maintenance of facilities in state parks that have both resident and nonresident use;
- (d) 1.5% to the invasive species state special revenue account established in 80-7-1004;
- (e) 24.5% to be used by the department of commerce for tourism media, advertising film programs, made-in-Montana promotions and main street programs, wayfinding and signage, and support to trade offices;
- (f) 16.5% to be used by the department of commerce for rural tourism, under-visited area attraction projects, and tribal tourism, including infrastructure, marketing, and promotional activities;
- (g) 15.5% to be used by the department of commerce for tourism-related emergency services and tourism grants, including agritourism grants and Montana-based film grants;
- (h) 2.5% to be used by the department of commerce in collaboration with the office of economic development established in 2-15-218 for regional tourism assistance, new tourism attractions, and other state business development programs; *Livingston, Montana*

# CONVENTION AND VISITORS BUREAU

## MONTANA CODE ANNOTATED 15-65-101 TO 136

- (i) (i) except as provided in subsection (2)(i)(ii), 22.5% to be distributed by the department to regional nonprofit tourism corporations in the ratio of the proceeds collected in each tourism region to the total proceeds collected statewide; and
- (ii) if 22.5% of the proceeds collected annually within the limits of a city, consolidated city-county, resort area, or resort area district exceeds \$35,000, 50% of the amount available for distribution to the regional nonprofit tourism corporation in the region where the city, consolidated city-county, resort area, or resort area district is located, to be distributed to the nonprofit convention and visitors bureau in that city, consolidated city-county, resort area, or resort area district;
- (j) 0.5% to the state special revenue account provided for in 90-1-135 for use by the state-tribal economic development commission established in 90-1-131 for activities in the Indian tourism region;
- (k) 2.5% to the Montana historical interpretation state special revenue account established in 22-3-115;
- (l) 2.5% to the emergency lodging and recovery for victims of domestic violence or human trafficking account established in 44-4-1506;
- (m) 2% to the Montana heritage preservation and development account provided for in 22-3-1004;
- (n) any unspent funds from the accounts in subsections (2)(e) through (2)(h) must be deposited in the account of subsection (2)(e) by October 1 of each year; and

# CONVENTION AND VISITORS BUREAU

## MONTANA CODE ANNOTATED 15-65-101 TO 136

(o) \$250,000 in each year of the biennium beginning July 1, 2025, to the Montana heritage commission for projects at Reeder's Alley in Helena and Grace Methodist Church in Virginia City.

(3) If a city, consolidated city-county, resort area, or resort area district qualifies under 15-68-820(5)(b)(iii) or this section for funds but fails to either recognize a nonprofit convention and visitors bureau or submit and gain approval for an annual marketing plan as required in 15-65-122, then those funds must be allocated to the regional nonprofit tourism corporation in the region in which the city, consolidated city-county, resort area, or resort area district is located.

(4) If a regional nonprofit tourism corporation fails to submit and gain approval for an annual marketing plan as required in 15-65-122, then those funds otherwise allocated to the regional nonprofit tourism corporation may be used by the department of commerce for tourism promotion and promotion of the state as a location for the production of motion pictures and television commercials.

(5) The tax proceeds received that are transferred to a state special revenue account pursuant to subsections (2)(a) through (2)(c) and (2)(e) through (2)(i) are statutorily appropriated to the entities as provided in 17-7-502.

(6) The tax proceeds received that are transferred to state special revenue accounts pursuant to subsection (2) are subject to appropriation by the legislature.

# AGENDA

- Business Improvement Districts in Montana
- Convention & Visitors Bureaus in Montana
- Livingston's BIDs and CVB

# BUSINESS IMPROVEMENT DISTRICTS

## LIVINGSTON, MONTANA

### Tourism Business Improvement District

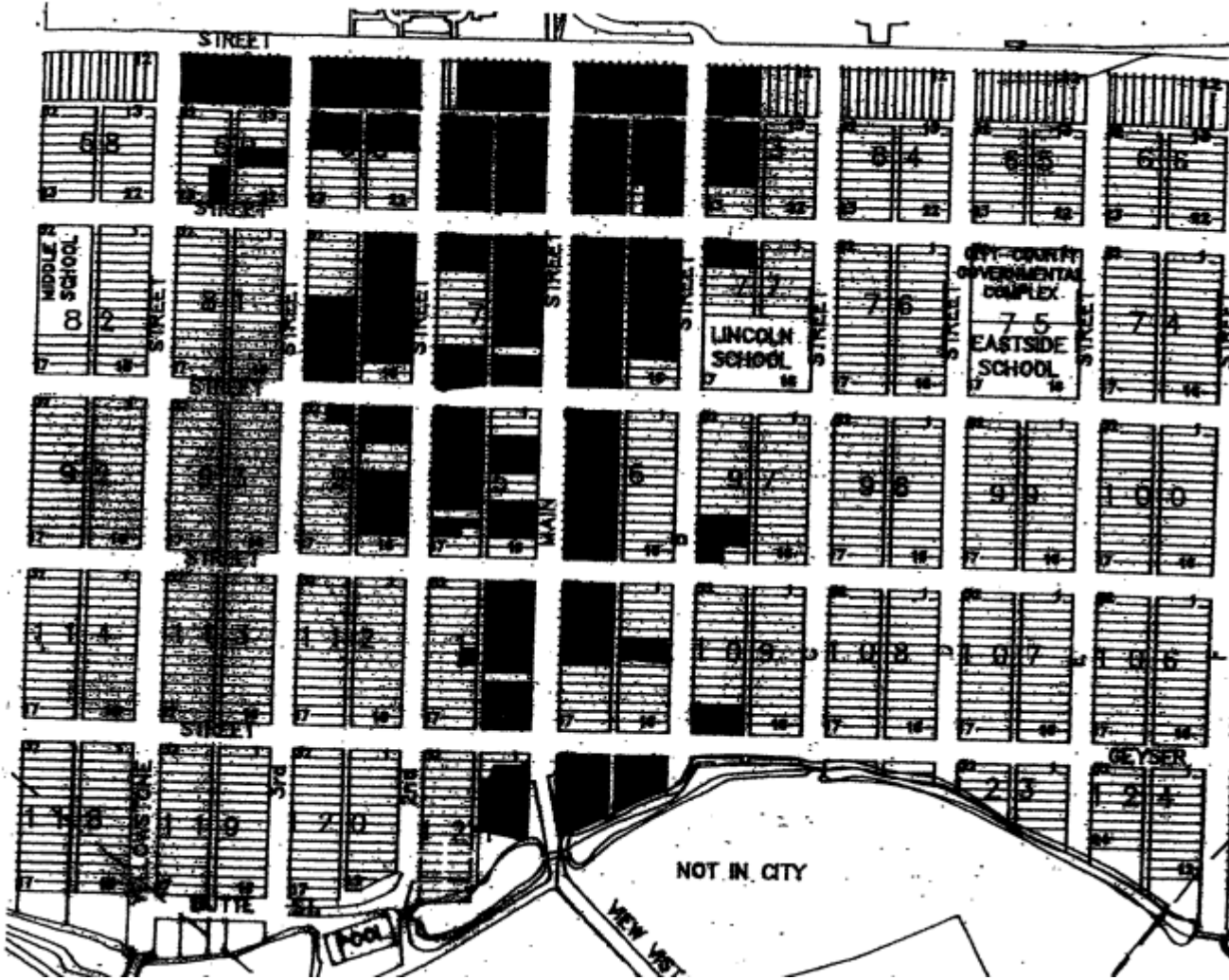
- Created By Resolution 4831, November 20, 2018
- “FOR THE PURPOSE OF AIDING IN TOURISM, PROMOTION, AND MARKETING WITHIN THE DISTRICT.”

### Livingston Business Improvement District

- Created by Resolution 4186, March 1, 2011
- “FOR THE PURPOSE OF PROMOTING THE HEALTH, SAFETY, PROSPERITY, SECURITY AND GENERAL WELFARE OF THE INHABITANTS OF THE DISTRICT AND THE PUBLIC AND WHICH WILL BE OF SPECIAL BENEFIT TO THE PROPERTY WITHIN THE BOUNDARIES OF THE DISTRICT

# LIVINGSTON BUSINESS IMPROVEMENT DISTRICT

## BOUNDARY



# CONVENTION AND VISITORS BUREAU

## LIVINGSTON, MONTANA

### Convention & Visitors Bureau

- Designation provided to Livingston Area Chamber of Commerce by Resolution 4556, April 23, 2015
- Designation moved to Livingston Business Improvement District by Resolution 4894, April 14, 2020





*Livingston, Montana*

group	project	date	amount
LuLu's Montana Market	Winter Festival	2/17/2026	\$1,000
Livingston Ice Skating Association	Ice Skating Rink SHINNY tournament	1/20/2026	\$1,500
Livingston Youth Soccer Association	Spring Season support and uniforms for 2 years	1/20/2026	\$12,500 per year for 2 years
Small Plate Hospitality	Livingston Restaurant Week	10/21/2025	\$9,413
Night Owl Run	17th Annual Fun Run	8/5/2025	\$2,500
Big Sky Passenger Rail Authority	2025 Conference	8/5/2025	\$10,000
Livingston Gallery Association	Summer Art Walks	6/18/2025	\$3,000
Windy City Outlaws DBA Calamity's Classic Rodeo	Calamity's Classic Rodeo	4/30/2025	\$9,996
Wishberry Hollow	Pixie Community Installation	4/15/2025	\$3,500
Rocky Mountain Songwriter Festivals Inc.	Livingston Songwriters Festival	3/18/2025	\$18,000
Livingston Depot Foundation, Inc.	Livingston Arts Week	3/18/2025	8,000
City of Livingston	Chamber Stroll	1/21/2025	\$625
Livingston Youth Soccer Association	Soccer Season	1/21/2025	\$10,000
Montana Hospitality & Lodging Association	Tourism Advocacy	1/21/2025	\$250
Livingston Ice Skating Association	Ice Skating Rink	1/21/2025	\$1,000
Tourism Matters to Montana	Tourism Advocacy	1/21/2025	\$1,000
Voices of Montana Tourism	Tourism Advocacy	1/21/2025	\$1,000
Holiday Lights of Livingston	installing new electrical outlets for lights	10/23/2024	\$10,000
Montana Media Coalition	Promoting Film Industry	10/21/2024	\$5,500
Livingston Downtown Business Owners and Building Association	Yellowstone Bus Tours	5/21/2024	\$4,000
Livingston Gallery Association	Annual Artwalks	5/21/2024	\$1,000
Rocky Mountain Songwriter Festivals Inc.	Livingston Songwriters Festival	5/21/2024	\$5,000
Wishberry Hollow	Pixie Community Installation	4/5/2024	\$3,000
Shane Center	2024 season	1/30/2024	\$2,500
Voices of Montana Tourism	Legislative session	1/30/2024	\$1,000
Montana Hospitality and Lodging	annual membership	1/2/2024	\$250
Night Owl Run	15th Annual Fun Run	9/9/2023	\$1,000
Wishberry Hollow	Pixie Community Installation	7/28/2023	\$3,000
Tap Into Mt	Brew Fest	6/24/2023	\$3,000
Yellowstone Gateway Museum	Yellowstone Art Exhibit	6/24/2023	\$7,500
Ferry Landing Arts, Recreation & Events	Yellowstone Harvest Fest event	4/20/2023	\$10,000
Joy of the Journey	Finishing edit of Livingston to YNP film	3/21/2023	\$3,500
Park County Recreation Rink	Free Skating Sponsorship	2/1/2023	\$400
Ferry Landing Arts, Recreation & Events	Windrider Transit to Yellowstone Harvest Festival	9/24/2022	\$1,000
Ferry Landing Arts, Recreation & Events	Yellowstone Harvest Fest event infrastructure (tent, tables etc.)	9/24/2022	\$5,000
Night Owl Run	14th Annual Fun Run	9/9/2022	\$1,000
Joy of the Journey	Livingston to YNP film	8/23/2022	\$6,000
Mountain Time Arts	All Nations TeePee Village in Gardiner	8/23/2022	\$5,000
Wishberry Hollow	Pixie Community Installation	7/29/2022	\$4,500
Shane Center	2023 Production of 2 Musicals	7/15/2022	\$5,000
Voices of Montana Tourism	2022 Legislative session	7/7/2022	\$1,000
Yellowstone Revealed	All Nations Light-up Teepee Village	7/5/2022	\$5,000
Windrider Transit	Downtown Summer Eve Hotel Shuttle	6/2/2022	\$7,500
Park County Recreation Rink	Free Skating Sponsorship	1/1/2022	\$600
Park County Rec Dept.	Chamber fee waiver to shut down street for the Stroll	11/2/2021	\$500
Creek to Peak	Soap Box Derby	10/15/2021	\$6,412
Livingston Braves	American Legion Baseball	7/1/2021	\$7,685
Livingston Area Chamber	July 2nd Parade portapotties	5/22/2021	\$850
Creek to Peak	Soap Box Derby	4/18/2020	\$5,000

# KITTS FENCE VARIANCE

## 318 S. 7th Street



CITY COMMISSION MEETING  
FEBRUARY 17, 2026

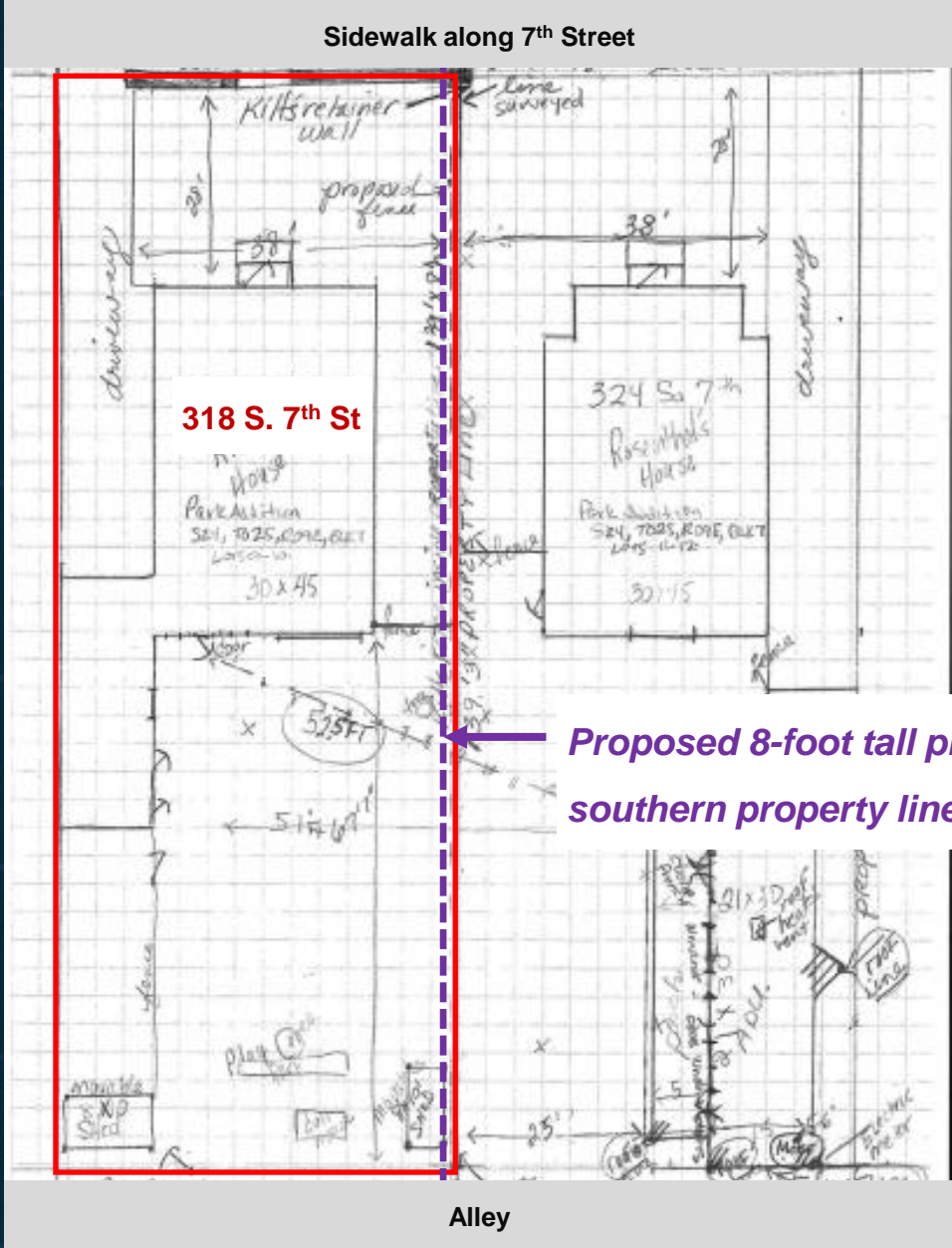
# SUMMARY OF PROPOSAL

Zoning District: R2 (Medium Density Residential)

Variance requested to allow an 8-foot tall privacy fence along the southern boundary of the property located at 318 South 7<sup>th</sup> Street

- Fences over 6 feet in height not allowed for residential uses
- Fences over 6 feet in height are structures and shall not be placed in 5-foot side setback

# SITE PLAN



Proposed 8-foot tall privacy fence 2-3 inches inside the southern property line

# PROPOSED FENCE



# NEED FOR VARIANCE

- The applicant wishes to enhance their privacy and sense of security on their property by constructing an 8-foot-tall privacy fence.
- The fence will be located roughly 3-4 inches inside the southern lot line of the subject property and will extend between the alley and the front sidewalk on 7<sup>th</sup> Street.
- The minimum required side setback in the R2 district for a structure that requires a building permit is 5 feet.
- The maximum fence height allowed in residential zoning districts (which includes R2) is 6 feet in general, and is limited to 4 feet when positioned within the side yard between the foremost edge of the house to the point where the side yard intersects the front street lot line (i.e. the front yard setback).
- A variance is required to allow the construction of a fence that exceeds 6 feet in height between the alley and the foremost edge of the house and that also exceeds 4 feet in height between the foremost edge of the house and the sidewalk.
- Because the fence will be taller than 6 feet, it requires a building permit and, therefore, requires a variance to be constructed within the required 5-foot side setback.

# CRITERIA FOR ZONING VARIANCE (SECTION 30.74)

- 1. Is the variance contrary to public interest? *NO*
- 2. Will enforcement of this ordinance result in unnecessary hardship for applicant? *YES*
- 3. Will variance allow an unpermitted use in R2 district? *NO*
- 4. Will variance grant special privilege to applicant within R2 district? *NO*
- 5. If granted, is variance in harmony with the general purpose/ intent of the code? *YES*

# STRATEGIC ALIGNMENT


- With the recommended conditions of approval, Staff finds the requested variance to install a fence that exceeds 6 feet in height is not likely to conflict with the Growth Policy goals, objectives or strategies.

# RECOMMENDATION

Based on the Findings of Fact, Staff recommends the City Commission APPROVE the variance request with the following conditions:


1. The fence shall be limited to eight feet in height between the rear property line and the foremost front edge of the house (near the street).
2. The fence within the front yard setback (foremost edge of the house to the sidewalk) shall be limited to five feet in height.
3. A building permit is required for the fence.

# QUESTIONS ?




**LIVINGSTON GROWTH POLICY**  
Final | June 2021


**PREPARED BY:**  
Burton Planning Services  
252 Electric Avenue  
Westerville, OH 43081  
(614) 392-2284  
[burtonplanning.com](http://burtonplanning.com)



**PREPARED FOR:**  
City of Livingston  
220 E. Park Street  
Livingston, MT 59047



Applied Communications  
151 Wedgwood Lane  
Whitefish, MT 59937



**LIVINGSTON**  
MONTANA

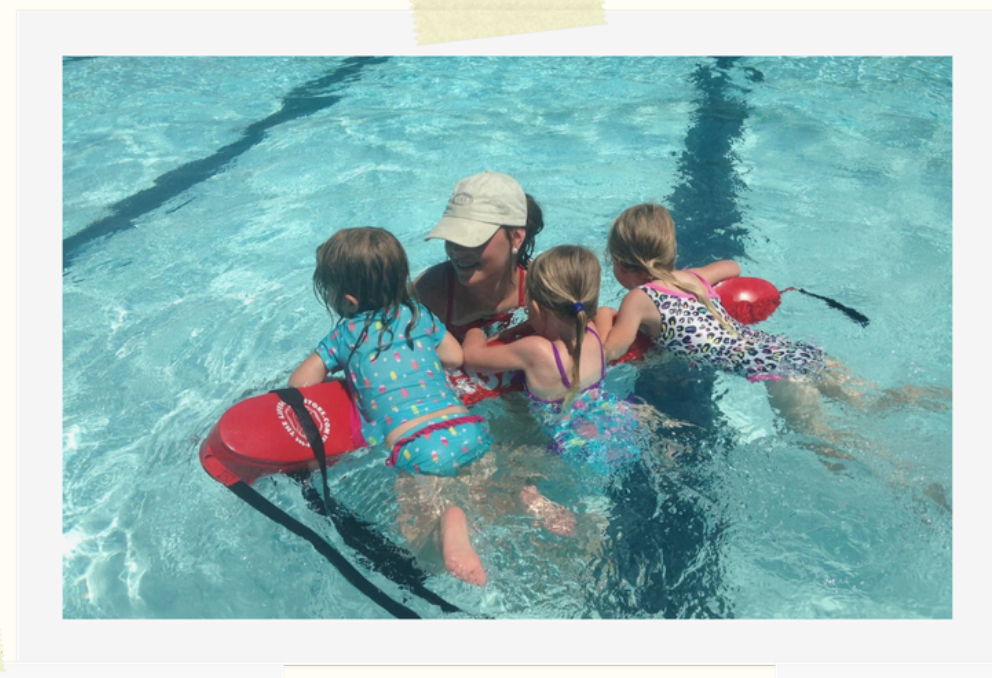


# RECREATION DEPARTMENT

## 2025 YEAR IN REVIEW

Building Community. Creating Opportunity. Preparing for What's Next.

# 2025 YEAR IN REVIEW



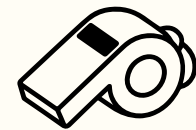
Building Community Through Recreation  
*Access. Opportunity. Community.*

# BY THE NUMBERS - 2025 AT A GLANCE

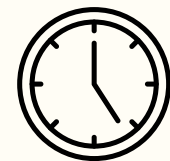


**541 Swim Lesson Participants**

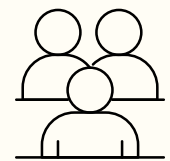
94% Fill Rate (575 seats offered)



**31,000+ Program Uses**



**3800 hours of Civic Center Use**



**8,780 Staff Hours Invested (3 FTE / 2 part-time students)**








**3,085 Volunteer Hours Contributed**



**944 hours of Picnic Shelter/Gazebo/Band Shell Park Use**



# AQUATICS: HIGH DEMAND, HIGH EFFICIENCY

-  **541 Swim Lesson Participants**  
94% Fill Rate (575 seats offered)
-  **17 Junior Aquatics Participants**
-  **53 Parent & StarTot Drop-in's**
-  **611 Water Aerobics Class Visits**
-  **6865 Lap Swim / Family Swim / Open Swim Visits**



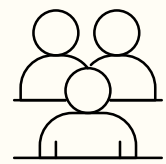
# YOUTH EMPLOYMENT PIPELINE



**Safe Sitter Courses - 48 Trained Safe Sitters in 2025**

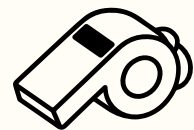


**Junior Aquatics - 17 students**



**Volunteer with us!**

**Parent's Night Out, Skate Night, Santa's Village, Special Events!**



**Youth Sports Officials**

# PROGRAMS & THE NUMBERS



**Roller Skaters - 1,500**



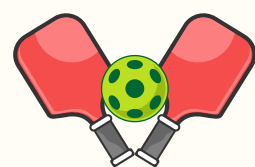
**Tai Chi Visits - 1,500**



**Youth Basketball, Tee Ball/Coach Pitch & Football Programs - 564**



**Adult Volleyball & Softball Leagues - 318 participants / 27 teams**



**Pickleball Weekday & Evening Offerings - 3,000 visits**



# SPECIAL EVENTS & PARTNERS

 **National Night Out - First Tuesday in August, Livingston Police Department**

Night Owl Run - First Friday after Labor Day - Volunteers & 500 active participants



 **Halloween Carnival - 500 visitors and 20 Community Serving Orgs**

Holiday Market - 32 local vendors and 1300+ Visitors 

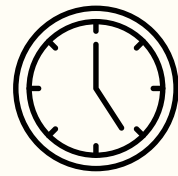
 **Santa's Village - Safe Sitter volunteers and 100 youth served**

Easter Egg Hunt - Easter Sunday at 1:00 pm sharp! - Livingston Fire & Rescue



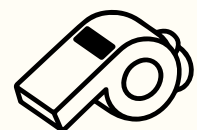
 **Kids Trout Derby - First Saturday of Summer - Livingston Fire & Rescue**

# FACILITY UTILIZATION



**3800 hours of Civic Center Use**  
**73-80 hours per week**

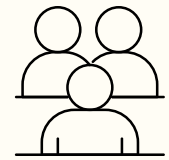
- **Open Walking Hours**
- **Birthday Parties / Private Rentals**
- **Community Holiday Dinners**
- **User Agreements: Soccer, Baseball/Softball, Basketball Camps, Early Childhood Coalition, Counterpoint Special Olympics, Blades Fitness**
- **As well as Livingston Recreation, directed programs**



**31,000+ Direct Program Uses**

# WORKFORCE AND VOLUNTEER HOURS

People power recreation.



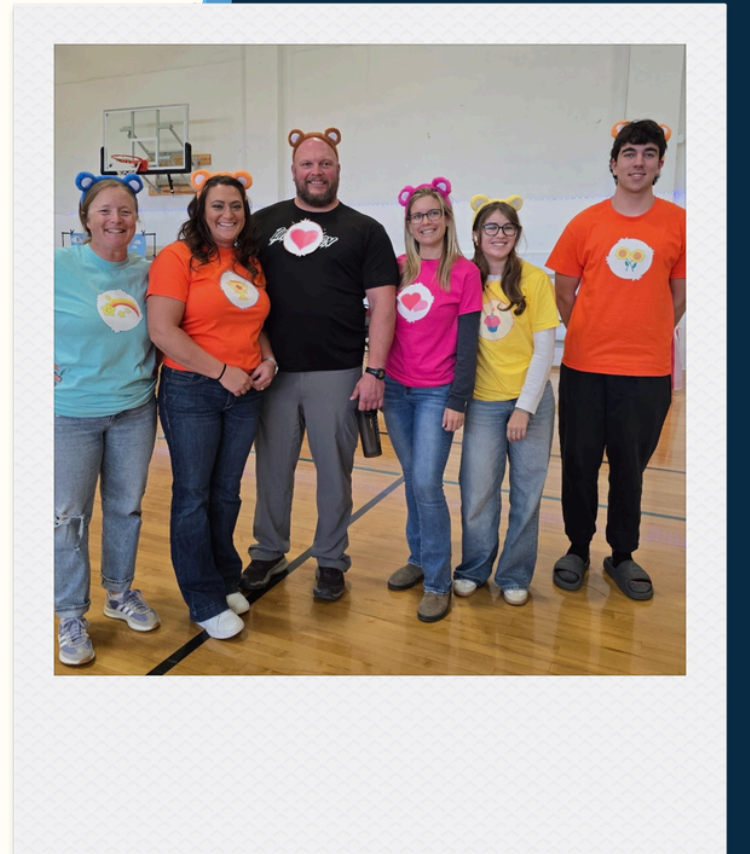
**8,780 Staff Hours Invested (3 FTE / 2 part-time students)**



**3,085 Volunteer Hours Contributed**

- Seasonal Staff - City Pool / Program Hires
- Coaches - 140 completed all risk management requirements
- Referees - Youth and Community Members
- Community Volunteers - Program specific, Roller Skating, Pickleball, Community Events and activities

Volunteer engagement offsets costs while strengthening community ownership.



# COMMUNITY MOMENTS

## Acorns to Oaks





# THANK YOU ANNUAL SPONSORS



# THANK YOU

Recreation is not extra. It is essential community infrastructure.

- City of Livingston Commissioners
- City of Livingston Taxpayers
- City of Livingston Employees
- Community Volunteers
- Community Partners
- Parks & Recreation Staff





# GATEWAY WELLNESS CENTER

## Project Update

FEBRUARY 17, 2026

# AGENDA

- Background
  
- Recent Project Updates
  
- Next Steps

# EXTERIOR RENDERING



*Livingston, Montana*

# GATEWAY WELLNESS CENTER

- **43,5000 square feet**
- **6 Lane Lap Pool**
- **Recreation Pool**
- **Gymnasium**
- **Indoor Walking Track**
- **Fitness Areas**
- **3 Large Multi-use Rooms**
- **2 Small Multi-use Rooms (Pool adjacent)**
- **Lobby Gathering Area**



# GATEWAY WELLNESS CENTER

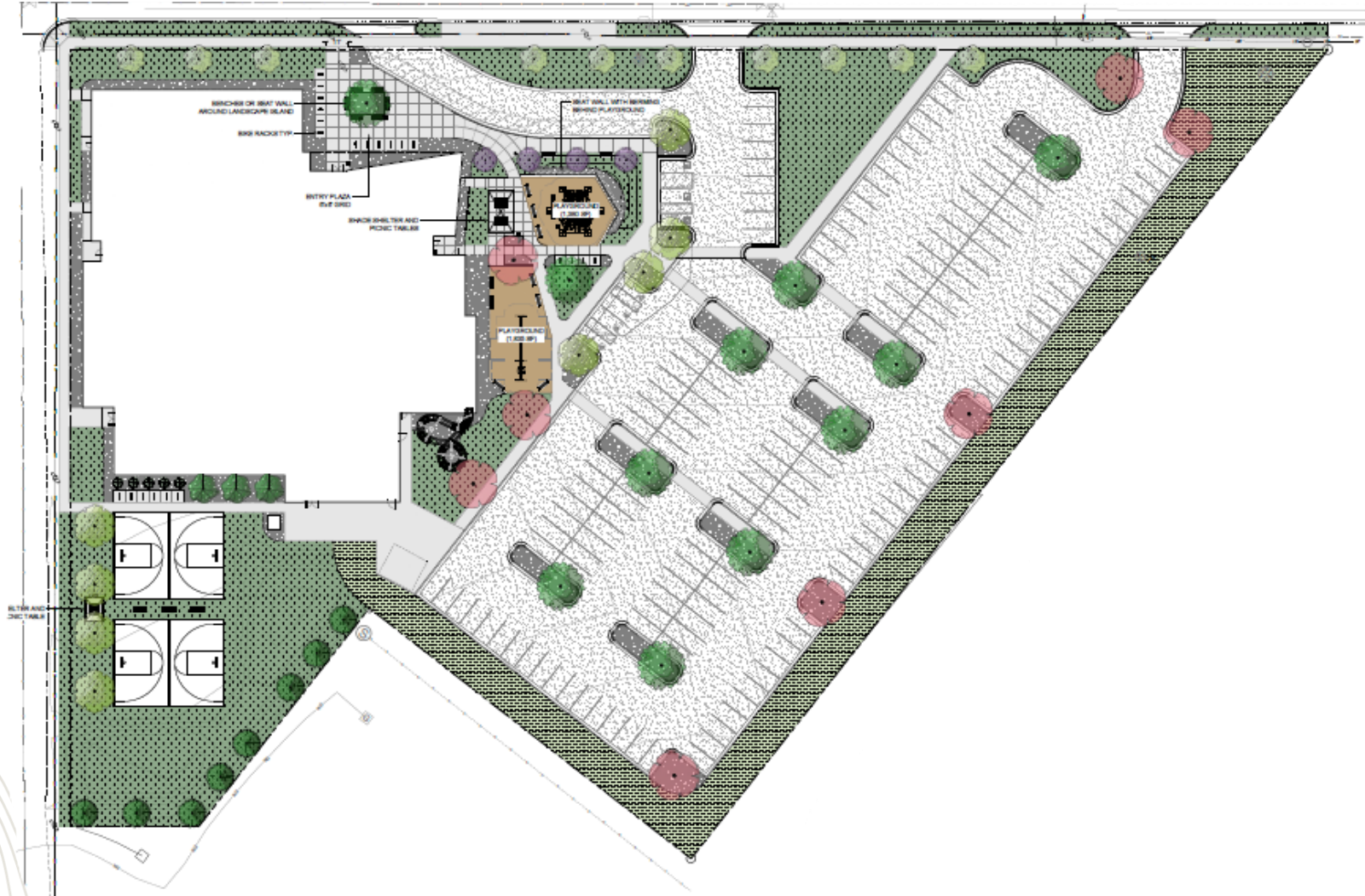
- **Free Facility Access for Residents**
  
- **Paid Access for Non-Residents**
  
- **Rentable Spaces for Organizations and Groups**



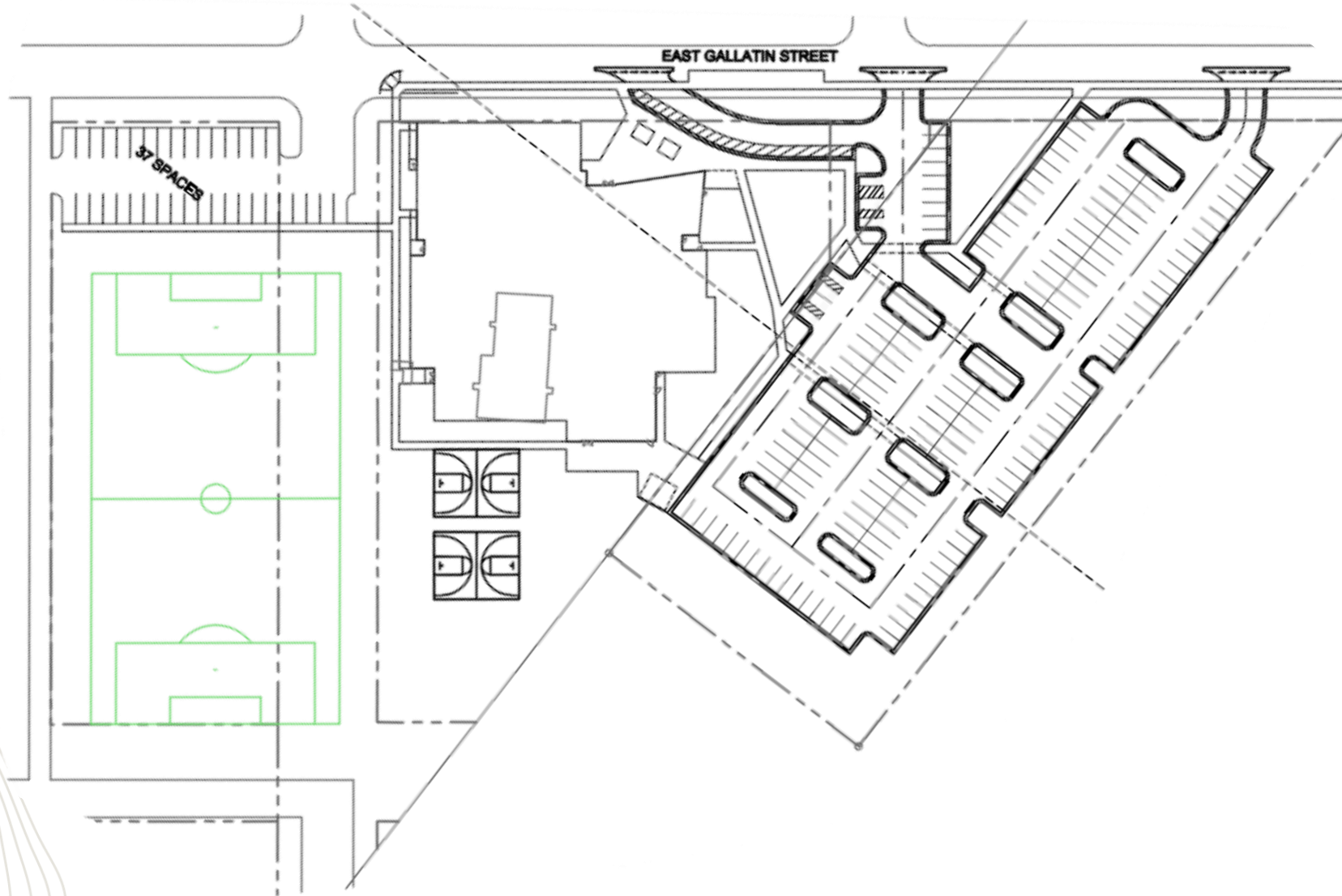
# LOCATION



# INITIAL SITE PLAN

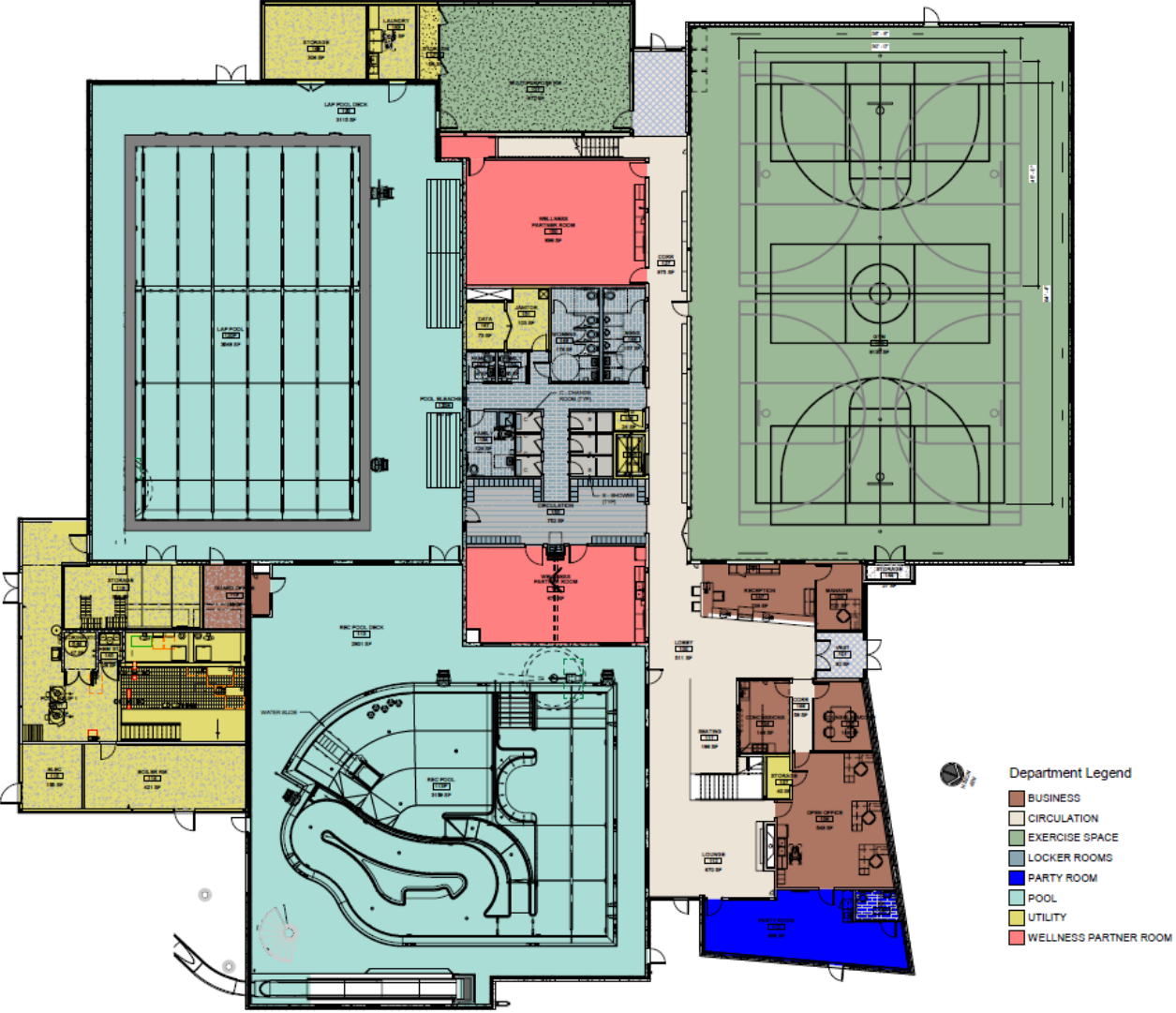


# FUTURE SITE PLAN



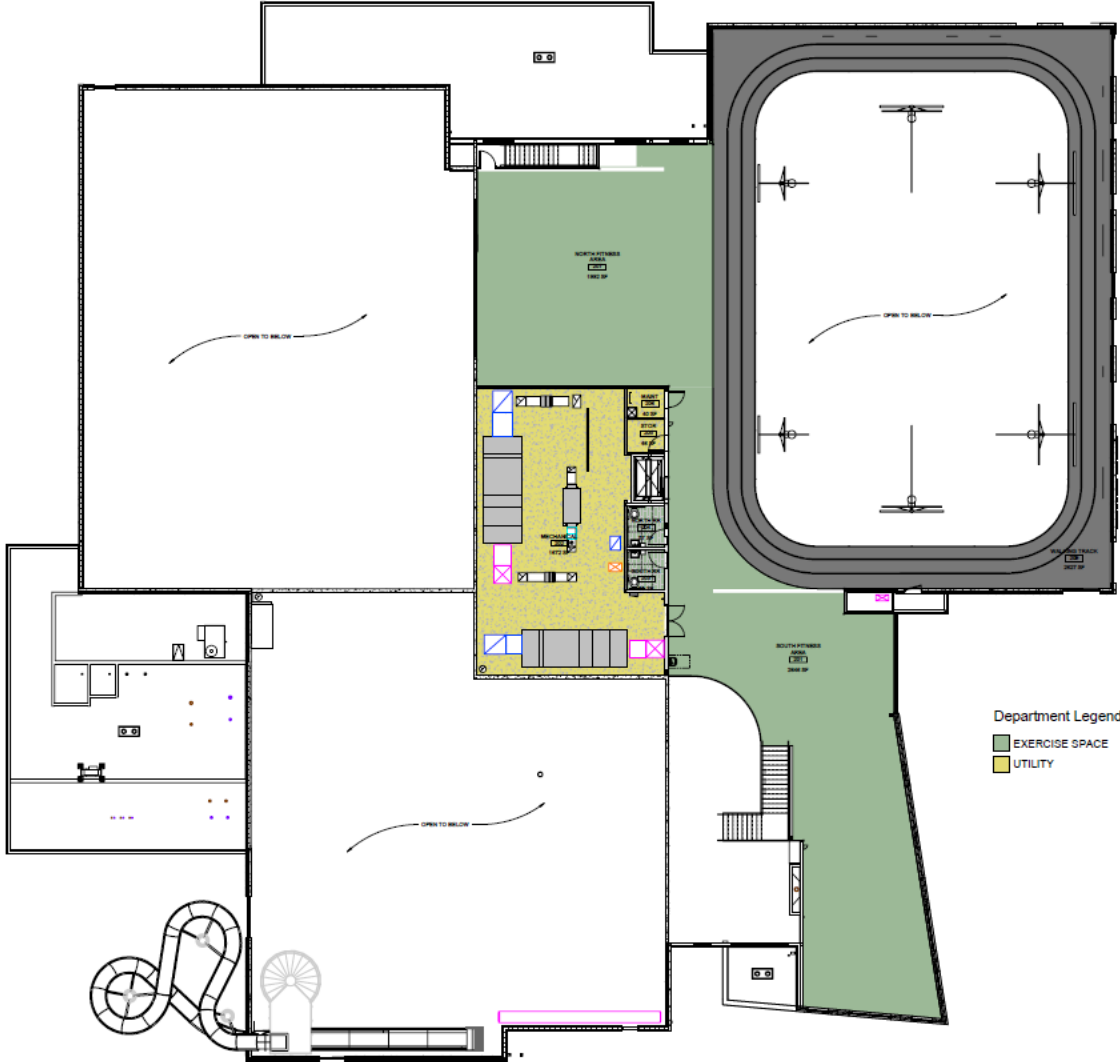
# FACILITY INTERIOR

## First Floor



- Lap Pool
- Recreation Pool
- Gymnasium
- 3 Large Multi-purpose Rooms
- 2 Small Multi-purpose Rooms
- Lobby
- Operations Support Areas (Laundry, Storage, Offices)

# FACILITY INTERIOR



## Second Floor

- Walking Track
- Fitness Areas
- Operations Support Area (Mechanical)

# INTERIOR RENDERING



*Livingston, Montana*

# INTERIOR RENDERING



*Livingston, Montana*

# AGENDA

- Background
  
- Recent Project Updates
  
- Next Steps

# CONSTRUCTION PHOTOGRAPHS



*Livingston, Montana*

# CONSTRUCTION PHOTOGRAPHS



# CONSTRUCTION PHOTOGRAPHS



# CONSTRUCTION PHOTOGRAPHS



# CONSTRUCTION PHOTOGRAPHS



*Livingston, Montana*

# CONSTRUCTION PHOTOGRAPHS



*Livingston, Montana*

# AGENDA

- Background
  
- Recent Project Updates
  
- Next Steps

# NEXT STEPS

- Partner Meetings:** February 25, 5:30-7 pm  
February 26, 9-10:30 am
- Community Tours:** Spring - Summer 2026
- Facility Sign-ups:** Fall 2026
- Building Complete:** January 2027
- Building Opens:** Late February 2027





*Livingston, Montana*











# LIVINGSTON

M O N T A N A

# ENVIRONMENTAL REVIEW



480 East Park Street | Butte, MT 59701  
(406) 782-5220  
info@waterenvtech.com  
waterenvtech.com  
f @ t i n



## Livingston Community Aquatic Center: Air Monitoring & Soil Sampling Summary Report

Livingston, Montana



Prepared For:  
Swank Enterprises

January 15, 2025



Livingston Community Aquatic Center

### 1 Executive Summary

The project location is in proximity to the BN Livingston Shop Complex (Facility), which is a maximum priority Comprehensive Environmental Cleanup and Responsibility Act site (CECRA, also known as State Superfund Facility). According to the Montana Department of Environmental Quality's Record of Decision (ROD) for the State Superfund Facility, contaminants of concern include volatile organic compounds (VOCs), petroleum, polycyclic aromatic hydrocarbons (PAHs), and lead in soil, soil vapor, and groundwater (DEQ, 2001).

Water and Environmental Technologies (WET) conducted air monitoring and soil sampling on behalf of Swank Enterprises during the sewer main installation within the CECRA boundary. The purpose was to monitor the breathing space for VOCs to ensure worker safety and implement proper requirements for stockpiling and disposal of the excavated material.

#### Summary of Air Monitoring

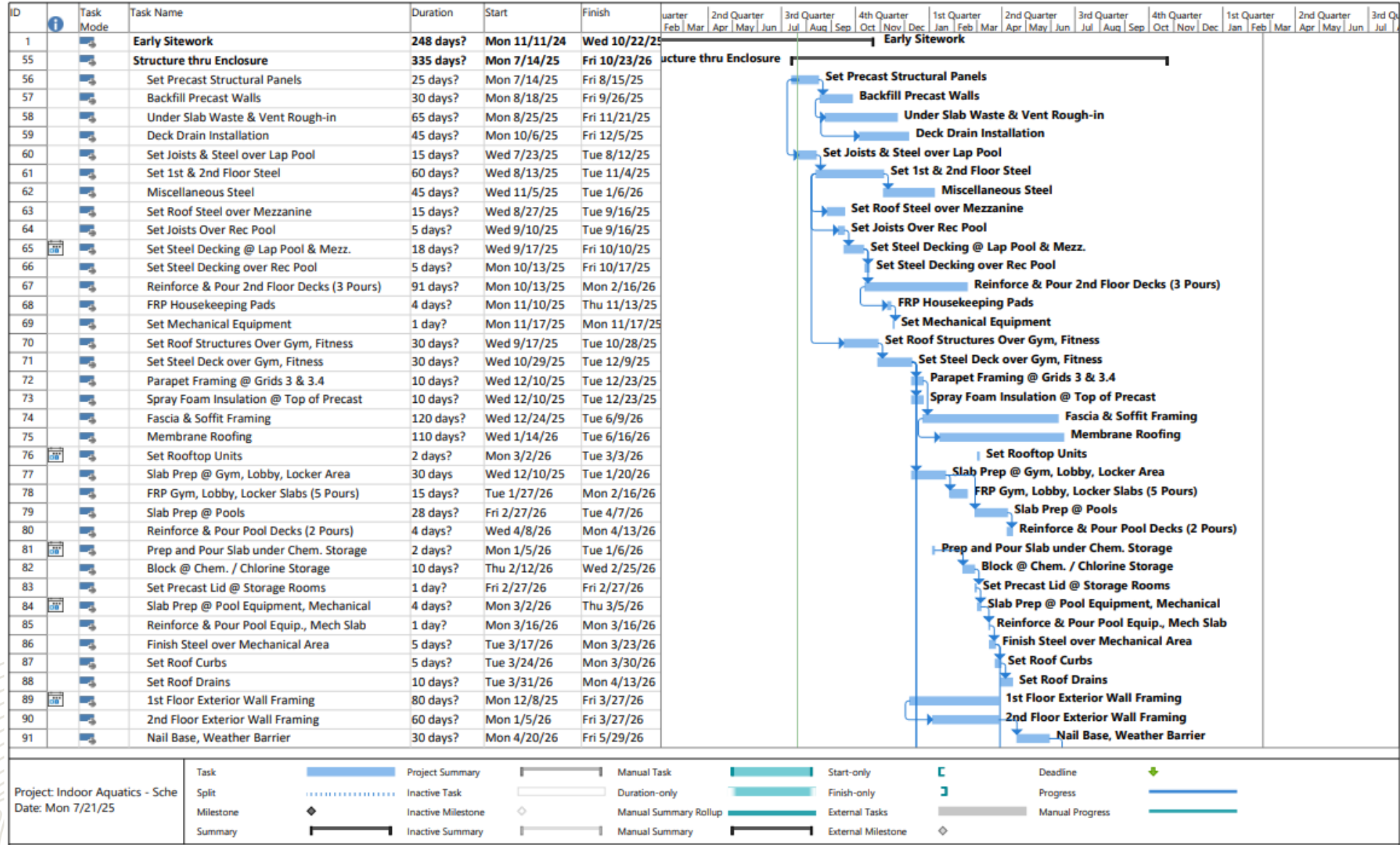
Results of air monitoring indicated that VOC concentrations were below levels established in the site-specific Health and Safety Plan (HASP) prepared for this work (WET, 2023) during excavation activities within the CECRA boundary.

#### Summary of Soil Sampling

Results of the soil sample collected from the excavated material stockpile demonstrated that concentrations of all metals, VOCs, hydrocarbons, and SVOCs in the sample were below laboratory detection limits and/or Facility cleanup levels. Therefore, stockpiled soil was acceptable to be used as backfill.

*Livingston, Montana*

# CONSTRUCTION SCHEDULE





# OPERATING BUDGET ASSUMPTION

Item	Year 1	Year 2 (FY 2028)	Year 3 (FY 2029)	Year 4 (FY 2030)	Year 5 (FY 2031)
	(FY 2027) 9 mo. of Operations				
<b>Expenditures</b>					
Staffing	845,208	1,183,291	1,212,873	1,243,195	1,274,275
Office Supplies	11,250	15,450	15,836	16,232	16,638
Chemicals	18,750	25,750	26,394	27,054	27,730
Repairs/Maintenance	15,000	20,000	20,000	20,000	20,000
Janitor Supplies	15,000	20,600	21,115	21,643	22,184
Recreation Supplies	20,250	27,810	28,505	29,218	29,948
Uniforms	3,000	7,000	7,000	7,000	7,000
Printing/posting/advertising	7,500	12,000	12,000	12,000	12,000
Resale Items	3,000	4,120	4,223	4,329	4,437
Utilities	150,000	206,000	211,150	216,429	221,839
Water Sewer	7,500	10,300	10,558	10,821	11,092
Insurance	37,500	50,750	51,511	52,284	53,068
Phones	3,750	5,150	5,279	5,411	5,546
Contract Services	22,500	30,450	30,907	31,370	31,841
Rental Equipment	1,500	2,060	2,112	2,164	2,218
Training	5,250	7,210	7,390	7,575	7,764
Conference Cont Ed	3,750	5,150	5,279	5,411	5,546
Trash	3,750	5,150	5,279	5,411	5,546
Dues and Subscriptions	6,000	8,000	8,001	8,002	8,003
rec 1/bank Charges	16,500	22,330	22,665	23,005	23,350
Misc Contingency	11,250	15,000	15,000	15,000	15,000
Capital Replacement Fund	-				
<b>Total Expenditures</b>	<b>1,208,208</b>	<b>1,683,571</b>	<b>1,723,076</b>	<b>1,763,553</b>	<b>1,805,026</b>

# GREAT FALLS OPERATING BUDGET ACTUALS



## Budget Performance Report

Date Range 07/01/24 - 06/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 5715 - AIM HIGH BIG SKY									
EXPENSE									
Department 64 - PARK & RECREATION									
Division 681 - ADMIN/BUILDING									
42230	JANITORIAL SUPPLIES	25,000.00	.00	25,000.00	1,814.93	.00	19,154.72	5,845.28	77
42290	OTHER OPERATING SUPPLIES	2,500.00	.00	2,500.00	3,073.63	.00	19,192.53	(16,692.53)	768
42350	BUILDING PARTS	6,500.00	.00	6,500.00	37.96	.00	410.08	6,089.92	6
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	600.00	.00	600.00	41.36	.00	1,156.96	(556.96)	193
42520	SUPPLIES FOR RESALE MISCELLANEOUS	22,500.00	.00	22,500.00	1,341.02	.00	13,347.10	9,152.90	59
43210	PRINTING, FORMS, ETC	500.00	.00	500.00	.00	.00	1,447.38	(947.38)	289
43340	ADVERTISING	5,000.00	.00	5,000.00	1,923.41	.00	3,333.40	1,666.60	67
43420	ELECTRIC UTILITY	220,000.00	.00	220,000.00	23,178.72	.00	182,541.74	37,458.26	83
43430	GAS UTILITY	29,000.00	.00	29,000.00	2,504.05	.00	21,155.67	7,844.33	73
43440	CITY SANITATION DISPOSAL	5,760.00	.00	5,760.00	167.00	.00	1,670.00	4,090.00	29
43450	WATER UTILITY	14,693.00	.00	14,693.00	625.87	.00	9,880.08	4,812.92	67
43460	SEWER UTILITY	13,794.00	.00	13,794.00	383.81	.00	3,533.00	10,261.00	26
43470	STORM DRAIN UTILITY	3,040.00	.00	3,040.00	290.68	.00	2,906.80	133.20	96
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	5,000.00	.00	5,000.00	1,252.25	.00	8,161.78	(3,161.78)	163
43610	GROUNDS & IMPROVEMENTS	500.00	.00	500.00	.00	.00	32.63	467.37	7
43630	MAINTENANCE AGREEMENTS	11,612.00	.00	11,612.00	1,836.11	.00	3,698.57	7,913.43	32
43640	MACHINERY & EQUIPMENT REPAIR & MAINTENANCE	6,500.00	.00	6,500.00	.00	.00	226.05	6,273.95	3
43710	MILEAGE - PERSONAL CAR IN CITY	250.00	.00	250.00	.00	.00	188.27	61.73	75
43790	MISCELLANEOUS TRAVEL EXPENSE	3,000.00	.00	3,000.00	.00	.00	3,432.62	(432.62)	114
43975	OTHER SHOW / EVENTS COSTS MISCELLANEOUS	500.00	.00	500.00	.00	.00	400.33	99.67	80
45515	CREDIT CARD FEES	60,000.00	.00	60,000.00	2,361.91	.00	17,844.11	42,155.89	30
Division 681 - ADMIN/BUILDING Totals		\$436,249.00	\$0.00	\$436,249.00	\$40,832.71	\$0.00	\$313,713.82	\$122,535.18	72%
Division 683 - FACILITY/RECREATION PROGRAMS									
42290	OTHER OPERATING SUPPLIES	10,000.00	.00	10,000.00	1,333.39	.00	5,296.69	4,703.31	53
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	.00	.00	.00	131.64	.00	953.83	(953.83)	+++
43210	PRINTING, FORMS, ETC	100.00	.00	100.00	.00	.00	.00	100.00	0
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	10,000.00	.00	10,000.00	331.50	.00	5,858.40	4,141.60	59
43975	OTHER SHOW / EVENTS COSTS MISCELLANEOUS	500.00	.00	500.00	.00	.00	149.19	350.81	30
Division 683 - FACILITY/RECREATION PROGRAMS Totals		\$20,600.00	\$0.00	\$20,600.00	\$1,796.53	\$0.00	\$12,258.11	\$8,341.89	60%
Division 685 - SPORTS/FITNESS									
42290	OTHER OPERATING SUPPLIES	600.00	.00	600.00	350.94	.00	3,178.33	(2,578.33)	530
43210	PRINTING, FORMS, ETC	100.00	.00	100.00	.00	.00	.00	100.00	0
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	25,500.00	.00	25,500.00	32.50	.00	13,514.50	11,985.50	53
43790	MISCELLANEOUS TRAVEL EXPENSE	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
43975	OTHER SHOW / EVENTS COSTS MISCELLANEOUS	5,000.00	.00	5,000.00	.00	.00	14,940.36	(9,940.36)	299
Division 685 - SPORTS/FITNESS Totals		\$33,200.00	\$0.00	\$33,200.00	\$383.44	\$0.00	\$31,633.19	\$1,566.81	95%

# GREAT FALLS OPERATING BUDGET ACTUALS



## Budget Performance Report

Date Range 07/01/24 - 06/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 5715 - AIM HIGH BIG SKY									
EXPENSE									
Department 64 - PARK & RECREATION									
Division 687 - AQUATICS									
42220	CHEMICAL, LAB & MEDICAL SUPPLIES	40,000.00	.00	40,000.00	6,355.40	.00	34,141.64	5,858.36	85
42290	OTHER OPERATING SUPPLIES	9,500.00	.00	9,500.00	5,854.62	.00	17,756.56	(8,256.56)	187
43210	PRINTING, FORMS, ETC	100.00	.00	100.00	.00	.00	95.00	5.00	95
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	5,000.00	.00	5,000.00	141.00	.00	5,036.19	(36.19)	101
43790	MISCELLANEOUS TRAVEL EXPENSE	2,000.00	.00	2,000.00	.00	.00	1,667.84	332.16	83
43975	OTHER SHOW / EVENTS COSTS MISCELLANEOUS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
Division 687 - AQUATICS Totals		\$57,600.00	\$0.00	\$57,600.00	\$12,351.02	\$0.00	\$58,697.23	(\$1,097.23)	102%
Department 64 - PARK & RECREATION Totals		\$547,649.00	\$0.00	\$547,649.00	\$55,363.70	\$0.00	\$416,302.35	\$131,346.65	76%
EXPENSE TOTALS		\$547,649.00	\$0.00	\$547,649.00	\$55,363.70	\$0.00	\$416,302.35	\$131,346.65	76%
Fund 5715 - AIM HIGH BIG SKY Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		547,649.00	.00	547,649.00	55,363.70	.00	416,302.35	131,346.65	76%
Fund 5715 - AIM HIGH BIG SKY Totals		(\$547,649.00)	\$0.00	(\$547,649.00)	(\$55,363.70)	\$0.00	(\$416,302.35)	(\$131,346.65)	
Grand Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		547,649.00	.00	547,649.00	55,363.70	.00	416,302.35	131,346.65	76%
Grand Totals		(\$547,649.00)	\$0.00	(\$547,649.00)	(\$55,363.70)	\$0.00	(\$416,302.35)	(\$131,346.65)	



**File Attachments for Item:**

**C. APPROVAL OF CLAIMS PAID 2/12/26 - 2/25/26**

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>2M COMPANY, INC.</b>							
781	2M COMPANY, INC.	208026635-00	DEEP THAW BAGS	10/23/2025	465.50	465.50	02/19/2026
Total 2M COMPANY, INC.:					465.50	465.50	
<b>406 VINYL ART</b>							
10007	406 VINYL ART	2026.01.19	PT UNIFORMS	01/19/2026	540.00	540.00	02/12/2026
Total 406 VINYL ART:					540.00	540.00	
<b>AAA CLEANING</b>							
3727	AAA CLEANING	294	220 E PARK CLEANING	01/28/2026	3,250.00	3,250.00	02/12/2026
3727	AAA CLEANING	295	330 BENNETT CLEANING	01/28/2026	156.25	156.25	02/12/2026
3727	AAA CLEANING	295	330 BENNETT CLEANING	01/28/2026	156.25	156.25	02/12/2026
3727	AAA CLEANING	295	330 BENNETT CLEANING	01/28/2026	156.25	156.25	02/12/2026
3727	AAA CLEANING	295	330 BENNETT CLEANING	01/28/2026	156.25	156.25	02/12/2026
3727	AAA CLEANING	296	CIVIC CENTER CLEANING	01/28/2026	2,600.00	2,600.00	02/12/2026
Total AAA CLEANING:					6,475.00	6,475.00	
<b>ALL SERVICE TIRE &amp; ALIGNMENT</b>							
22	ALL SERVICE TIRE & ALIGNME	71597	TIRE REPAIR	02/11/2026	20.00	20.00	02/19/2026
Total ALL SERVICE TIRE & ALIGNMENT:					20.00	20.00	
<b>ALPINE ELECTRONICS RADIO SHACK</b>							
402	ALPINE ELECTRONICS RADIO	10327074	Printer Ink	02/09/2026	110.00	110.00	02/19/2026
402	ALPINE ELECTRONICS RADIO	10327080	Printer Ink	02/09/2026	197.50	197.50	02/19/2026
Total ALPINE ELECTRONICS RADIO SHACK:					307.50	307.50	
<b>AM CONSTRUCTION SUPPLY INC</b>							
10005	AM CONSTRUCTION SUPPLY IN	4741	LIBERATOR RESCUE BLADE	12/10/2025	299.99	299.99	02/19/2026
10005	AM CONSTRUCTION SUPPLY IN	4741	LIBERATOR RESCUE BLADE	12/10/2025	100.00	100.00	02/19/2026
Total AM CONSTRUCTION SUPPLY INC:					399.99	399.99	
<b>B &amp; B APPLIANCE, LLC</b>							
2735	B & B APPLIANCE, LLC	2772	DRYER REPAIR	01/12/2026	100.00	100.00	02/19/2026
Total B & B APPLIANCE, LLC:					100.00	100.00	
<b>BOUND TREE MEDICAL, LLC</b>							
2662	BOUND TREE MEDICAL, LLC	86082750	Patient Supplies	02/02/2026	422.90	422.90	02/19/2026
2662	BOUND TREE MEDICAL, LLC	86086978	Patient Supplies	02/04/2026	357.52	357.52	02/19/2026
2662	BOUND TREE MEDICAL, LLC	86092516	Patient Supplies	02/09/2026	530.20	530.20	02/19/2026
Total BOUND TREE MEDICAL, LLC:					1,310.62	1,310.62	
<b>CASELLE</b>							
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	3,456.13	3,456.13	02/19/2026
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	108.29	108.29	02/19/2026
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	108.29	108.29	02/19/2026
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	209.00	209.00	02/19/2026
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	209.00	209.00	02/19/2026
3763	CASELLE	INV-16062	MAINTENANCE & SUPPORT	02/03/2026	317.29	317.29	02/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CASELLE:					4,408.00	4,408.00	
<b>COMDATA</b>							
2671	COMDATA	XW660/204415	FIRE FUEL	02/01/2026	323.10	323.10	02/19/2026
2671	COMDATA	XW660/204415	EMS FUEL	02/01/2026	1,237.43	1,237.43	02/19/2026
Total COMDATA:					1,560.53	1,560.53	
<b>CORE &amp; MAIN LP</b>							
3733	CORE & MAIN LP	V769450	CREDIT V586013	10/07/2024	575.10-	575.10-	02/19/2026
3733	CORE & MAIN LP	X942478	COUPLING	11/05/2025	121.13	121.13	02/19/2026
3733	CORE & MAIN LP	Y135736	DIGESTER BLOW-OFF	02/04/2026	2,529.00	2,529.00	02/19/2026
3733	CORE & MAIN LP	Y283226	WABASH LID COVER	01/29/2026	506.00	506.00	02/19/2026
3733	CORE & MAIN LP	Y451925	COUPLINGS	01/29/2026	5,722.96	5,722.96	02/19/2026
Total CORE & MAIN LP:					8,303.99	8,303.99	
<b>CULLIGAN OF BOZEMAN</b>							
10000	CULLIGAN OF BOZEMAN	575X03874102	SERVICE CALL	01/31/2026	266.00	266.00	02/19/2026
Total CULLIGAN OF BOZEMAN:					266.00	266.00	
<b>DANA SAFETY SUPPLY, INC.</b>							
3234	DANA SAFETY SUPPLY, INC.	998662	MEDIC 3 LIGHTBAR REPAIR	02/02/2026	135.00	135.00	02/19/2026
Total DANA SAFETY SUPPLY, INC.:					135.00	135.00	
<b>DELTA SIGNS &amp; GRAPHICS</b>							
509	DELTA SIGNS & GRAPHICS	3368	SIGNS	02/02/2026	72.00	72.00	02/19/2026
Total DELTA SIGNS & GRAPHICS:					72.00	72.00	
<b>DEPARTMENT OF REVENUE</b>							
122	DEPARTMENT OF REVENUE	2026_01 WMC	SANITARY SEWER I & I	01/06/2026	759.50	759.50	02/12/2026
Total DEPARTMENT OF REVENUE:					759.50	759.50	
<b>DRIVER RECORDS</b>							
10007	DRIVER RECORDS	2026.02	RECORD REQUEST	02/12/2026	15.00	15.00	02/12/2026
Total DRIVER RECORDS:					15.00	15.00	
<b>EMERALD SERVICES INC.</b>							
3380	EMERALD SERVICES INC.	99291176	USED OIL SERVICE	02/06/2026	521.50	521.50	02/19/2026
Total EMERALD SERVICES INC.:					521.50	521.50	
<b>ENERGY LABORATORIES, INC.</b>							
424	ENERGY LABORATORIES, INC.	764003	Analysis	01/23/2026	304.00	304.00	02/12/2026
Total ENERGY LABORATORIES, INC.:					304.00	304.00	
<b>FBI - LEEDA</b>							
2993	FBI - LEEDA	68609669-26	MEMBERSHIP DUES	02/01/2026	50.00	50.00	02/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FBI - LEEDA:					50.00	50.00	
<b>FERGUSON WATERWORKS #1701</b>							
2386	FERGUSON WATERWORKS #17	0909011-1	BASE STATION INSTALL	01/23/2026	17,050.00	17,050.00	02/19/2026
2386	FERGUSON WATERWORKS #17	0909011-1	ANNUAL SOFTWARE FEES	01/23/2026	8,399.00	8,399.00	02/19/2026
2386	FERGUSON WATERWORKS #17	0909011-1	ANNUAL SOFTWARE FEES	01/23/2026	8,399.00	8,399.00	02/19/2026
Total FERGUSON WATERWORKS #1701:					33,848.00	33,848.00	
<b>FISHER SAND AND GRAVEL</b>							
2904	FISHER SAND AND GRAVEL	63315	BULK WATER STATION	01/17/2026	2,017.93	2,017.93	02/19/2026
Total FISHER SAND AND GRAVEL:					2,017.93	2,017.93	
<b>FRIDLEY CONSTRUCTION</b>							
931	FRIDLEY CONSTRUCTION	2026.02	BULK WATER STATION	02/06/2026	4,000.00	4,000.00	02/19/2026
Total FRIDLEY CONSTRUCTION:					4,000.00	4,000.00	
<b>GENERAL DISTRIBUTING COMPANY</b>							
1845	GENERAL DISTRIBUTING COM	0001599459	O2 BOTTLE RENTAL	01/31/2026	211.44	211.44	02/19/2026
Total GENERAL DISTRIBUTING COMPANY:					211.44	211.44	
<b>HAWKINS, INC</b>							
470	HAWKINS, INC	7307706	Chlorine cylinder	01/15/2026	100.00	100.00	02/12/2026
Total HAWKINS, INC:					100.00	100.00	
<b>INTERSTATE ENGINEERING, INC.</b>							
10008	INTERSTATE ENGINEERING, IN	60793REVISE	ON-CALL PLANNING SUPPORT	02/10/2026	6,990.50	6,990.50	02/19/2026
Total INTERSTATE ENGINEERING, INC.:					6,990.50	6,990.50	
<b>KELLEY CREATE</b>							
10006	KELLEY CREATE	IN2206181	JH13670	01/26/2026	456.13	456.13	02/12/2026
10006	KELLEY CREATE	IN2218028	PRINTER	02/02/2026	4.29	4.29	02/19/2026
10006	KELLEY CREATE	IN2218029	PRINTER	02/02/2026	18.20	18.20	02/19/2026
Total KELLEY CREATE:					478.62	478.62	
<b>KEN'S EQUIPMENT REPAIR, INC</b>							
1390	KEN'S EQUIPMENT REPAIR, IN	65891	VAC TRUCK REPAIR	12/18/2025	653.75	653.75	02/12/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65908	YELLOW PETE REPAIR	01/08/2026	236.55	236.55	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65944	TRANSFER TRUCK REPAIR	01/05/2026	65.00	65.00	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65953	TRANSFER TRUCK REPAIR	01/06/2026	18.90	18.90	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65955	ROLLOFF REPAIR	01/07/2026	2,740.50	2,740.50	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65979	ROLLOFF REPAIR	01/27/2026	1,177.45	1,177.45	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	65991	G3 REPAIR	01/15/2026	278.30	278.30	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66011	TRANSFER TRUCK REPAIR	01/19/2026	161.30	161.30	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66015	G3 REPAIR	01/19/2026	65.00	65.00	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66019	G4 REPAIR	01/20/2026	65.00	65.00	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66024	G3 REPAIR	01/21/2026	130.00	130.00	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66044	SLUDGE TRAILER	01/27/2026	3,968.90	3,968.90	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66048	REPLACE CAB LIGHT	01/27/2026	130.95	130.95	02/19/2026
1390	KEN'S EQUIPMENT REPAIR, IN	66050	SLUDGE TRAILER	01/28/2026	3,387.20	3,387.20	02/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1390	KEN'S EQUIPMENT REPAIR, IN	66061	TRANSFER TRUCK REPAIR	01/29/2026	123.00	123.00	02/19/2026
Total KEN'S EQUIPMENT REPAIR, INC:					13,201.80	13,201.80	
<b>L &amp; L SERVICE INC.</b>							
10008	L & L SERVICE INC.	2026-6	TRAILER RENTAL	02/13/2026	10,836.28	10,836.28	02/19/2026
Total L & L SERVICE INC.:					10,836.28	10,836.28	
<b>LES SCHWAB</b>							
10006	LES SCHWAB	92000065009	TIRE REPAIR	01/27/2026	220.84	220.84	02/12/2026
Total LES SCHWAB:					220.84	220.84	
<b>LIVINGSTON CHAMBER OF COMMERCE</b>							
618	LIVINGSTON CHAMBER OF CO	2026.02	BUSINESS LICENSE REFUND	02/25/2026	475.00	475.00	02/25/2026
Total LIVINGSTON CHAMBER OF COMMERCE:					475.00	475.00	
<b>LIVINGSTON HEALTH CARE</b>							
55	LIVINGSTON HEALTH CARE	200450138	770648248	01/23/2026	48.00	48.00	02/12/2026
Total LIVINGSTON HEALTH CARE:					48.00	48.00	
<b>LOGAN LANDFILL</b>							
10007	LOGAN LANDFILL	123712	DUMP FEES	01/23/2026	593.00	593.00	02/12/2026
10007	LOGAN LANDFILL	123736	DUMP FEES	01/26/2026	678.00	678.00	02/12/2026
10007	LOGAN LANDFILL	123993	DUMP FEES	02/06/2026	2,104.00	2,104.00	02/19/2026
10007	LOGAN LANDFILL	124027	DUMP FEES	02/09/2026	2,053.00	2,053.00	02/19/2026
10007	LOGAN LANDFILL	124049	DUMP FEES	02/10/2026	2,027.00	2,027.00	02/19/2026
10007	LOGAN LANDFILL	124077	DUMP FEES	02/11/2026	752.00	752.00	02/19/2026
10007	LOGAN LANDFILL	124099	DUMP FEES	02/12/2026	1,286.00	1,286.00	02/19/2026
10007	LOGAN LANDFILL	124127	DUMP FEES	02/13/2026	1,361.00	1,361.00	02/19/2026
10007	LOGAN LANDFILL	124164	DUMP FEES	02/16/2026	638.00	638.00	02/19/2026
Total LOGAN LANDFILL:					11,492.00	11,492.00	
<b>MASTERCARD</b>							
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.09	25.09	01/08/2026
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.09	25.09	01/08/2026
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.08	25.08	01/08/2026
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.08	25.08	01/08/2026
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.08	25.08	01/08/2026
3184	MASTERCARD	2025_12 BALL	QUARTLERLY SAFETY MEETIN	01/01/2026	25.08	25.08	01/08/2026
3184	MASTERCARD	2025_12 CHAB	FIRE-Meals-Christmas Duty Crew	01/01/2026	143.98	143.98	01/08/2026
3184	MASTERCARD	2025_12 CHAB	FIRE-Tools/Safety-Fire Hoods	01/01/2026	2,365.18	2,365.18	01/08/2026
3184	MASTERCARD	2025_12 DELA	SHIPPING	01/01/2026	14.99	14.99	01/08/2026
3184	MASTERCARD	2025_12 DEM	LFR Certified Mail	01/01/2026	7.74	7.74	01/08/2026
3184	MASTERCARD	2025_12 DEM	ChatGPT Subscription	01/01/2026	20.00	20.00	01/08/2026
3184	MASTERCARD	2025_12 DEM	USB Flash Drives for LFR	01/01/2026	44.99	44.99	01/08/2026
3184	MASTERCARD	2025_12 DEM	LPD Certified Mail	01/01/2026	13.42	13.42	01/08/2026
3184	MASTERCARD	2025_12 DEM	LFR Lunch for EMS Training 12/1	01/01/2026	176.92	176.92	01/08/2026
3184	MASTERCARD	2025_12 DEM	LFR Lunch for EMS Training 12/1	01/01/2026	51.36	51.36	01/08/2026
3184	MASTERCARD	2025_12 DEM	LFR Lunch for EMS Training 12/1	01/01/2026	12.78	12.78	01/08/2026
3184	MASTERCARD	2025_12 DEM	LFR Lunch for EMS Training 12/1	01/01/2026	266.10	266.10	01/08/2026
3184	MASTERCARD	2025_12 DEM	LPD Public Safety Statement Car	01/01/2026	17.94	17.94	01/08/2026
3184	MASTERCARD	2025_12 DEM	Pens/ Post-it's/ Legal pads	01/01/2026	95.26	95.26	01/08/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3184	MASTERCARD	2025_12 DEM	Stamp Ink re-fill	01/01/2026	9.16	9.16	01/08/2026
3184	MASTERCARD	2025_12 DEM	National Notary Association Certif	01/01/2026	334.00	334.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	SPACE HEATER	01/01/2026	38.99	38.99	01/08/2026
3184	MASTERCARD	2025_12 FETT	SERVICE CART	01/01/2026	106.99	106.99	01/08/2026
3184	MASTERCARD	2025_12 FETT	PLANNER	01/01/2026	15.87	15.87	01/08/2026
3184	MASTERCARD	2025_12 FETT	COMPUTER MONITORS	01/01/2026	519.98	519.98	01/08/2026
3184	MASTERCARD	2025_12 FETT	LABEL MAKER TAPE	01/01/2026	66.99	66.99	01/08/2026
3184	MASTERCARD	2025_12 FETT	DESK KEY	01/01/2026	6.87	6.87	01/08/2026
3184	MASTERCARD	2025_12 FETT	PHONE CASE	01/01/2026	25.98	25.98	01/08/2026
3184	MASTERCARD	2025_12 FETT	CPA LICENSE	01/01/2026	62.50	62.50	01/08/2026
3184	MASTERCARD	2025_12 FETT	COFFEE	01/01/2026	102.00	102.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	COMPUTER SUPPLIES	01/01/2026	61.01	61.01	01/08/2026
3184	MASTERCARD	2025_12 FETT	BADGE HOLDER	01/01/2026	34.17	34.17	01/08/2026
3184	MASTERCARD	2025_12 FETT	VEHICLE REGISTRATION	01/01/2026	27.51	27.51	01/08/2026
3184	MASTERCARD	2025_12 FETT	COFFEE	01/01/2026	79.98	79.98	01/08/2026
3184	MASTERCARD	2025_12 FETT	COMPUTER SUPPLIES	01/01/2026	334.96	334.96	01/08/2026
3184	MASTERCARD	2025_12 FETT	GFOA MEMBERSHIP	01/01/2026	250.00	250.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	GFOA AWARD PROGRAM	01/01/2026	505.00	505.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	CONTINUING EDUCATION	01/01/2026	92.00	92.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	OFFICE SUPPLIES	01/01/2026	191.24	191.24	01/08/2026
3184	MASTERCARD	2025_12 FETT	CONTINUING EDUCATION	01/01/2026	569.00	569.00	01/08/2026
3184	MASTERCARD	2025_12 FETT	OFFICE SUPPLIES	01/01/2026	36.95	36.95	01/08/2026
3184	MASTERCARD	2025_12 FETT	CALCULATOR	01/01/2026	84.57	84.57	01/08/2026
3184	MASTERCARD	2025_12 FETT	BINDERS	01/01/2026	91.20	91.20	01/08/2026
3184	MASTERCARD	2025_12 GAG	Monthly Subscription (Zoom)	01/01/2026	40.00	40.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	400.00	400.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Monthly Subscription (ChatGPT)	01/01/2026	20.00	20.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	750.00	750.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	250.00	250.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Monthly Subscription (MailChimp)	01/01/2026	60.00	60.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	515.00	515.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	750.00	750.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	750.00	750.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	500.00	500.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	250.00	250.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	150.00	150.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	500.00	500.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	772.50	772.50	01/08/2026
3184	MASTERCARD	2025_12 GAG	Employee Appreciation	01/01/2026	500.00	500.00	01/08/2026
3184	MASTERCARD	2025_12 GAG	GG ICMA Membership	01/01/2026	1,200.00	1,200.00	01/08/2026
3184	MASTERCARD	2025_12 GAR	25 CHEVROLET REPAIR	01/01/2026	854.90	854.90	01/08/2026
3184	MASTERCARD	2025_12 GILB	FIRE-Training-Training Regulators	01/01/2026	540.36	540.36	01/08/2026
3184	MASTERCARD	2025_12 GILB	Reserve EMS-Uniforms-Uniforms	01/01/2026	1,131.56	1,131.56	01/08/2026
3184	MASTERCARD	2025_12 GILB	Reserve EMS-Uniforms-Uniforms	01/01/2026	23.99	23.99	01/08/2026
3184	MASTERCARD	2025_12 GILB	FIRE-R&M Supplies-Coffee Pot	01/01/2026	68.52	68.52	01/08/2026
3184	MASTERCARD	2025_12 GILB	FIRE-MT FF Consortium-Hotel	01/01/2026	398.40	398.40	01/08/2026
3184	MASTERCARD	2025_12 GILB	FIRE-Meals-MT FF Consortium	01/01/2026	9.98	9.98	01/08/2026
3184	MASTERCARD	2025_12 GILB	FIRE-Meals-MT FF Consortium	01/01/2026	30.60	30.60	01/08/2026
3184	MASTERCARD	2025_12 GLAS	FAX	01/01/2026	34.99	34.99	01/08/2026
3184	MASTERCARD	2025_12 GLAS	TRANSACTION FEE	01/01/2026	.31	.31	01/08/2026
3184	MASTERCARD	2025_12 GRA	subscription renewal	01/01/2026	130.00	130.00	01/08/2026
3184	MASTERCARD	2025_12 GRA	fee for above	01/01/2026	1.17	1.17	01/08/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3184	MASTERCARD	2025_12 GRA	ice melt	01/01/2026	49.98	49.98	01/08/2026
3184	MASTERCARD	2025_12 GRA	postage to 60605 59812 66201	01/01/2026	13.46	13.46	01/08/2026
3184	MASTERCARD	2025_12 GRA	printer toner	01/01/2026	150.89	150.89	01/08/2026
3184	MASTERCARD	2025_12 GRA	printer toner	01/01/2026	150.89	150.89	01/08/2026
3184	MASTERCARD	2025_12 GRA	postage to 59722 60506 15940	01/01/2026	22.06	22.06	01/08/2026
3184	MASTERCARD	2025_12 GRA	postage to 46802 59041	01/01/2026	10.63	10.63	01/08/2026
3184	MASTERCARD	2025_12 GRA	light bulbs	01/01/2026	21.99	21.99	01/08/2026
3184	MASTERCARD	2025_12 GRA	postage to 80033 32578 59427	01/01/2026	13.68	13.68	01/08/2026
3184	MASTERCARD	2025_12 GRA	postage to 05753 97045	01/01/2026	9.21	9.21	01/08/2026
3184	MASTERCARD	2025_12 GRA	Prime membership fee	01/01/2026	139.00	139.00	01/08/2026
3184	MASTERCARD	2025_12 HAPP	BATTERIES FOR CLOCK	01/01/2026	26.98	26.98	01/08/2026
3184	MASTERCARD	2025_12 HAR	TRAINING	01/01/2026	99.00	99.00	01/08/2026
3184	MASTERCARD	2025_12 HAR	SUBSCRIPTION	01/01/2026	50.00	50.00	01/08/2026
3184	MASTERCARD	2025_12 HED	CARABINER CLIPS	01/01/2026	19.99	19.99	01/08/2026
3184	MASTERCARD	2025_12 HED	DE-ICER WINDSHIELD WASHE	01/01/2026	6.99	6.99	01/08/2026
3184	MASTERCARD	2025_12 HOFF	Starlink Internet	01/01/2026	165.00	165.00	01/08/2026
3184	MASTERCARD	2025_12 HOFF	FIRE-Software-MDT Tablet	01/01/2026	36.00	36.00	01/08/2026
3184	MASTERCARD	2025_12 HOFF	Transaction Fee	01/01/2026	.32	.32	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.60	11.60	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	30.56	30.56	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.56	11.56	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	50.45	50.45	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	24.16	24.16	01/08/2026
3184	MASTERCARD	2025_12 LEMB	DISH SOAP	01/01/2026	75.16	75.16	01/08/2026
3184	MASTERCARD	2025_12 LEMB	BATTERIES, PHONE CASE	01/01/2026	35.87	35.87	01/08/2026
3184	MASTERCARD	2025_12 LEMB	BATTERIES, PHONE CASE	01/01/2026	35.87	35.87	01/08/2026
3184	MASTERCARD	2025_12 LEMB	PHONE CASE	01/01/2026	19.97	19.97	01/08/2026
3184	MASTERCARD	2025_12 LEMB	MOTOR	01/01/2026	370.00	370.00	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.85	11.85	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.85	11.85	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.84	11.84	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.85	11.85	01/08/2026
3184	MASTERCARD	2025_12 LEMB	OFFICE SUPPLIES	01/01/2026	11.85	11.85	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAINING	01/01/2026	100.00	100.00	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAINING	01/01/2026	299.00	299.00	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	81.00	81.00	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	38.94	38.94	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	743.35	743.35	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	3.00	3.00	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	12.95	12.95	01/08/2026
3184	MASTERCARD	2025_12 MILL	SERVICE CHARGE	01/01/2026	10.00	10.00	01/08/2026
3184	MASTERCARD	2025_12 MILL	TRAVEL	01/01/2026	49.95	49.95	01/08/2026
3184	MASTERCARD	2025_12 PIER	EMS-Ops-Rescue Equipment	01/01/2026	89.98	89.98	01/08/2026
3184	MASTERCARD	2025_12 PIER	EMS-Training-Special Rescue	01/01/2026	297.00	297.00	01/08/2026
3184	MASTERCARD	2025_12 PURK	MEDWRITE	01/01/2026	3,591.56	3,591.56	01/08/2026
3184	MASTERCARD	2025_12 RUBI	Zoom Subscription	01/01/2026	165.90	165.90	01/08/2026
3184	MASTERCARD	2025_12 RUBI	Ribbon for Baby Gifts	01/01/2026	5.48	5.48	01/08/2026
3184	MASTERCARD	2025_12 RUBI	Napkins of Christmas Party Desse	01/01/2026	6.09	6.09	01/08/2026
3184	MASTERCARD	2025_12 SEVE	monthly subscription	01/01/2026	56.59	56.59	01/08/2026
3184	MASTERCARD	2025_12 SKAG	LICENSE	01/01/2026	139.75	139.75	01/08/2026
3184	MASTERCARD	2025_12 SKAG	LEVEL	01/01/2026	81.99	81.99	01/08/2026
3184	MASTERCARD	2025_12 SKAG	TOILET PAPER, TRASH BAGS, P	01/01/2026	673.88	673.88	01/08/2026
3184	MASTERCARD	2025_12 STE	LICENSE PLATE	01/01/2026	26.46	26.46	01/08/2026
3184	MASTERCARD	2025_12 STE	CHAIN EYE	01/01/2026	60.19	60.19	01/08/2026
3184	MASTERCARD	2025_12 STE	RIGGING SAFETY	01/01/2026	24.95	24.95	01/08/2026
3184	MASTERCARD	2025_12 TARR	Digital Ad: Holiday Market	01/01/2026	49.80	49.80	01/08/2026
3184	MASTERCARD	2025_12 TARR	SafeSitter Class Materials	01/01/2026	573.00	573.00	01/08/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3184	MASTERCARD	2025_12 TARR	Operations	01/01/2026	8.19	8.19	01/08/2026
3184	MASTERCARD	2025_12 TARR	Operations	01/01/2026	20.00	20.00	01/08/2026
3184	MASTERCARD	2025_12 TARR	Training	01/01/2026	44.97	44.97	01/08/2026
3184	MASTERCARD	2025_12 TARR	Santa's Village Materials	01/01/2026	38.61	38.61	01/08/2026
3184	MASTERCARD	2025_12 TARR	Santa's Village Materials	01/01/2026	58.89	58.89	01/08/2026
3184	MASTERCARD	2025_12 TARR	City Holiday Party Kids Goodie Ba	01/01/2026	377.89	377.89	01/08/2026
3184	MASTERCARD	2025_12 TARR	Mounting Tape	01/01/2026	25.98	25.98	01/08/2026
3184	MASTERCARD	2025_12 TARR	City Holiday Party Kids Goodie Ba	01/01/2026	13.99	13.99	01/08/2026
3184	MASTERCARD	2025_12 TARR	Holiday Supplies	01/01/2026	6.00	6.00	01/08/2026
3184	MASTERCARD	2025_12 TARR	MTRPA Membership for Parks &	01/01/2026	300.00	300.00	01/08/2026
3184	MASTERCARD	2025_12 TARR	Print Material/Advertising	01/01/2026	117.00	117.00	01/08/2026
3184	MASTERCARD	2025_12 TIDW	FILTERS	01/01/2026	50.80	50.80	01/08/2026
3184	MASTERCARD	2025_12 TIDW	FILTERS	01/01/2026	52.62	52.62	01/08/2026
3184	MASTERCARD	2025_12 TIDW	COUPLER, METAL ROD ELBOW	01/01/2026	43.33	43.33	01/08/2026
3184	MASTERCARD	2025_12 TIDW	PRSSURE WASHER ATTACHME	01/01/2026	17.98	17.98	01/08/2026
3184	MASTERCARD	2025_12 TIDW	HEAT GUN, BATTERY STORAG	01/01/2026	158.83	158.83	01/08/2026
3184	MASTERCARD	2025_12 TIDW	HOLE PUNCH, LED STROBE LI	01/01/2026	96.73	96.73	01/08/2026
3184	MASTERCARD	2025_12 TIDW	TOOLS	01/01/2026	408.91	408.91	01/08/2026
3184	MASTERCARD	2025_12 TIDW	STARTER	01/01/2026	252.36	252.36	01/08/2026
3184	MASTERCARD	2025_12 TIDW	TWILIO ACCOUNT	01/01/2026	54.69	54.69	01/08/2026
3184	MASTERCARD	2025_12 TIDW	METAL CUTTING CHOP SAW	01/01/2026	400.00	400.00	01/08/2026
3184	MASTERCARD	2025_12 TIDW	FRAUD	01/01/2026	1,796.70	1,796.70	01/08/2026
3184	MASTERCARD	2025_12 TOW	HANDY HOOK, PENCIL	01/01/2026	96.63	96.63	01/08/2026
3184	MASTERCARD	2025_12 TOW	HANHOLE COVER HOOK	01/01/2026	1,037.51	1,037.51	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	59.99	59.99	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	225.00	225.00	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	225.00	225.00	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	225.00	225.00	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	24.95	24.95	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	24.95	24.95	01/08/2026
3184	MASTERCARD	2025_12 TOW	TRAINING	01/01/2026	225.00	225.00	01/08/2026
Total MASTERCARD:					29,696.78	29,696.78	
<b>MED ONE CAPITAL FUNDING LLC</b>							
10007	MED ONE CAPITAL FUNDING LL	M00367811	RENTAL LEASE	01/20/2026	405.00	405.00	02/12/2026
Total MED ONE CAPITAL FUNDING LLC:					405.00	405.00	
<b>MEYER ELECTRIC AND GROUNDS REPAIR, LLC</b>							
3812	MEYER ELECTRIC AND GROUN	1526	2 MILLION FINAL HOOKUP	01/18/2026	4,810.00	4,810.00	02/19/2026
3812	MEYER ELECTRIC AND GROUN	1526	2 MILLION FINAL HOOKUP	01/18/2026	3,670.56	3,670.56	02/23/2026
Total MEYER ELECTRIC AND GROUNDS REPAIR, LLC:					8,480.56	8,480.56	
<b>MICROCOMM</b>							
10000	MICROCOMM	21140	TWILIO SMS SUBSCRIPTION	12/18/2025	200.00	200.00	02/12/2026
10000	MICROCOMM	21140	TWILIO SMS SUBSCRIPTION	12/18/2025	200.00	200.00	02/12/2026
Total MICROCOMM:					400.00	400.00	
<b>MIDWAY RENTAL, INC.</b>							
3040	MIDWAY RENTAL, INC.	2176393-0001	BULK WATER STATION	02/05/2026	87.55	87.55	02/19/2026
Total MIDWAY RENTAL, INC.:					87.55	87.55	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>MISC</b>							
99999	MISC	105004	REFUND 2ND ST PARKING	09/16/2025	600.00	600.00	02/19/2026
99999	MISC	1503300	OVERPAYMENT ON UTILITIES	02/10/2026	85.47	85.47	02/19/2026
99999	MISC	9006000	Overpayment on Utilities	02/10/2026	256.25	256.25	02/19/2026
Total MISC:					941.72	941.72	
<b>MOBILE REPAIR &amp; WELDING, INC</b>							
10	MOBILE REPAIR & WELDING, IN	37221	IRON	01/05/2026	7.30	7.30	02/12/2026
10	MOBILE REPAIR & WELDING, IN	37281	PAINT TRAILER REPAIR	01/27/2026	54.40	54.40	02/12/2026
10	MOBILE REPAIR & WELDING, IN	37320	IRON	02/05/2026	32.63	32.63	02/19/2026
Total MOBILE REPAIR & WELDING, INC:					94.33	94.33	
<b>MONTANA OCCUPATIONAL HEALTH</b>							
10006	MONTANA OCCUPATIONAL HEA	21057	PHYSICALS - VIEGUT	12/22/2025	504.00	504.00	02/19/2026
10006	MONTANA OCCUPATIONAL HEA	21088	PHYSICALS - PIERCE	01/07/2026	100.00	100.00	02/12/2026
10006	MONTANA OCCUPATIONAL HEA	21098	PHYSICALS - GILBERT	01/08/2026	780.00	780.00	02/12/2026
10006	MONTANA OCCUPATIONAL HEA	21109	PHYSICALS - D. KELLEY	01/19/2026	780.00	780.00	02/12/2026
10006	MONTANA OCCUPATIONAL HEA	21118	PHYSICALS - PIERCE	01/19/2026	100.00	100.00	02/12/2026
Total MONTANA OCCUPATIONAL HEALTH:					2,264.00	2,264.00	
<b>MONTANA STATE UNIVERSITY</b>							
10007	MONTANA STATE UNIVERSITY	WB684-1R	BIKE LANES - LEWIS	01/27/2026	2,569.19	2,569.19	02/19/2026
Total MONTANA STATE UNIVERSITY:					2,569.19	2,569.19	
<b>MOTOROLA</b>							
2634	MOTOROLA	1411230949	IN-CAR VIDEO LICENSE	01/25/2026	390.00	390.00	02/12/2026
Total MOTOROLA:					390.00	390.00	
<b>NORTHERN ROCKIES AGENCY, INC.</b>							
10008	NORTHERN ROCKIES AGENCY,	IDH012826	BULK WATER STATION	01/28/2026	800.00	800.00	02/19/2026
Total NORTHERN ROCKIES AGENCY, INC.:					800.00	800.00	
<b>NORTHWESTERN ENERGY</b>							
151	NORTHWESTERN ENERGY	3837245-4 202	220 E PARK ST	02/10/2026	645.08	645.08	02/19/2026
Total NORTHWESTERN ENERGY:					645.08	645.08	
<b>PACIFIC STEEL &amp; RECYCLING</b>							
3743	PACIFIC STEEL & RECYCLING	9229522	ROUND TUBE	01/13/2026	324.56	324.56	02/12/2026
Total PACIFIC STEEL & RECYCLING:					324.56	324.56	
<b>ROCKY MOUNTAIN SUPPLY INC</b>							
10006	ROCKY MOUNTAIN SUPPLY INC	12257	DIESEL 930G	02/13/2026	2,660.87	2,660.87	02/19/2026
Total ROCKY MOUNTAIN SUPPLY INC:					2,660.87	2,660.87	
<b>SOIL CONTROL LAB</b>							
3346	SOIL CONTROL LAB	6010163	Finished compost	01/29/2026	858.00	858.00	02/19/2026
3346	SOIL CONTROL LAB	6010164	SALMONELLA	01/29/2026	240.00	240.00	02/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total SOIL CONTROL LAB:					1,098.00	1,098.00	
<b>SPECIAL LUBE</b>							
1814	SPECIAL LUBE	224-280-31622	OIL CHANGE	10/22/2025	15.00	15.00	02/12/2026
1814	SPECIAL LUBE	224-280-33719	OIL CHANGE	02/06/2026	118.01	118.01	02/19/2026
Total SPECIAL LUBE:					133.01	133.01	
<b>SUNCATCHER GARDENS</b>							
10008	SUNCATCHER GARDENS	2026.01	WATERING DOWNTOWN PLANT	01/26/2026	1,275.00	1,275.00	02/12/2026
Total SUNCATCHER GARDENS:					1,275.00	1,275.00	
<b>SUNFLOWER PEAK PLANNING</b>							
10008	SUNFLOWER PEAK PLANNING	LVN26-001	FLOODPLAIN REVIEW	02/07/2026	862.50	862.50	02/19/2026
Total SUNFLOWER PEAK PLANNING:					862.50	862.50	
<b>TD&amp;H ENGINEERING, INC</b>							
3390	TD&H ENGINEERING, INC	46162	2025 ALLEY CIP	01/19/2026	8,050.58	8,050.58	02/12/2026
3390	TD&H ENGINEERING, INC	46163	I & I PROJECT	01/19/2026	9,419.28	9,419.28	02/12/2026
3390	TD&H ENGINEERING, INC	46164	MUNICIPAL WELL #7	01/19/2026	320.00	320.00	02/12/2026
3390	TD&H ENGINEERING, INC	46165	DISCOVERY VISTA PHASE 2	01/19/2026	60.50	60.50	02/12/2026
3390	TD&H ENGINEERING, INC	46165	DISCOVERY VISTA PHASE 2	01/19/2026	60.50	60.50	02/12/2026
3390	TD&H ENGINEERING, INC	46165	DISCOVERY VISTA PHASE 2	01/19/2026	60.50	60.50	02/12/2026
3390	TD&H ENGINEERING, INC	46166	ON-CALL SERVICES	01/19/2026	2,076.75	2,076.75	02/12/2026
3390	TD&H ENGINEERING, INC	46167	VIEW VISTA	01/19/2026	12,006.82	12,006.82	02/12/2026
3390	TD&H ENGINEERING, INC	46167	VIEW VISTA	01/19/2026	12,006.81	12,006.81	02/12/2026
3390	TD&H ENGINEERING, INC	46168	2027 DT CIP (DESIGN)	01/19/2026	2,334.34	2,334.34	02/12/2026
3390	TD&H ENGINEERING, INC	46168	2027 DT CIP (DESIGN)	01/19/2026	2,334.33	2,334.33	02/12/2026
3390	TD&H ENGINEERING, INC	46168	2027 DT CIP (DESIGN)	01/19/2026	2,334.33	2,334.33	02/12/2026
3390	TD&H ENGINEERING, INC	46180	MONTANA STREET	01/19/2026	7,272.16	7,272.16	02/12/2026
Total TD&H ENGINEERING, INC:					58,336.90	58,336.90	
<b>TOWN &amp; COUNTRY FOODS - LIVINGSTON</b>							
2595	TOWN & COUNTRY FOODS - LI	2026.02.10	Station Supplies	02/10/2026	16.72	16.72	02/19/2026
Total TOWN & COUNTRY FOODS - LIVINGSTON:					16.72	16.72	
<b>UPS STORE #2420, THE</b>							
292	UPS STORE #2420, THE	2026.02.10	LPD Shipment	02/10/2026	14.39	14.39	02/19/2026
292	UPS STORE #2420, THE	2026.02.13	LPD Shipment	02/13/2026	20.75	20.75	02/19/2026
Total UPS STORE #2420, THE:					35.14	35.14	
<b>USA BLUEBOOK</b>							
1430	USA BLUEBOOK	INV00949194	WINCH CABLE	01/30/2026	5,416.06	5,416.06	02/19/2026
1430	USA BLUEBOOK	INV00960090	INCUBATOR	02/11/2026	7,613.77	7,613.77	02/19/2026
1430	USA BLUEBOOK	INV00960149	THERMOMETER	02/11/2026	618.95	618.95	02/19/2026
1430	USA BLUEBOOK	INV00960338	FLASK BRUSH	02/11/2026	39.80	39.80	02/19/2026
Total USA BLUEBOOK:					13,688.58	13,688.58	
<b>VERIZON WIRELESS</b>							
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	21.57	21.57	02/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	21.57	21.57	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	43.14	43.14	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	43.14	43.14	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	45.44	45.44	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	47.04	47.04	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	47.04	47.04	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	47.04	47.04	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	14.11	14.11	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	11.96	11.96	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	45.44	45.44	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	43.14	43.14	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	36.32	36.32	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	36.31	36.31	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	17.65	17.65	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	17.65	17.65	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	45.44	45.44	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	43.14	43.14	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	19.43	19.43	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	47.04	47.04	02/19/2026
879	VERIZON WIRELESS	6135537616	CELLPHONES	02/08/2026	45.44	45.44	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	62.00	62.00	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	45.72	45.72	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	43.41	43.41	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	43.41	43.41	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	62.00	62.00	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	12.02	12.02	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	12.02	12.02	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	47.32	47.32	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	47.32	47.32	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	45.72	45.72	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	23.10	23.10	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	62.00	62.00	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	45.72	45.72	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	45.72	45.72	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	12.02	12.02	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026
879	VERIZON WIRELESS	6135537617	CELLPHONES	02/08/2026	19.55	19.55	02/19/2026



**File Attachments for Item:**

**D. JUDGES MONTHLY REPORT FOR JANUARY 2026**

LIVINGSTON CITY COURT  
MONTHLY FINANCIAL REPORT

Month: January, 2026

Dismissed	1
Fines	5
Bond Forfeitures	26
Dismissed Plea Agreements	1
Pre Trial Diversion/Deferred	0

**Monthly Total: 33**

Paid-Bond Forfeit/Fines/Time Payments:	\$7003.66
Contempt Fines	\$50.00
Parking Enforcement & Police issued Parking Tickets:	\$145.00

TOTAL \$7,198.66

MLEA Surcharge:	\$384.00
TECH Surcharge:	\$310.00
Victim/Witness Surcharge:	\$310.84
MISD Surcharge:	\$580.00
Court Costs	\$85.00

TOTAL: (\$ 1,669.84)

**Total amount credited to City of Livingston General Fund: \$5,528.82**

*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 Livingston City Court during the month of: January 2026*

Prepared by:     C Schaeffer     Date:     2/26/26      
Hon. Carol Schaeffer  
Livingston City Judge

**File Attachments for Item:**

**E. AGREEMENT 20247 WITH LIVINGSTON BASEBALL AND SOFTBALL ASSOCIATION**



**DATE:** March 3, 2026  
**TO:** Chair Nootz and City Commissioners  
**FROM:** Grant Gager, City Manager  
**RE:** Approval of Contract 20247 with Livingston Baseball and Softball Association

**Recommendation and Summary**

The City Manager is recommending the City Commission approve Contract 20247 with Livingston Baseball and Softball Association for use of the Miles Park Baseball and Softball Complex. The Commission may do so using the following motion:

**"I move to approve Contract 20247 and authorize the City Manager to sign."**

The reasons for the recommendation are as follows:

- Livingston Baseball and Softball Association has long utilized the Miles Park Baseball and Softball Complex for its programming.
- The City is working to establish use agreements to manage facility user relationships.

**Introduction and History**

The Livingston Baseball and Softball Association operates youth baseball and softball leagues in the City of Livingston. The Association provides programming for youth that are too old for the City's Recreation Department-operated league and too young for the Park High School program. The Association has long utilized the Miles Park Baseball and Softball Complex for its programming.

**Analysis**

The City is working to establish use agreements to manage facility user relationships. Doing so establishes that each party has appropriate understanding of its responsibilities and also requisite insurance coverages.

**Fiscal Impact**

The proposed contract includes a fee approximating the estimated cost of incremental garbage removal services during the Use Period (April 1 – July 15) each year.

**Strategic Alignment**



Strategy 9.2.2.2. which offers that the City should “Continue to provide public space and venues for community events and festivals.”

**Attachments**

- Attachment A: Agreement 20247

FACILITIES AND REAL PROPERTY USE AGREEMENT 20247

THIS FACILITIES AND REAL PROPERTY USE AGREEMENT (this “Agreement”) is entered into as of the latest date set forth by a signature below (the “Effective Date”), by and between the **CITY OF LIVINGSTON** (the “City”), a municipal corporation and political subdivision of the State of Montana, with its principal office located at 414 East Callender Street, Livingston, Montana 59047, and **LIVINGSTON BASEBALL AND SOFTBALL ASSOCIATION** (“LBSA”; and sometimes together with the City, the “Parties”), with its principal office located at PO Box 198, Livingston, Montana 59047.

RECITALS:

**WHEREAS**, The City owns the real property depicted and described on **Exhibit A**, as well as the improvements located on and attached to the said real property (the improvements and the real property are collectively referred to in this Agreement as the “Fields”). The Fields are located at Miles Park, in the City of Livingston, Montana, and are numbered as 2, 3, 4 and 8.

**WHEREAS**, The City desires to grant use of the field space to LBSA; and

**WHEREAS**, LBSA desires to use the Baseball Field in connection with the LBSA youth programs; and

**WHEREAS**, The Parties desire to enter into an agreement covering the availability and use of the Fields that defines their respective rights, duties, and obligations with respect to the property, all as more specifically described below.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The above recitals are true and correct and are incorporated into this Agreement as if fully set forth in this Paragraph 1.
2. Grant. The City hereby grants the LBSA use of the Fields on the terms and conditions set forth in this Agreement.
3. Term. The LBSA shall have the right to use the Baseball and Softball Fields under this Agreement. This Agreement shall remain in full force and effect for a period of five (5) years, unless terminated sooner pursuant to Paragraph 20 below.
4. Fee. In exchange for the use granted in this Agreement, the City agrees to charge the LBSA eighty-eight (\$88.00) dollars per year.

5. Use Period. The LBSA shall use and occupy the Fields for baseball and softball related events from April 1 through July 15 each year. Additionally, LBSA may make use of Field #1 when the Livingston School District is not using it. Similarly, LBSA may make use of Field #6 after consultation with the Livingston Recreation Department. LBSA shall comply with all the sanitary laws, ordinances, rules and orders of appropriate governmental authorities affecting the cleanliness, use and preservation of the Fields during the term of this Agreement.
  
6. Alterations. LBSA shall make no alterations to the Fields or construct any building or make other improvements at the Fields without prior written consent from the City Manager. All alterations, changes, and improvements built, constructed, or placed on or at the Fields by the LBSA, with the exception of fixtures removable without damage to the premises and moveable personal property, shall, unless otherwise provided by written agreement between the City and the LBSA, be the property of City and remain on or at the Fields at the termination of this Agreement.
  
7. Use Requests. All requests for use of the Fields by other entities during the Use period in Section 5 shall be reviewed jointly by the City and LBSA before determination of approval or rejection by the City.
  
8. Special Events. City shall use its Special Events Policy, as may be amended from time to time, to award special events permits for the Use Requests for the Fields.
  
9. Condition of Baseball Fields. The LBSA acknowledge it has examined the Fields, including the grounds and all buildings and improvements, and agrees they are in good order and repair, and in a safe, clean and usable condition as of the Effective Date. The LBSA acknowledge there is no heat in the buildings.
  - a. During each year of its use of the Baseball and Softball Fields, LBSA shall provide the City with a comprehensive list of all maintenance, improvement, and construction activities the LBSA intends to undertake and complete for that year. The City reserves the right to review the list and limit certain activities;
  - b. During each year of its use of the Baseball and Softball Fields, provide the City with a list of capital improvements the LBSA desires to be completed at the Baseball Field so the City can consider including the desired capital improvements into its budget;
  - c. With City approval, the LBSA may fund and implement capital projects and improvements approved by the City.

10. No Warranties or Representations. The City makes no warranties or representations other than those contained in this Agreement, and the City makes no warranties or representations as to the suitability of the Fields for the LBSA’s proposed use or uses.
11. Restroom Facilities. The City will engage in best efforts to keep the restrooms operable during the Use Period. The LBSA may bring in portable restrooms, as needed, at its own expense.
12. Dangerous Materials. The LBSA shall not keep or have on or at the Fields any article or thing of a dangerous, flammable, or explosive character that might unreasonably increase the damager of fire at the Fields or that might be considered hazardous or extra hazardous by any responsible insurance company. For this reason, the City will perform a fire inspection of all LBSA occupied premises as often as is deemed necessary by the City.
13. Inspection. The LBSA agree that the City’s authorized employees, agents, contractors, and the like may enter the Fields at reasonable times to perform necessary work, maintenance and/or inspections and to make sure The LBSA are complying with this Agreement.
14. Utilities. The City shall be responsible for water, sewer, and electrical service costs associated with the irrigation of the Fields, electrical service costs associated with lighting, and any other utility costs.
15. Concessions. The City will provide no concession services. The LBSA shall be responsible for operation of any and all concessions in the Fields during LBSA’ uses and events. Concessions shall include all food and beverage items as well as any other products or goods to be sold or served during LBSA uses and events. If the LBSA contract with a third party to provide concessions, the person or entity hired shall carry insurance at the limits stated in Paragraph 25 below, and such policies of insurance shall name the City as an additional insured.
16. Regular Cleaning. The LBSA shall clean up the Fields, including the playing fields, parking lots, and areas contiguous to the playing fields on a regular basis and deposit all litter and aggregates into appropriate litter collection receptacles provided by the City. In addition, the LBSA shall be responsible for cleaning any and all concession and support buildings and restrooms it utilizes as often as is necessary to provide clean and sanitary facilities for public use.
17. Hired Services. The LBSA may utilize professional maintenance personnel with appropriate skills and equipment to perform the necessary maintenance and cleaning work required by this Agreement. All such professional maintenance personnel shall carry insurance at the limits stated in Paragraph 25 below, and such policies of insurance shall

name the City as an additional insured. LBSA members and volunteers may be used to perform functions that do not require specialized equipment, knowledge or skill.

18. Additional Obligations. The Parties agree to any additional rights, duties, and obligations detailed and described in **Exhibit B** to this Agreement.
19. Vacating. Upon termination of this Agreement, the LBSA shall peaceably vacate the Fields and remove its employees, agents, contractors, guests and invitees and their property from the Fields so that the Fields are in the same condition (ordinary wear and tear excepted) as at the Effective Date. Any property or items belonging to the LBSA or its employees, agents, contractors, guests or invitees remaining in or on the Fields after termination of this Agreement shall be deemed abandoned and may be disposed of by City as it sees fit in its sole and absolute discretion.
20. Termination. Either the City or the LBSA may terminate this Agreement prior to expiration of its term by providing the other party with fourteen (14) days prior written notice. However, during the time of year the LBSA are actually using the Fields (i.e., the Use Period), the City may only terminate this Agreement if, in its reasonable opinion, the LBSA or its employees, agents, contractors, guests or invitees fail to comply with a material term of this Agreement. In the event either party is required to terminate this Agreement, the terminating party shall not be liable in any way for any lost profits or incidental, indirect, special, or consequential damages incurred by the non-terminating party, even if the terminating party is aware of the possibility of such damages.
21. Compliance with Law. The LBSA and its employees, agents, contractors, guests and invitees shall comply with applicable federal, state, local and municipal laws, codes, ordinances, rules and regulations, including but not limited to fire, building safety and health codes applicable to the use of the Fields. LBSA and its employees, agents and contractors shall obtain and maintain all permits, licenses and authorizations required by governmental and quasi-governmental agencies.
22. No Joint Venture. Nothing in this Agreement shall be construed as creating any employment, agency, partnership or joint venture relationship between the Parties.
23. Indemnification and Hold Harmless. The LBSA shall indemnify the City, its officers, agents and employees against any and all claims or demands of any kind or nature arising out of LBSA's performance of this Agreement, the use of the Fields and the conditions existing upon said property as of the Effective Date. The LBSA shall, at its own expense, defend the City in any litigation, pay all attorney's fees, damages, court costs or other expenses that may arise out of such litigation of claims incurred in that connection and

satisfy and cause to be discharged those judgments, as may be obtained against the City, its officers, employees or agents.

24. Liaison. The City’s point of contact with respect to this Agreement is the City Manager or designee, who can be reached at (406) 223-4475. The LBSA’s point of contact with respect to this Agreement is the LBSA Chairperson or designee, who can be reached at (406) 600-4904.

25. Insurance. The LBSA shall be responsible for maintaining in full force and effect, at its sole cost and expense, all insurance coverage required by law. In addition, the LBSA shall be responsible for maintaining in full force and effect, at its sole cost and expense, and shall provide the City with a certificate of insurance showing the City as an additional insured on, insurance coverage as follows:

25.1 A comprehensive general liability insurance policy insuring against loss and for damages for personal injury or death and/or property loss, damage or destruction arising out of or in connection with the performance of this Agreement by the LBSA, its officers, agents and employees with the minimum liability limit of \$1,000,000.00 per claim and \$2,000,00.00 in aggregate.

25.2 City and the LBSA hereby mutually release the other from liability for all claims arising out of the use and occupation of the Fields which are covered by said insurance.

26. Notice. Any and all notices under this Agreement shall be in writing and shall be deemed duly given on the date actually received (or on the date delivery is refused) and shall be delivered by hand-delivery, delivered by Federal Express, UPS or another recognized and reputable overnight delivery service, addressed as follows:

If to City, to: City Manager  
220 E. Park Street  
Livingston, Montana 59047  
Telephone: (406) 223-4475

If to LBSA, to: LBSA  
PO Box 198  
Livingston, Montana 59047  
Telephone: (406) 600-4904

27. Non-Discrimination. The Parties agree and understand that the Fields shall not be used in any manner that would discriminate against any person or persons on the basis of sex,

marital status, age, physical or mental handicap, race, creed, religion, color, or national origin.

- 28. Assignment. The LBSA may not assign this Agreement without the express written consent of the City.
- 29. Counterparts. This Agreement may be executed in counterparts, each of which shall be considered an original of this Agreement and all of which, collectively, shall constitute but one Agreement.
- 30. Authority. Each person executing this Agreement on behalf of a corporation, LLC, partnership, or other non-human entity represents that he/she is duly authorized to enter into this Agreement on behalf of such entity.
- 31. Merger / Integration. This Agreement contains the entire agreement among the Parties. There are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, expressed or implied among them other than as set forth in this Agreement. This Agreement is intended by the Parties to be an integration of all prior or contemporaneous promises, agreements, conditions, negotiations, and undertakings between the Parties.
- 32. Amendment. This Agreement may not be amended, altered, modified, changed or waived unless such amendment, alteration, modification, change or waiver is in writing and is signed by all of the parties to be charged thereby. No oral amendment, alteration, modification, change or waiver of any of the terms or conditions of this Agreement shall be legal, valid, effective and/or enforceable against any party.
- 33. Survival. The terms and provisions of this Agreement shall survive any termination of this Agreement.
- 34. Governing Law. This Agreement shall be governed by and interpreted under the applicable laws of the state of Montana, without regard to any conflicts of law principles.
- 35. Severability. If any term or condition of this Agreement shall be determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, the remaining terms and conditions of this Agreement shall continue to be valid, legal and enforceable in all respects.
- 36. Interpretation. The paragraph headings used herein are for reference and convenience only and shall not enter into the interpretation of this Agreement. Whenever herein the singular number is in use, the same shall include the plural, and the masculine gender shall include

the feminine and neuter genders, and vice versa, as the context shall require. The language used in this Agreement shall be deemed to be the language chosen by the Parties to express their mutual intent and no rule of strict construction or interpretation shall be applied against any party on the grounds that such party was the “drafter” of this document nor shall any such principal of interpretation or construction be utilized to resolve any alleged ambiguity.

- 37. Exhibits. All exhibits referenced in this Agreement are made a part of this Agreement.
- 38. Computation of Time. In computing a period of days for performance or payment, the first day of the period shall be excluded and the last day of the period shall be included. If the last day of any such period is a Saturday, Sunday or federal holiday, the period shall extend to include the next day that is not a Saturday, Sunday or federal holiday. Any performance or payment that must be taken or made on a particular day must be taken or made prior to 5:00 p.m. on the day in question. All references to time shall be to local time in Livingston, Montana.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the latest date set forth by a signature below.

**CITY OF LIVINGSTON**

**LBSA**

\_\_\_\_\_  
Grant Gager  
City Manager

\_\_\_\_\_  
Erin Loucks  
Chair, Board of Directors

**EXHIBIT B**

**Parties' Additional Rights, Duties and Obligations**

1. LBSA's Additional Maintenance Responsibilities. In addition to the responsibilities set forth in the Agreement, the LBSA shall:
  - 1.1. Hold a clean-up of the Baseball and Softball Fields every spring;
  - 1.2. Maintain the concession building, restrooms, support buildings, playing fields, bases, mounds, and dugouts as is necessary for its uses;
  - 1.3. Provide playing field layout and marking as is necessary for its uses;
  - 1.4. Provide for the mowing of the playing fields not otherwise provided for herein or in the Agreement as is necessary for its uses; and
  
2. The City's Additional Maintenance Responsibilities. In addition to the responsibilities set forth in the Agreement, the City shall do all of the following:
  - 2.1. Irrigate the Baseball and Softball Fields as is necessary to maintain healthy playing surface turf;
  - 2.2. Mow all grass areas in the Baseball and Softball Fields ball field playing areas during the growing season, as needed and consistent with historical maintenance practices;
  - 2.3. Control weed growth on the Baseball and Softball Fields public use areas, including along fences, curb lines and walkways at least once per season;
  - 2.4. Provide one weed spraying along the field fence lines per season;
  - 2.5. Maintain all city sewer lines, city water lines, and all underground electrical lines (excluding those related to the scoreboard and concession stand), electrical services, and asphalt entrances and adjacent streets;
  - 2.6. Maintain the permanent bathrooms and concession building at such times as the City deems necessary and appropriate;

- 2.7. Empty the trash receptacles serving the Baseball and Softball Fields; and
  - 2.8. Turn on water lines and plumbing in the spring upon the LBSA's request, and drain and disconnect the same in the fall, as appropriate to protect plumbing systems from damage that may be caused by freezing. (Please note the City requires a one week notice to turn on/off the water system.)
3. Advertising Opportunities. During the Use Period, the LBSA shall have the option to establish advertising opportunities at the Baseball and Softball Fields in recognition of charitable contributions. However,
- 3.1. LBSA shall not accept advertising from a corporation, organization, or product detrimental to the health and welfare of children, including but not limited to alcohol or tobacco products or producers, gaming organizations, or purveyors of pornography; and
  - 3.2. LBSA shall be responsible for maintaining those advertisements during the duration of the Agreement; and
  - 3.3. No advertisements shall become permanent unless and until such has been approved by the Livingston City Commission.

**EXHIBIT C**

**Miles Park Baseball and Softball Complex Use Priority Policy**

It is the desire of the LBSA to promote multiple uses of Miles Park Baseball and Softball Complex. However, the LBSA recognizes that it will likely not be possible to accommodate all proposed uses. As such, this Agreement sets forth the following use priorities that shall serve as a guideline in determining whether to approve a use request for certain fields at Miles Park.

1. Baseball and softball games, leagues, training clinics and camps, and tournaments shall be given the highest priority of activities and events. Additionally, if a group or organization made an application for use and was granted such use for the same season the preceding year, that group shall be given priority use to schedule a similar league, games, training, camps, and tournaments.
2. In general, based on past use of Miles Park Baseball and Softball Complex, throughout the seasons the LBSA shall through its Board of Directors provide priority to baseball and softball organizations listed below without significance to order of listing unless otherwise specifically stated;
  - 2.1. High school baseball and softball clinics, and tournaments
  - 2.2. Little-league baseball and softball clinics and tournaments
  - 2.3. Adult baseball and softball leagues
3. The LBSA Board of Directors shall have the right to limit groups or organizations from using certain fields in Miles Park Baseball and Softball Complex during the use period.
4. During the Use Period, the LBSA Board of Directors reserves the right to schedule special events that shall take priority over the normal priorities set forth above. The LBSA through its Board of Directors shall notify the various groups and organizations of the special event and the unavailability of Miles Park Baseball and Softball Complex during the event.

**File Attachments for Item:**

**F. SUBMISSION OF MONTANA STATE HISTORIC PRESERVATION OFFICE 2026-27 CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION**



LivingstonMontana.org | PublicComment@LivingstonMontana.org | 406.823.6000

**DATE:** March 3, 2026

**TO:** Chair Nootz and City Commissioners

**FROM:** Jennifer Severson, Planning Director

**RE:** Staff Report for **Montana State Historic Preservation Office 2026-27 Certified Local Government Grant Application**

### Recommendation and Summary

Staff requests the Commission confirm their support for Staff to submit the grant application by adopting the following motion:

**"I move to support the City of Livingston's application for funding through the Montana Certified Local Government 2026-27 Grant Program."**

The reasons for the recommendation are as follows:

- The City of Livingston, as a Certified Local Government (CLG) under Montana's Community Preservation program, is eligible for annual federal pass-through funding to support local historic preservation efforts
- Commission support for the grant application is required to receive CLG pass-through funds from the MT State Historic Preservation Office (SHPO)

### Introduction and History

The CLG program is a means of preserving communities around the state. The program is based upon an appreciation of a community's historic patterns, architectural styles, influential architects and builders, significant people and events, and historic and prehistoric archeology. In partnership with the National Park Service under the National Historic Preservation Act, SHPO certifies local governments with historic preservation programs, provides technical preservation assistance, and



dedicates pass-through funding to cities, towns, and counties that commit themselves to preserving their heritage under the CLG program.

**Analysis**

As one of Montana’s designated CLG communities, the City of Livingston is eligible for allocated pass-through funding from Montana SHPO. It is anticipated that this funding will continue to support historic preservation efforts in the City’s Downtown Commercial Historic District and to help promote awareness of Livingston’s rich history, in general. Staff is requesting the City Commission approve the CLG grant application so the funds can be issued to the City of Livingston.

**Fiscal Impact**

Montana SHPO anticipates awarding each CLG community \$6,000 in pass-through funds, which is consistent with previous awards through the program. The funds are issued based on a 60/40 match, 60% SHPO funds to be matched by 40% City of Livingston funds. The City’s Planning Director acts as the Historic Preservation Officer (HPO) for the CLG program and the Planning Director’s salary, for those hours spent working on HPO-related tasks, will be used as a match for the grant. An additional source of funding match includes the “in-kind” volunteer time each Historic Preservation Commission member spends attending meetings. The City’s matching funds more than meet the 40% minimum required by SHPO.

**Strategic Alignment**

CLG funds will be used by the City to support historic preservation in Livingston, which supports the following elements of the City’s adopted Growth Policy: *Objective 2.1.2 Develop and enforce policies and procedures to preserve Livingston’s historic quality, Strategy 2.1.2.1 Continue to meet the requirements for a SHPO Certified Local Government and work with SHPO to expand the program, and Strategy 2.1.2.2 Identify funding sources and other programs for ongoing historic preservation activities.*

**Staff Recommendation**

Staff recommends the Commission **support the submittal of an application for 2026-27 pass-through grant funds from the Montana SHPO CLG Program.**

**Attachments**

- A. Application for the Montana FY2026-27 CLG Grant Program

**Certified Local Government  
Grant Application**  
For the grant period  
May 1, 2026 to April 31, 2027

**Application Deadline**

**March 16, 2026**

**Montana State Historic Preservation Office  
PO Box 201202  
Helena, MT 59620-1202  
(406) 444-7715**

**2026-2027 GRANT APPLICATION  
CERTIFIED LOCAL GOVERNMENT PROGRAM**

Certified Local Government: City of Livingston

Address: 220 E. Park Street, Livingston, MT 59047

Contact Person: Jennifer Severson, Planning Director, Historic Preservation Officer

Tax ID: n/a

Unique Entity Identifier (UEI): NJM6DWE7LBM3

Period of Grant Request: May 1, 2026 to April 31, 2027

**Scope of Work:** The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize special projects, products or projects starting or completing, meetings to be attended, regular work duties, etc., and specifically, ways in which the federal grant funds will help a project or program beneficial to the growth and development of the local program. Please tie your tasks to your community's Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

The Livingston Historic Preservation program will continue to provide design review and consultation to owners and tenants of buildings within the Downtown Historic District; these reviews will be conducted by the HPO (consistent with state law) and non-binding recommendations may be provided by the HPC at the request of an applicant. Recent state legislation removed the ability of local Historic Commission's to conduct design reviews and restricted their ability to issue legally binding decisions and recommendations. Consequently, the City's HPO is exploring alternate ways to for the HPC to be more involved in historic preservation activities and awareness in the greater Livingston community. Ideas discussed at the February 10, 2026 HPC meeting included sharing monthly short stories in a local publication about Livingston's rich history and/or historic preservation efforts. The HPC will also serve as an important resource during the process to update the City's Growth Policy, anticipated to begin in summer 2026.

In the past, CLG funding has been important to enable City Staff to allocate time to coordinate and manage monthly HPC meetings. Now that Design Review must be administratively performed by the HPO without the assistance of the HPC, this funding is vital to supplement the HPO's salary for time spent on Historic Preservation activities.

The City of Livingston's 2026-27 Preservation Plan is attached.

**BUDGET**

5-1-2026 to 4-31-2027 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
<b>A. Salaries, Wages, Benefits</b>	\$65/ hr. x 10 hrs/ week x 52 weeks = \$33,800	CI			\$33,800
<b>B. Office Rental</b>					
<b>C. Equipment</b>					
<b>D. Supplies &amp; Materials</b> Itemize major categories					
<b>E. Postage</b>					
<b>F. Telephone &amp; Internet</b>					
<b>G. Photocopies</b>					
<b>H. Preservation Commission</b> Number of hours X * rate X number of members X number of meetings			5 members x 1.5 hrs/ meeting x \$32.15/ hr x 12 meetings	NP	\$2,894

<b>I. Volunteers</b> Hours X * rate X number of volunteers.					
<b>J. Travel Mileage</b> Number of miles X <b>\$0.725. Include funds  for HPO and/or  Commissioners to  attend CLG annual  training</b>	\$0.725 x 230 miles (rd trip to Billings)	CI			\$167
<b>K. Travel Meals</b> # of Meals X rate: Breakfast - \$11.20 Lunch - \$13.30 Dinner - \$19.60	2 breakfast x \$8.25=16.50 3 lunch x \$9.25=27.75 2 dinner x \$16.00=32.00	CI			\$76
<b>L. Lodging</b> \$110.00 plus tax X number of nights	\$173 x 2 nights	CI			\$346
<b>M. Project (s)  Expenses – fully  itemized</b>	Historic Preservation Program Activities  \$6,000	F			\$6,000
<b>N. Other Expenses –  fully itemized.</b>					
<b>M. Total Expenses</b>					\$43,283

SOURCE KEY:

**F-Federal**  
**CI-City**  
**CO-County**  
**NP- Private/Non-Profit**

\* Federally approved minimum rate for volunteers is ~~\$30.84~~ \$32.15 per hour.

**SOURCES OF REVENUE/FUNDING**

**AMOUNT**

**Itemized Cash Match Source**

<u>Historic Preservation Officer</u>	<u>\$ 33,800</u>
<u>Travel Mileage</u>	<u>\$ 167</u>
<u>Travel Meals</u>	<u>\$ 76</u>
<u>Lodging</u>	<u>\$ 346</u>

**Itemized In-Kind Match Source**

<u>Historic Preservation Commission</u>	<u>\$ 2,894</u>
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**Federal HPF Grant Request from SHPO**

<u>Project Expenses</u>	<u>\$ 6,000</u>
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<b>TOTAL REVENUE</b>	<b><u>\$ 37,283</u></b>
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**Certified Local Government**  
**Historic Preservation Commission Chairperson or President**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_ Jack Luther, Chair \_\_\_\_\_

Address \_\_\_\_\_ 220 E Park St, Livingston MT 59047 \_\_\_\_\_

Telephone \_\_\_\_\_

\*\*\*\*\*

**Certified Local Government**  
**Chief Elected Official**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_


Address \_\_\_\_\_

Telephone \_\_\_\_\_

(The local government administrator may sign **in addition** to the Chief Elected Official.)

\*\*\*\*\*

**Certified Local Government**  
**Historic Preservation Officer**

Signature  \_\_\_\_\_ Date \_\_\_\_\_ 2/26/2026 \_\_\_\_\_

Name (typed) \_\_\_\_\_ Jennifer Severson, City Planning Director \_\_\_\_\_

Address \_\_\_\_\_ 220 E. Park St., Livingston, MT 59047 \_\_\_\_\_

Telephone \_\_\_\_\_ (406) 222-4903 \_\_\_\_\_

\*\*\*\*\*

Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.

## **Livingston Historic Preservation Commission Members**

### **Jack Luther (Chair), term end (12/31/2027)**

Mr. Luther is a retired U.S. West Telephone Company employee. He is a member of the Genealogical Society, past president of the Park County Historical Society, and is currently a Yellowstone Bus Historical Tour driver.

### **Thomas Blurock, term end (12/31/2026)**

Mr. Blurock joined the Historic Preservation Commission in February 2020. He recently renovated a building in historic downtown Livingston. Thomas brings with him a Master's in Architecture and 50 years of experience in design and planning, having owned his own award-winning firm for 35 years. Early in his career, he was involved in numerous downtown revitalization projects in California and along the East Coast. Thomas has developed historic preservation master plans for two communities in New Hampshire and Vermont. He is interested in helping Livingston maintain the character we all love.

### **Kristin Vanderland, term end (12/31/2026)**

Kristin joined the HPC in 2021. She came to Montana from Virginia to obtain her Master's in Architecture at Montana State University and never left. She works in the historic Lincoln School with LTS Architecture and has always nurtured a love for history.

### **Elijah Isaly, term end (12/31/2026)**

Elijah Isaly is a long-time resident of Livingston. He manages construction projects in and around the city, including many within the Downtown Historic District. Elijah is passionate about restoring historic buildings while maintaining their historical integrity, and his experience supports the HPC's mission to ensure development remains historically appropriate.

### **Open Seat, currently advertised to fill, term end (12/31/2027)**

**City of Livingston**

**2026-2027 Historic Preservation Plan**

- Encourage and assist owners of historically significant properties with efforts to identify appropriate historical markers/signs.
- Encourage consideration of historic resources as part of new development, capital projects, codes and policies that will impact the Downtown Commercial Historic District...
- Review designs for exterior modifications to buildings within the Downtown Commercial Historic District for historic appropriateness.

**Projects**

- Promote the City’s rich heritage and ongoing historic preservation efforts by publishing short stories in a local publication every month
- Participate in and serve as historic resource during the Growth Policy update process.
- Depending on funding availability, contract with an experienced professional to draft a nomination form for the Livingston Depot as a National Historic Landmark.

**File Attachments for Item:**

**A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA,  
DECLARING MARCH 12, 2026 AS GIRL SCOUT DAY IN LIVINGSTON, MONTANA**



# Proclamation Of the Livingston City Commission

Declaring March 12, 2026, as Girl Scout Day  
in Livingston, Montana

**WHEREAS**, March 12 marks the founding of Girl Scouts of the United States of America in 1912 by Juliette Gordon Low, beginning a movement dedicated to building girls of courage, confidence, and character who make the world a better place; and

**WHEREAS**, for more than a century, Girl Scouts have developed leadership skills through service projects, outdoor experiences, entrepreneurship, and civic engagement, preparing young women to become informed and active members of their communities; and

**WHEREAS**, local Girl Scout Troops in Livingston contribute meaningfully to our community through volunteerism, community service initiatives, environmental stewardship, and participation in local events that strengthen the fabric of our city; and

**WHEREAS**, Girl Scouts learn the importance of honesty, responsibility, respect, and service. Values that mirror the principles of good local government and active citizenship; and

**WHEREAS**, the City of Livingston recognizes the positive impact of Girl Scouts on our community and celebrates the dedication of troop leaders, volunteers, parents, and families who support the growth and leadership development of young girls in our city;

**NOW, THEREFORE, BE IT RESOLVED**, on behalf of the Livingston City Commission, I, Melissa Nootz, Chair, do hereby proclaim March 12, 2026, to be Girl Scout Day in Livingston, Montana.

**Further**, I encourage all residents to recognize and celebrate the contributions of Girl Scouts in our community.

Signed this \_\_\_ day of March, 2026

\_\_\_\_\_  
**Melissa Nootz, Chair**  
**Livingston City Commission**

\_\_\_\_\_  
**Emily Hutchinson**  
**City Clerk**

**File Attachments for Item:**

**B. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MARCH 13, 2026 AS NATIONAL K9 VETERANS DAY IN LIVINGSTON, MONTANA**



# Proclamation Of the Livingston City Commission

Declaring March 13, 2026, as National K9 Veterans Day  
in Livingston, Montana

**WHEREAS**, National K-9 Veterans Day is observed annually on March 13, commemorating the establishment of the United States Army K-9 Corps in 1942 and recognizing the dedicated service of military and working dogs throughout our nation's history; and

**WHEREAS**, since World War II, military and law enforcement K-9 teams have faithfully served alongside their human partners, using their extraordinary abilities in detection, tracking, search and rescue, patrol, and protection to safeguard communities and defend our country; and

**WHEREAS**, the Livingston Police Department K-9 Unit consists of two specially trained and certified dog/handler teams, certified through the North American Police Work Dog Association (NAPWDA) in narcotics detection, article search, tracking, building search, area search, officer protection, and aggression control; and

**WHEREAS**, in 2025, K9 Rhino and K9 Briggs completed numerous hours of specialized training, conducted public demonstrations, and were deployed in both illicit drug detection and patrol-related operations, while also assisting partner agencies including the Park County Sheriff's Office, the Missouri River Drug Task Force, the Montana Highway Patrol, and the Department of Corrections-Probation and Parole; and

**WHEREAS**, the City of Livingston honors the legacy of retired K9 Bobi, who faithfully served from 2010 to 2020, responding to more than three hundred canine calls across multiple jurisdictions before his passing on March 3, 2023, and recognizes the continued dedication of active K9 Briggs and K9 Rhino, whose superior senses, agility, and training provide critical support in protecting officers, locating evidence, and apprehending offenders;

**NOW, THEREFORE, BE IT RESOLVED**, on behalf of the Livingston City Commission, I, Melissa Nootz, Chair, do hereby proclaim March 13, 2026, to be National K9 Veterans Day in Livingston, Montana.

Further, I encourage all residents to recognize and honor the service, sacrifice, and loyalty of our law enforcement and military working dogs and their handlers.

Signed this\_\_ day of March, 2026

**Melissa Nootz, Chair**  
**Livingston City Commission**

**Emily Hutchinson**  
**City Clerk**

*Livingston, Montana*

**File Attachments for Item:**

**A. PRESENTATION OF THE 2025 LIVINGSTON POLICE DEPARTMENT ANNUAL REPORT**



**DATE:** March 3, 2026  
**TO:** Chair Nootz and City Commissioners  
**FROM:** Grant Gager, City Manager  
**RE:** Presentation of the Livingston Police Department Annual Report

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**Recommendation and Summary**

The Livingston Police Department is presenting its 2025 annual report to the Commission. As such, no motion is requested nor required from the Commission.

The reasons for the presentation are as follows:

- The Livingston Police Department produces an annual report of its activity and performance.

**Introduction and History**

The Livingston Police Department (LPD) exists to serve the community with integrity, respect, trust, and honor. LPD embraces a community-oriented policing approach that emphasizes partnership, problem-solving, and proactive engagement. Today, the Department consists of sixteen (16) sworn law enforcement officers and one staff assistant. Additionally, ten (10) telecommunicators in the Livingston / Park County 911 Call Center are part of LPD.

**Analysis**

The Livingston Police Department will present its annual report, which is attached.

**Fiscal Impact**

There is no fiscal impact arising from this departmental update.

**Strategic Alignment**

The City Commission identified department updates as a high priority at its January 14, 2026, work session.

**Attachments**

- Attachment A: LPD 2025 Annual Report

# 2025 ANNUAL REPORT

## LIVINGSTON POLICE DEPARTMENT

Prepared by Chief Wayne Hard





## Message from the Chief

The Livingston Police Department exists to serve the community with integrity, respect, trust, and honor. The values of the department guide every decision made by its members and reflects our commitment to public safety, fairness, and community partnership. This annual report provides an overview of department operations, priorities, and public safety efforts during calendar year 2025.

### Year in Review

The year 2025 brought continued increases in operational demand and evolving public safety challenges within the Livingston community. Officers and staff responded to a wide range of calls for service—from routine requests and traffic enforcement to complex incidents requiring coordination and sound judgment—while maintaining daily patrol coverage and public safety services.

Policing in Livingston reflects the realities of a small department serving a diverse and growing community. Officers frequently transition between routine and high-risk situations, often with limited staffing resources. Despite these challenges, department personnel consistently demonstrated professionalism, restraint, and dedication to service.

Throughout the year, the department remained focused on key priorities, including public safety and responsiveness, community engagement and accessibility, professional accountability and transparency, and operational readiness through ongoing training. Significant incidents in 2025 reinforced the importance of preparation, interagency cooperation, and decision-making grounded in constitutional principles.

Professionalism and public trust remain central to effective policing. Through transparent reporting, community dialogue, and continuous review, the Livingston Police Department remains committed to fair, consistent, and impartial lawful enforcement while honorably serving the community with integrity and respect.

### Wayne Hard

Chief of Police

Livingston Police Department



## Mission Statement

Livingston Police Department

*The mission of the Livingston Police Department is to serve our community through professional, ethical policing—protecting life, preserving peace, safeguarding property, and upholding the law.*

This mission establishes the legal, ethical, and practical framework under which the Livingston Police Department operates and serves as the foundation for all departmental policies, priorities, and actions.

### Core Values

The Livingston Police Department is guided by a set of core values that shape decision-making, daily operations, and interactions with the community. These values support the department’s mission and reinforce expectations for professional conduct.

#### Integrity

Members of the department are expected to act honestly, ethically, and lawfully at all times. Integrity is essential to maintaining public trust and confidence.

#### Respect

The department values respectful treatment of all individuals, recognizing the dignity and rights of every person encountered during the course of police work.

#### Trust

Officers are expected to earn the trust of the community, be reliable, and always be truthful. It is earned through consistent ethical, transparent behavior. Earning the public’s trust creates confidence in officers’ decisions and actions.

#### Honor

Livingston Police Department Officers commit to serving with integrity, moral courage, and being accountable for their conduct.

### Policing Philosophy

The Livingston Police Department embraces a community-oriented policing approach that emphasizes partnership, problem-solving, and proactive engagement. This philosophy recognizes that effective policing is built on collaboration between law enforcement and the community it serves.

Community-oriented policing in Livingston focuses on:

- Building positive relationships with residents, businesses, and community organizations
- Encouraging open communication and accessibility
- Addressing public safety concerns through proactive problem-solving



- Supporting crime prevention and quality-of-life initiatives

Through consistent patrol presence, community engagement efforts, and collaborative programs, the department works to address concerns before they escalate and to foster trust between officers and the community. This approach complements enforcement responsibilities while reinforcing the department’s commitment to service, transparency, and shared responsibility for public safety.

## **Department History, Organizational Overview, Structure, Personnel, and Support Services**

The Livingston Police Department has a long history of providing law enforcement services to the community, evolving alongside the City of Livingston as it has grown and changed over time. As Livingston’s population, tourism, and community activity have increased, so too have the demands placed on public safety services. Throughout its history, the department has adapted its operations, staffing, and organizational structure to meet these changing needs while maintaining a commitment to professional, responsive policing.

### **Department History & Operational Evolution**

Patrol operations form the foundation of departmental services. Patrol officers respond to the vast majority of calls for service, including emergency and non-emergency incidents, traffic enforcement, and initial investigative response. While command staff and specialized positions remain available when needed, routine calls for service are typically handled by patrol officers. As a result, staffing levels and availability have a direct impact on response capability and officer workload.

Historical staffing and call-volume trends illustrate the steady growth in service demand. In the 1980s, with ten (10) sworn officers as of 1989, officers averaged approximately 317 calls for service per year. Despite the addition of two sworn positions during the 1990s, average calls per officer increased as overall call volume rose.

In 2001, a School Resource Officer (SRO) position was added through a cooperative agreement with the school district and a private citizen. While primarily assigned to school duties during the academic year, the SRO supports patrol operations during summer months when call volume traditionally increases.

The City of Livingston has periodically adjusted departmental structure to respond to operational needs. In 2018, Code Enforcement was moved from Public Works to the Police Department and converted to a sworn position, increasing staffing to fifteen (15) sworn officers. In 2021, an additional sworn officer position was added, bringing the department to sixteen (16) sworn



## Livingston Police Annual Report

officers, and Animal Control was placed under police supervision. In 2023, Code Enforcement and Animal Control were moved to the administrative division; the department retained the sworn position and remains staffed at sixteen (16) sworn officers.

In 2025, two (2) patrol officers were assigned Community Resource Officer (CRO) responsibilities concurrent with their patrol duties. These assignments did not add staffing but expanded patrol operations to include focused community engagement, business outreach, and participation in community events. The CRO roles reflect an operational evolution that supports proactive community engagement while maintaining primary responsibility for calls for service.

The department’s history reflects a continued effort to adapt to growth and increasing service demands while maintaining core public safety responsibilities. This context provides important perspective for understanding current patrol operations, staffing considerations, and community engagement initiatives discussed throughout this report.

### Organizational Structure & Personnel

## Livingston Police Department Organizational Chart



As of 2025, the Livingston Police Department is staffed with sixteen (16) sworn officer positions and one part-time administrative assistant. This structure supports patrol operations, investigations, school safety, and administrative functions while maintaining flexibility to respond to changing community needs.



## Livingston Police Annual Report

The **Police Chief** is responsible for all department activities and overall administration of the department, providing leadership, setting departmental priorities, and delegating responsibilities to ensure the department’s mission is accomplished.

The **Assistant Police Chief** oversees department operations, training, internal investigations, and professional standards, ensuring operational consistency, policy compliance, and accountability throughout the department.

**Sergeants** are responsible for the day-to-day supervision of patrol operations, providing direct leadership to patrol officers and coordinating shift activity.

**Detectives** investigate felony offenses, monitor compliance with the Sexual and Violent Offender Registry (SVOR), and conduct general investigations as assigned by administrative staff or sergeants. Detectives work closely with patrol officers, supervisors, and partner agencies to ensure thorough case follow-up and coordination with prosecutors.

The **School Resource Officer (SRO)** is assigned to the Livingston School District to provide law enforcement support to Livingston schools. The SRO spends the majority of their time at Park High School while maintaining responsibility for all Livingston schools. In addition to enforcement and safety planning, the SRO focuses on relationship-building with students, staff, and families to strengthen trust and improve department and community relations.

The **Community Resource Officer (CRO)** is a patrol officer who maintains full patrol responsibilities while also performing additional duties focused on proactive community engagement. In addition to responding to calls for service and conducting enforcement activities, CROs support business outreach, community events, and relationship-building efforts that enhance communication and trust while preserving primary patrol response capabilities.

The **Patrol officers** enforce the law, preserve the peace, and provide daily public safety services throughout the community. They respond to calls for service, conduct traffic enforcement, initiate investigations, and serve as the primary point of contact between the department and the public.

The **Administrative Assistant** provides essential administrative support for records management, coordination, and daily office operations.

### Staffing Stability & Recent Personnel Changes

Overall staffing remained stable and increased by two (2) officers, allowing the department to be fully staffed for the first time in several years.

- Adam Epstein was hired and added to the department as an Officer
- Eric Daniels was hired by the department and appointed to the rank of Sergeant.



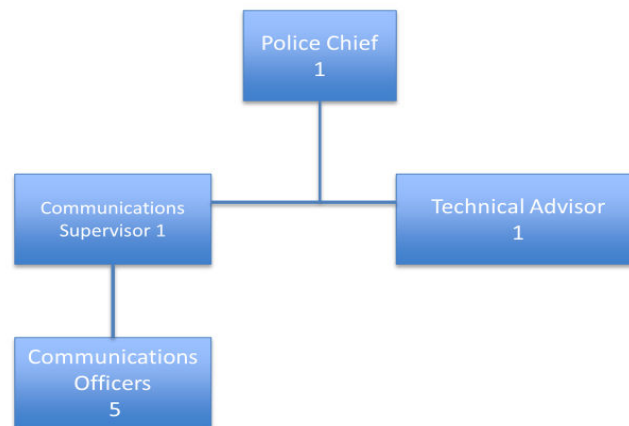
### Livingston / Park County 911 Call Center

The Livingston / Park County 911 (LPC 911) Call Center serves as the primary emergency communications center for the City of Livingston and Park County and is a critical support service for department operations.

Historically, LPC 911 has operated under the supervision of the Livingston Police Department since its creation. Following a brief period as an autonomous entity under the City Manager, the call center was returned to police department supervision in 2018 as part of a citywide restructuring. Oversight is provided by the Chief of Police, with a Technical Advisor position established to manage technical systems and equipment.

### Organizational Structure & Personnel

Livingston/ Park County 911 Organizational Chart



LPC 911 is budgeted for ten (10) positions, including one (1) Technical Advisor who also works the dispatch console on a part-time basis, three (3) Communications Supervisors, and six (6) Communications Officers.

The **Technical Advisor** oversees the technical systems and infrastructure of the Livingston / Park County 911 Call Center, including dispatch technology, communications equipment, and system reliability. In addition to managing technical operations, the Technical Advisor works the dispatch console on a part-time basis to support daily operations and staffing needs.

The **Communications Supervisors** provide day-to-day supervision of the 911 call center, ensuring operational coverage, policy compliance, and quality assurance. Supervisors support communications officers, coordinate shift activity, and assist with training, performance review, and operational decision-making.



## Livingston Police Annual Report

The **Communications Officers** are responsible for receiving emergency and non-emergency calls, dispatching appropriate police, fire, and EMS resources, and providing critical information to responding units. They serve as the primary link between the public and emergency services, ensuring accurate, timely, and professional communication during routine and critical incidents.

### Staffing Stability & Recent Personnel Changes

Overall staffing remained stable and increased by three (3) officers.

- Sarah Eaton was hired and added to the department as a Communications Officer
- Joanna Massier was hired and added to the department as a Communications Officer.
- Sara Andres was hired and added to the department as a Communications Officer

The call center provides dispatching and coordination services for agencies throughout Park County, including:

- Livingston Police Department
- Park County Sheriff's Office
- Livingston Fire & Rescue
- Park County Rural Fire #1
- Wilsall Rural Fire
- Clyde Park Rural Fire
- Clyde Park City Fire and EMS
- Paradise Valley Fire and EMS
- Montana Fish, Wildlife & Parks
- Montana Highway Patrol
- Montana department of Transportation

### Organizational Readiness

The Livingston Police Department's organizational structure, personnel assignments, and support services are designed to promote accountability, operational effectiveness, and continuity of service. Coordination between sworn personnel, administrative support staff, and the Livingston / Park County 911 Call Center is essential to maintaining patrol coverage, investigative capacity, training readiness, and effective community engagement.



## Community & City Overview

The City of Livingston serves as the population center of Park County and functions as a regional hub for commerce, tourism, and government services. The community includes a diverse mix of long-term residents, families, seasonal workers, and visitors, resulting in varied public safety needs throughout the year.

Livingston’s blend of residential neighborhoods, a downtown commercial core, and surrounding industrial and service areas—combined with a wide range of age groups—and seasonal increases in population shapes public safety considerations. The influx in population driven by tourism, outdoor recreation, and special events often result in higher demand for public safety services, including traffic enforcement, crash response, community event support, and quality-of-life calls, particularly within the downtown area and recreation corridors.

The presence of permanent residents alongside seasonal and transient populations requires flexible deployment strategies and proactive engagement. These factors are considered in patrol planning, outreach efforts, and coordination with partner agencies to ensure consistent and effective service throughout the year.

Operating within staffing levels typical of a small jurisdiction, the Livingston Police Department balances proactive enforcement, emergency response, and visible community presence. These factors underscore the importance of strategic planning, adaptability, and collaboration.

## Community Engagement & Outreach

Community engagement is a foundational component of effective policing in Livingston. In 2025, the Livingston Police Department continued to emphasize proactive outreach, accessibility, and relationship-building as essential tools for public safety. Through structured programs, community events, and daily interactions, officers worked to strengthen trust and maintain open lines of communication with residents, businesses, and community partners.

A significant development in 2025 was the introduction of Community Resource Officer (CRO) positions. These positions were established to enhance the department’s ability to engage proactively with the community beyond traditional enforcement activities.

**Community Resource Officers** also played a central role in supporting community events throughout Livingston in 2025. Their involvement allowed patrol officers to remain available for calls for service while ensuring that public gatherings were supported by officer’s familiar with event coordination, crowd dynamics, and local concerns. This approach reinforced a visible, approachable, and collaborative police presence during community events.



## Livingston Police Annual Report

The department’s community engagement efforts in 2025 included the following programs and initiatives:

### Law Enforcement Torch Run for Special Olympics

LETR unites law enforcement officers – Guardians of the Flame – with Special Olympics athletes to champion acceptance, inclusion, and awareness for individuals with intellectual disabilities. Their mission is to inspire communities worldwide, proving that with hope, love, and dedication, achievement and self-worth are possible for everyone.



### Coffee with a Cop

Coffee with a Cop provided an informal setting for residents to speak directly with officers about community concerns, ask questions, and share feedback. These conversations fostered transparency and helped strengthen relationships outside of enforcement-related interactions.





### Citizens Academy

The Citizens Academy offered participants insight into police operations, decision-making, and responsibilities. By educating community members about law enforcement processes, the program promoted understanding, accountability, and trust between the department and the public.



Citizens Police Academy

For 6 weeks this fall, a small group of community members participated in Livingston's first ever Citizens Police Academy. Throughout the Academy, members of the Livingston Police Department, Park County Sheriff's Office and Livingston-Park County Dispatch Center provided instruction to the citizen cadets on patrol, investigations, narcotics, use of force and other policing topics.

The Academy has been a long-time in the making and Chief Hard, Assistant Chief Emanuel and the rest of the instructors did a fantastic job exposing the group to the many intricacies of policing in Park County. I enjoyed the opportunity to learn alongside the community members and look forward to welcoming future classes of citizen cadets to join in the experience!





### National Night Out

National Night Out events brought officers and residents together in neighborhoods throughout Livingston. These events emphasized crime prevention, community partnerships, and positive interaction between law enforcement and the public in a relaxed, family-friendly environment.

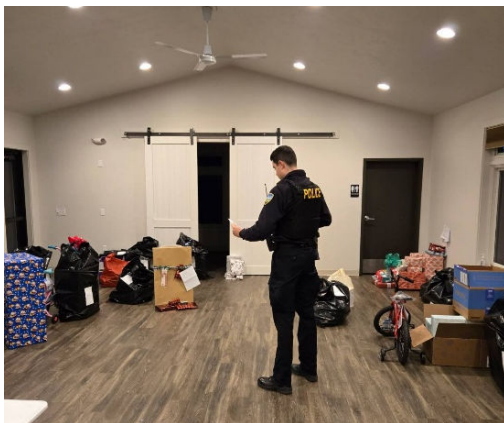


### Community Town Hall Meetings

Community town hall meetings provided a structured forum for dialogue between department leadership, officers, and community members. These meetings allowed residents and business owners to raise concerns, ask questions, and receive information directly from the department, reinforcing transparency and shared responsibility for public safety.

### Operation Christmas Caring

Operation Christmas Caring partners with local agencies and nonprofit organizations to deliver Christmas presents to families throughout Livingston. This annual event provides another meaningful opportunity to build positive connections and support families in our community.





Overall, the Livingston Police Department’s community engagement efforts in 2025 reflected a continued commitment to proactive policing, open communication, and partnership. The newly implemented Community Resource Officer positions have strengthened the department’s outreach capacity and enhanced its ability to support businesses, community events, and residents. These efforts remain an important part of the department’s mission to serve the Livingston community effectively, responsibly, and with mutual respect.

### **Patrol Operations**

Patrol operations form the core of daily law enforcement services in Livingston. Patrol officers respond to the vast majority of calls for service, providing immediate response to emergencies, conducting investigations, enforcing traffic laws, and addressing quality-of-life concerns throughout the community. These responsibilities require flexibility, situational awareness, and the ability to manage a wide range of incidents during each shift.

While command staff and specialized positions remain available when needed, routine calls for service are primarily handled by patrol officers. The Police Chief, Assistant Police Chief, Detective(s), and School Resource Officer (during the school year) do not typically respond to calls for service on a routine basis. As a result, patrol staffing levels have a direct impact on response capability and workload distribution.

#### **Patrol Staffing & Operational Coverage**

Patrol staffing levels can fluctuate due to vacation leave, sick leave, injury, training requirements, and other unavoidable absences. These fluctuations are typical in law enforcement operations and require careful scheduling to maintain minimum coverage.

Regardless of staffing challenges, patrol officers are expected to respond immediately to calls for service as they occur. At any given time, there are typically two (2) patrol officers on duty, and often only one (1) patrol officer available to respond to calls. While many calls are non-threatening in nature, officers must be prepared to handle hostile or dangerous situations, sometimes alone or with limited immediate backup. This reality is common in smaller jurisdictions and underscores the responsibility placed on patrol officers.

#### **Patrol Workload & Case Complexity**

Each call for service requires varying amounts of officer time, depending on the nature of the incident. Some calls involve brief responses, while others require extensive investigation, multiple reports, evidence handling, follow-up activity, and court preparation.



## Livingston Police Annual Report

Calls that result in an arrest or criminal investigation require the completion of multiple written reports and data entry into the department’s records management system. These administrative and investigative requirements significantly increase the time commitment associated with each incident and directly affect patrol availability.

### Investigative Activity Generated by Patrol

Patrol officers play a significant role in initiating criminal investigations. In 2025, officers generated 836 written investigative reports. Investigative reports are completed when a call for service results in a criminal investigation, arrest, or other police action requiring documentation and follow-up activity.

This volume of investigative work reflects the dual role of patrol officers as both first responders and investigators, further contributing to overall workload and operational demand.

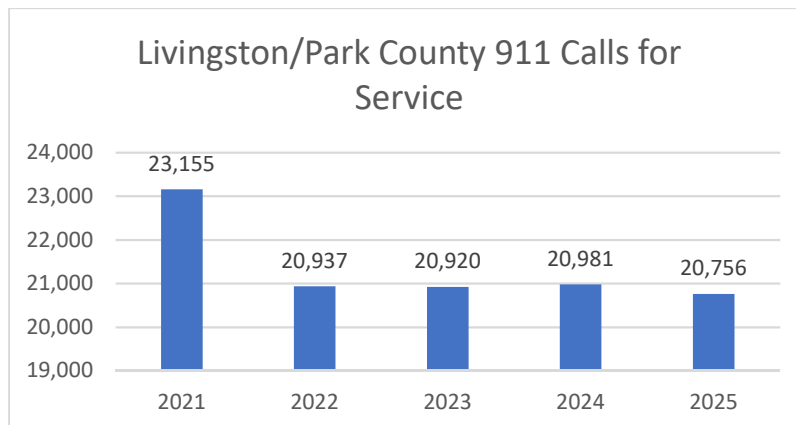
### Operational Considerations

Patrol operations in Livingston require officers to manage high workload expectations with limited on-duty staffing. Despite these challenges, officers are expected to respond promptly, professionally, and safely to all situations encountered. Patrol operations remain central to the department’s mission and continue to evolve in response to community growth and service demand.

## Calls for Service & Operational Demand

Livingston / Park County Dispatch serves as the primary public safety answering point for the City of Livingston and Park County. Dispatchers receive a wide range of calls, including emergency requests, non-emergency reports, interagency coordination, and general inquiries.

This subsection reflects total call volume received by dispatch, regardless of whether a law enforcement, fire, or medical response was required. In 2025, LPC 911 handled 20,756 calls for service.





## Livingston Police Annual Report

Total calls for service handled by LPC 911 peaked in 2021 before a slight decline, but has remained consistent the last four years.

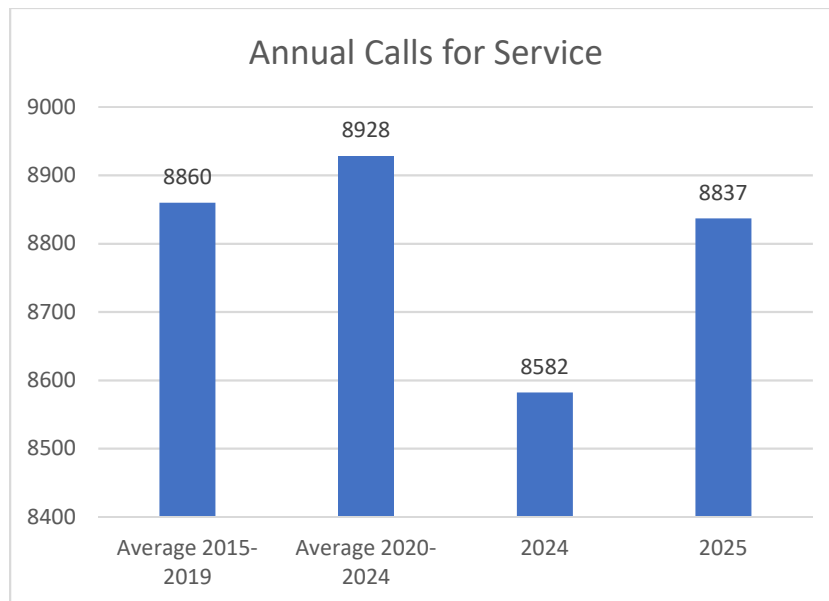
### Operational Planning & Data Use

Calls for service data is used by the Livingston Police Department to inform operational planning, staffing discussions, training priorities, and long-term resource needs. Presenting this information in a clear and structured manner provides important context for workload expectations and supports transparent communication with the community and decision-makers.

As public safety needs continue to evolve, the department will regularly evaluate calls for service trends to ensure policing services remain effective, responsive, and sustainable for the Livingston community.

### Police Department Calls for Service

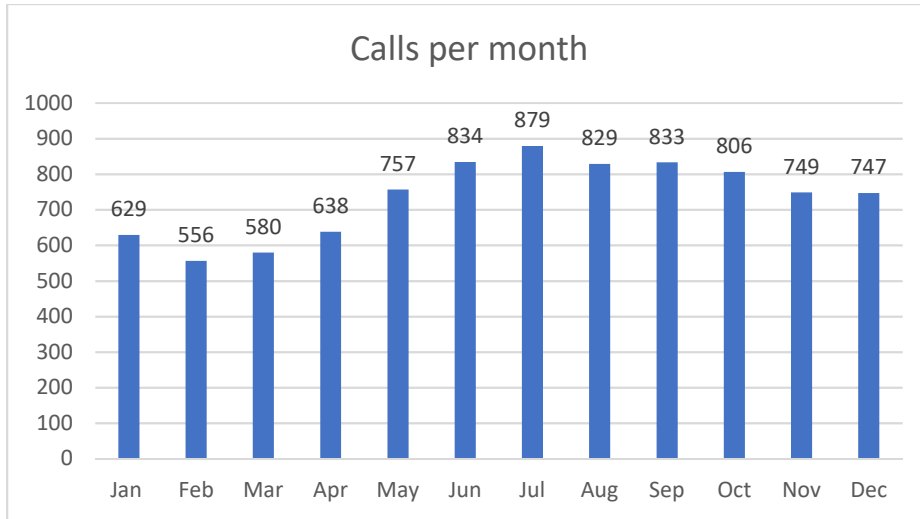
Police Department calls for service represent a subset of total dispatch calls that required law enforcement response, investigation, enforcement action, or follow-up by Livingston Police Department personnel. These calls reflect incidents where officers were dispatched or took action, and form the basis for measuring patrol workload, staffing demand, and operational impact.





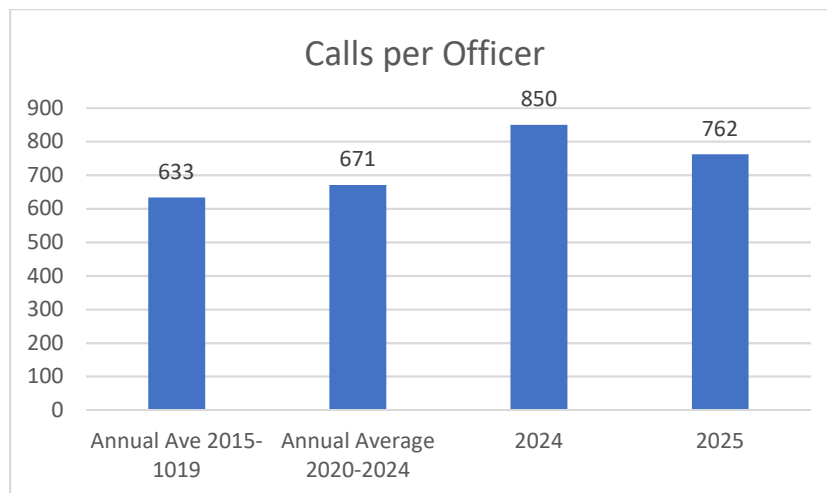
### Calls for Service per Month

Monthly call volume illustrates seasonal trends and periods of increased operational demand. In Livingston, call activity often fluctuates in response to tourism, community events, and seasonal population changes.



### Calls for Service per Officer

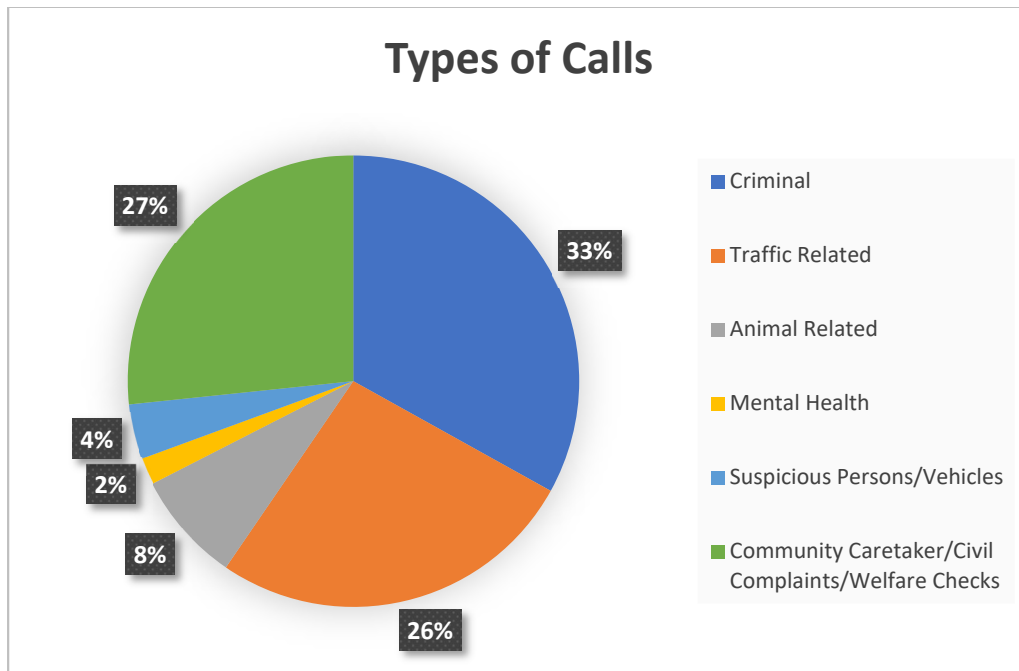
Excluding the chief, assistant chief, detectives, and the SRO, the average number of calls per officer was 762 in 2025. It is important to consider that the police chief, assistant police chief, detectives, and school resource officer ordinarily do not take calls. Calls per officer provide insight into individual and departmental workload. In a small department environment, officers often respond to a wide variety of call types within a single shift, balancing routine service calls with priority and emergency incidents.





### Types of Calls for Service

Understanding the types of calls received helps illustrate the diverse responsibilities of law enforcement beyond criminal enforcement alone. Calls for service may include criminal incidents, traffic-related calls, welfare checks, community concerns, and other public safety matters.

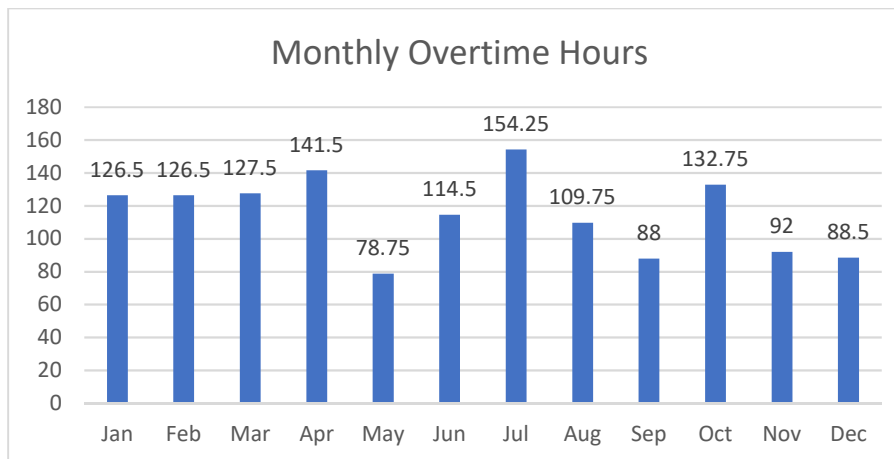
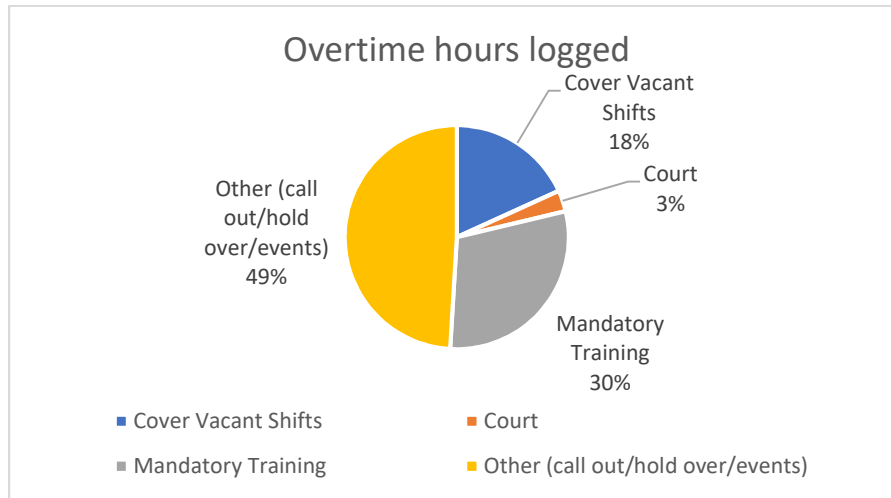


Despite an increase in calls for service from 2024, less incident reports were generated by officers. The number of traffic related calls increased from 2024. Other categories remained consistent with 2024 statistics.



### Overtime & Staffing Impact

Overtime usage within the Livingston Police Department is tracked across four primary categories: court appearances, mandatory training, staffing coverage, and call-out or hold-over incidents. These categories reflect operational requirements that extend beyond scheduled shifts and are necessary to maintain service levels, training standards, and legal obligations.



Maintaining minimum staffing levels, responding to unplanned incidents, and meeting court and training obligations all contributed to overtime use. The department has seen an increase in the use of overtime for community/special events. Currently events are included in the “Other” category. It may be necessary to capture overtime usage for community/special events as their own statistical category.



## **Serious Responses & Critical Incidents**

### **Public Safety Critical Incidents**

During 2025, the Livingston Police Department responded to several serious incidents that required heightened coordination, sound decision-making, and strict adherence to policy. These incidents varied in scope and complexity, but each required officers to balance public safety, constitutional protections, and risk management while working in coordination with partner agencies.

This section highlights select incidents that illustrate the range of challenges faced by the department and the professionalism expected of officers during high-risk or high-visibility situations. The incidents summarized below are not exhaustive but represent responses that required additional resources, planning, or interagency coordination.

### **Large-Scale Events & Crowd Management**

#### **Starbucks Standoff**

In 2025, officers responded to a standoff involving an armed subject at a local business location. The incident required containment, scene control, and coordination with additional resources. Officers utilized established protocols focused on communication, de-escalation, and public safety while minimizing risk to civilians, responding personnel, and the subject involved.

The situation was resolved without serious injury, demonstrating the importance of training, patience, and controlled response during high-risk incidents.

#### **No Kings Rally with Counter-Protest Activity**

The Livingston Police Department facilitated public safety operations during the No Kings Rally, which included the presence of counter-protestors. Officers were tasked with managing crowd dynamics, ensuring public safety, and protecting the constitutional rights of all participants.

The department's approach emphasized neutrality, de-escalation, and visibility, while maintaining readiness to respond to emerging safety concerns. Coordination and planning were critical to maintaining order and allowing lawful expression to occur without significant incident.

### **School Safety Response**

#### **Report of Possible Firearm at a Local School**

Officers responded immediately to a report of a possible firearm at a local school. The response included coordination with school administrators, securing the area, and implementing precautionary measures to ensure the safety of students, staff, and responding personnel.



Incidents of this nature require rapid response, clear communication, and careful assessment of information as it becomes available. The department’s actions reflected established school safety protocols and a commitment to prioritizing safety while avoiding unnecessary escalation.

### **Life-Saving and Emergency Medical Response**

#### **CPR at the Christmas Stroll**

During the annual Christmas Stroll event, officers responded to a medical emergency involving a member of the public. Officers provided immediate CPR and life-saving assistance until additional medical resources arrived.

This incident highlights the role of police officers as first responders and the importance of ongoing medical training. Officers are often the first on scene during emergencies and are expected to provide aid in critical moments prior to the arrival of emergency medical services.

### **Regional and Interagency Operations**

#### **Manhunt – Anaconda, Montana**

In 2025, Livingston Police Department personnel assisted in a regional manhunt operation in Anaconda, Montana. The response required coordination with multiple law enforcement agencies and demonstrated the department’s ability to operate within a larger, multi-jurisdictional response.

Participation in regional operations reinforces the importance of interagency cooperation and preparedness to support public safety efforts beyond city boundaries when requested.

### **Operational Review and Preparedness**

Serious and critical incidents provide valuable opportunities for review, training reinforcement, and continuous improvement. Following significant events, the department evaluates response strategies, communication, and coordination to identify strengths and areas for improvement.

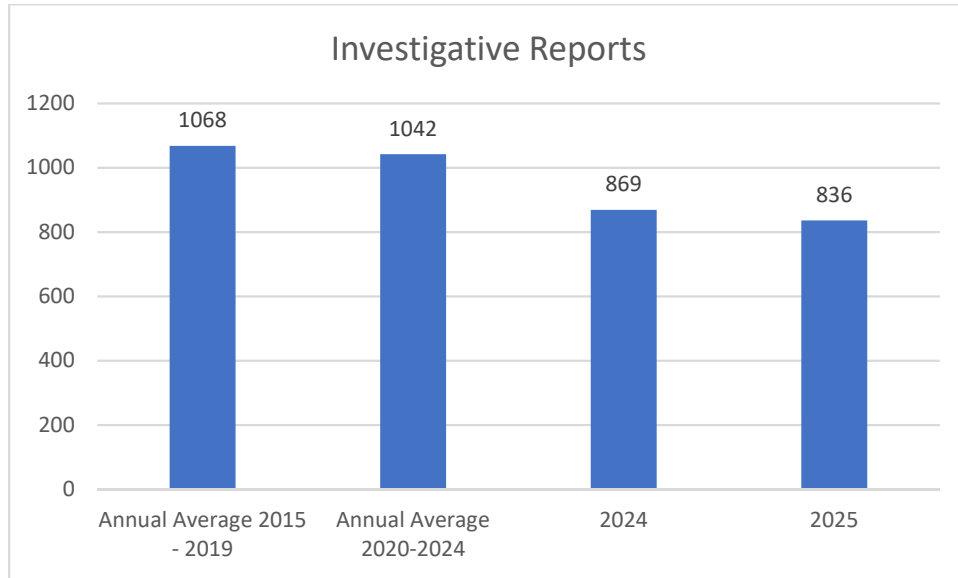
The Livingston Police Department remains committed to maintaining readiness for complex incidents while emphasizing professionalism, restraint, and accountability in all responses.

## **Investigations & Case Follow-Up**

Investigations are a critical function of the Livingston Police Department and require dedicated time, specialized training, and sustained follow-up beyond the initial response to a call for service. In 2025, investigative responsibilities were carried out primarily by assigned detectives,



with additional investigative support provided by patrol officers when cases originated from calls for service. Officers completed 836 investigative reports in 2025.



### Investigative Structure & Staffing

The Livingston Police Department maintained two (2) detective positions during 2025. Detectives are responsible for conducting follow-up investigations on complex cases, coordinating with prosecutors, preparing cases for court, and pursuing leads that extend beyond initial patrol response.

Detectives work closely with patrol officers, supervisors, and partner agencies to ensure investigations are thorough, timely, and legally sound. Search warrants and court orders are essential investigative tools used when probable cause exists and judicial authorization is required. In 2025, detectives sought and secured warrants to support criminal investigations and evidence collection.

### Sexual and Violent Offender Registry (SVOR) Compliance Monitoring

Detectives are responsible for monitoring compliance with the Sexual and Violent Offender Registry (SVOR) and conducting follow-up investigations as required by law. This includes verifying registration information, addressing reported violations, and coordinating with partner agencies and prosecutors when noncompliance is identified. SVOR monitoring represents an ongoing investigative responsibility that supports public safety and legal accountability

### Search Warrants & Investigative Subpoenas

Search warrants and investigative subpoenas are critical tools used by the Livingston Police Department to support criminal investigations and ensure evidence is lawfully obtained. The



preparation, review, execution, and documentation of these legal processes represent a significant investment of officer time and resources.

In 2024, officers generated ninety-four (94) search warrants and twenty-eight (28) investigative subpoenas

In 2025 officers generated one hundred ninety-two (192) search warrants and seventeen (17) investigative subpoenas.

The process for obtaining and executing a search warrant is detailed and time-intensive. An officer must draft the warrant and supporting affidavit, obtain judicial review and approval, and then execute the warrant in accordance with legal and procedural requirements. The scope of a search can vary widely depending on the nature of the investigation. A vehicle search may take an hour or more, while a residential search can require several hours or extend over multiple days. Smaller items, such as backpacks or electronic devices, may be searched more quickly; however, even limited searches often require substantial follow-up work.

Following execution, officers must fully document the search, complete the warrant return, and submit it to the court. Any evidence seized must be properly documented, packaged, and entered into the evidence system in accordance with department policy and legal standards. Even when a search itself is brief, the associated documentation, evidence processing, and follow-up can require several hours of officer time depending on what is discovered.

### **Case Preparation & Prosecutorial Coordination**

Investigations require careful documentation, report writing, and coordination with prosecutors to ensure cases are prepared appropriately for charging and court proceedings. Detectives and officers work closely with the Park County Attorney’s Office to review evidence, obtain warrants, and support successful prosecution when appropriate.

This collaborative process is essential to maintaining accountability and ensuring that cases are handled in accordance with legal standards.

### **Investigative Workload & Operational Impact**

Investigative responsibilities significantly impact overall department workload. Time dedicated to investigations reduces patrol availability and requires careful balancing of resources, particularly in a small department environment. The number and complexity of investigations handled in 2025 reflect both crime trends and the ongoing demand placed on investigative personnel.

Investigative data is used to inform staffing discussions, training priorities, and long-term planning to ensure the department can continue to meet investigative demands effectively.

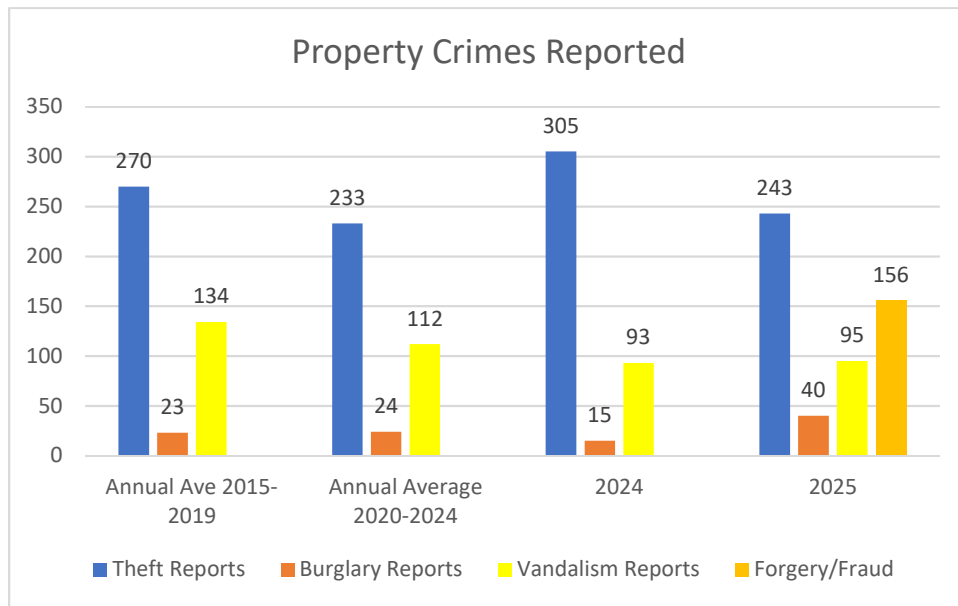


### Crime Trends & Enforcement Activity

Crime data provides important insight into public safety conditions, investigative workload, and enforcement activity within the City of Livingston. In 2025, the Livingston Police Department investigated a range of reported offenses, conducted follow-up investigations, and made arrests when appropriate. This section presents an overview of crime trends and enforcement activity to support transparency and informed understanding of police operations.

#### Property Crimes

Property crimes include offenses such as theft, burglary, vandalism, and related non-violent crimes. Tracking property crime trends helps identify patterns, support prevention strategies, and guide patrol and investigative focus.

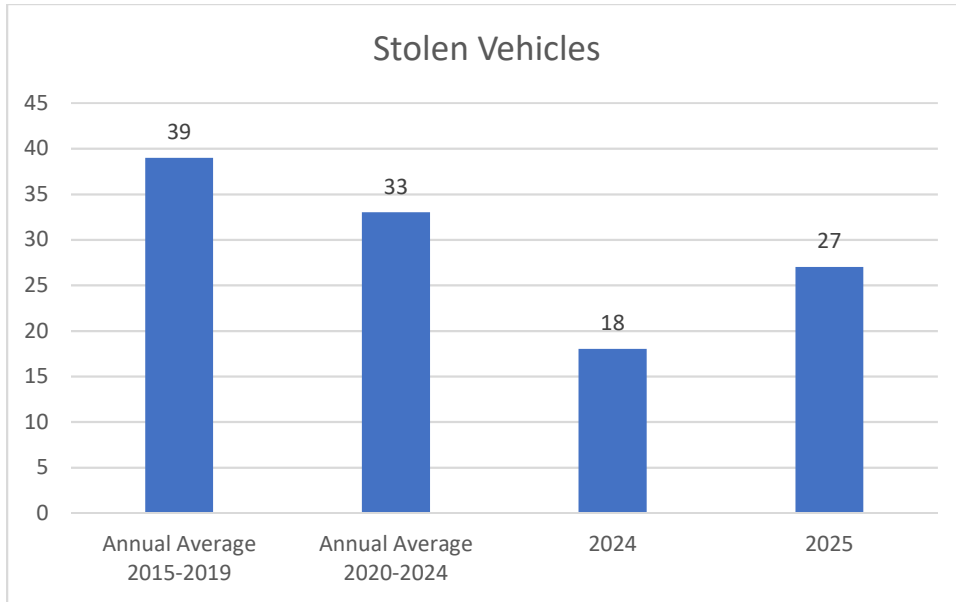


The department responded to 243 theft reports in 2025, representing a notable decrease from 2024. Theft reports include offenses such as shoplifting, gas drive-offs, counterfeit complaints, and fraud-related activity. While overall theft reports declined, burglary incidents increased, and reports of criminal mischief remained consistent with prior years. In 2025, the volume of fraud and forgery offenses increased to a level that warranted tracking these crimes as a distinct category for the first time. With the exception of theft, property crimes increased in 2025, marking the first such increase in more than ten years.



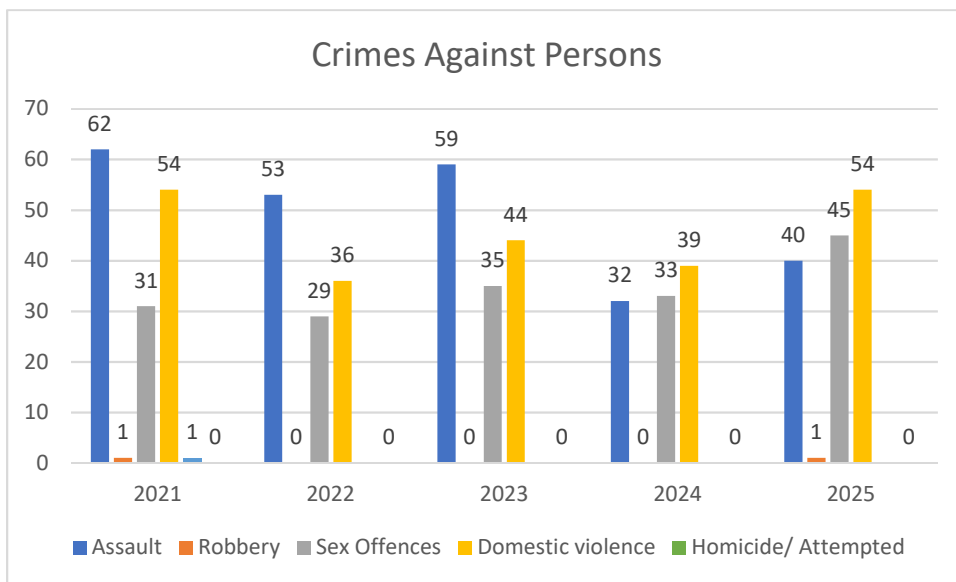
### Stolen Vehicles

Motor vehicle theft and recovery data provides insight into both property crime trends and regional patterns. Stolen vehicle investigations may involve coordination with neighboring jurisdictions and statewide databases.



### Violent Crimes Reported

Violent crime data includes reported offenses involving the use or threat of force against persons. While less frequent than other crime categories, violent crimes require significant investigative resources and coordination.



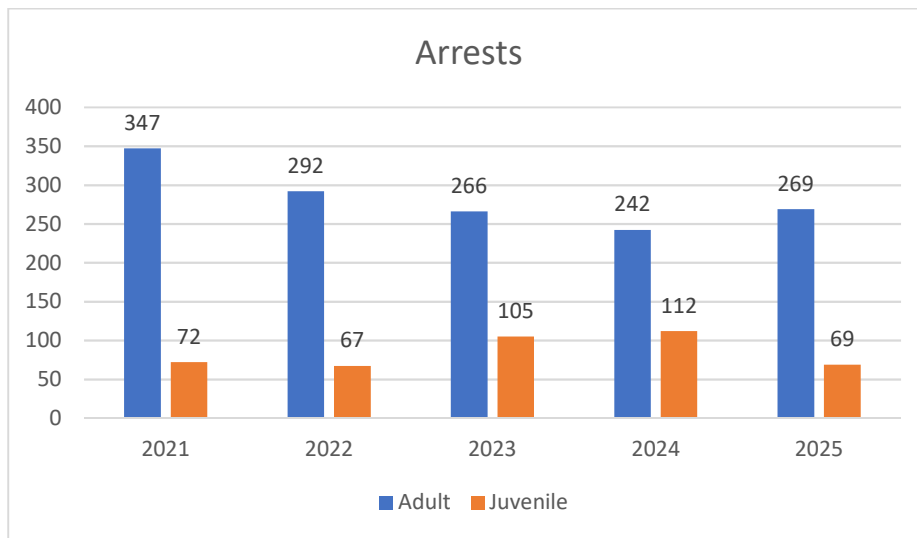


## Livingston Police Annual Report

The department received 345 calls of some type of disturbance in 2025. This is a minimal decrease from 350 in 2024. Disturbances can be anything from loud music to a violent altercation.

### Arrest Activity

In 2025, officers made a total of 338 arrests. Of these, 269 involved adults and 69 involved juveniles. For reporting purposes, an arrest includes criminal citations in which the individual was released and does not solely refer to instances where a person was physically restrained and transported to a detention facility.



**Adult** arrest data reflects enforcement actions taken when probable cause exists and arrest is appropriate under the law. Arrests may result from on-view enforcement, warrant service, or follow-up investigations.

**Juvenile** arrest data is tracked separately and reflects enforcement actions involving minors. Juvenile cases often involve coordination with parents, schools, juvenile probation, and diversion programs, with an emphasis on accountability and rehabilitation.

### Enforcement Context & Data Use

Crime and arrest statistics provide important context but do not fully capture the scope of police work. Many incidents are resolved through warnings, referrals, problem-solving, or investigative follow-up without arrest. Data from this section is used to inform deployment decisions, investigative priorities, training needs, and long-term planning.

The Livingston Police Department remains committed to responsible enforcement, accurate reporting, and transparency in sharing crime data with the community and decision-makers.



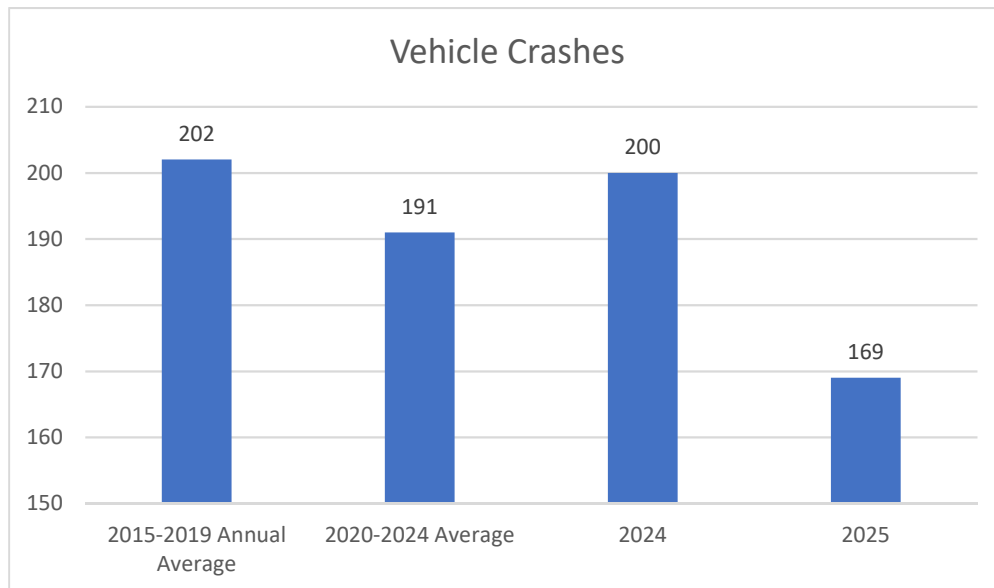
### Traffic Safety & Crash Data

Traffic safety and crash response remain a core responsibility of the Livingston Police Department. In 2025, officers responded to and investigated motor vehicle crashes occurring on public roadways, private property, and at a variety of intersections and traffic control environments. Crash data provides valuable insight into roadway safety, driver behavior, and areas where enforcement, education, or engineering improvements may reduce risk.

This section is structured to support clear presentation of crash trends and to provide transparency regarding the types and locations of traffic incidents addressed by the department.

#### Overview of Vehicle Crashes

Vehicle crashes reported to and investigated by the Livingston Police Department range from minor property-damage collisions to crashes involving injury. Reviewing overall crash totals and trends helps identify changes in traffic patterns and informs traffic safety planning and enforcement strategies. In 2025, officers completed 169 crash reports. Of these incidents, thirty-three (33) were intersection-related, including twenty-seven (27) at controlled intersections and six (6) at uncontrolled intersections. Approximately 82% of intersection-related crashes occurred at locations controlled by a stop sign or traffic signal, underscoring the role of driver behavior in many intersection collisions.



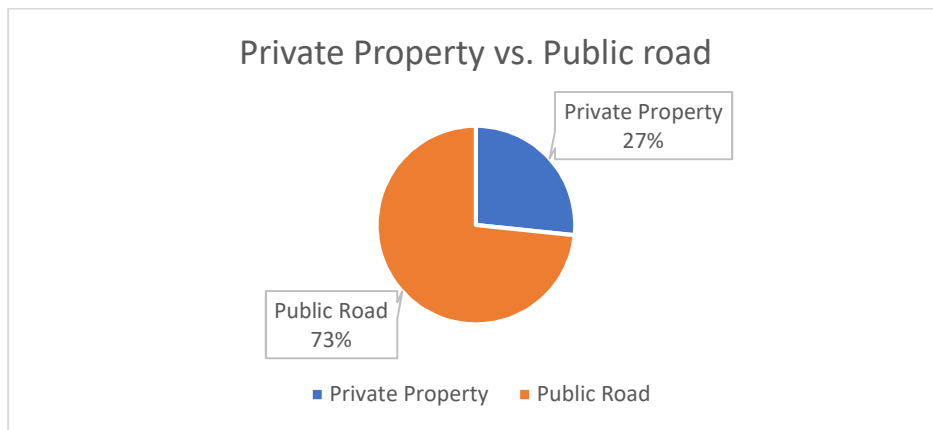


### Crash Response and Investigation

Officers responding to traffic crashes are responsible for ensuring scene safety, providing assistance to involved parties, documenting crash details, and determining contributing factors when appropriate. Accurate crash reporting supports insurance processes, roadway safety analysis, and long-term planning efforts.

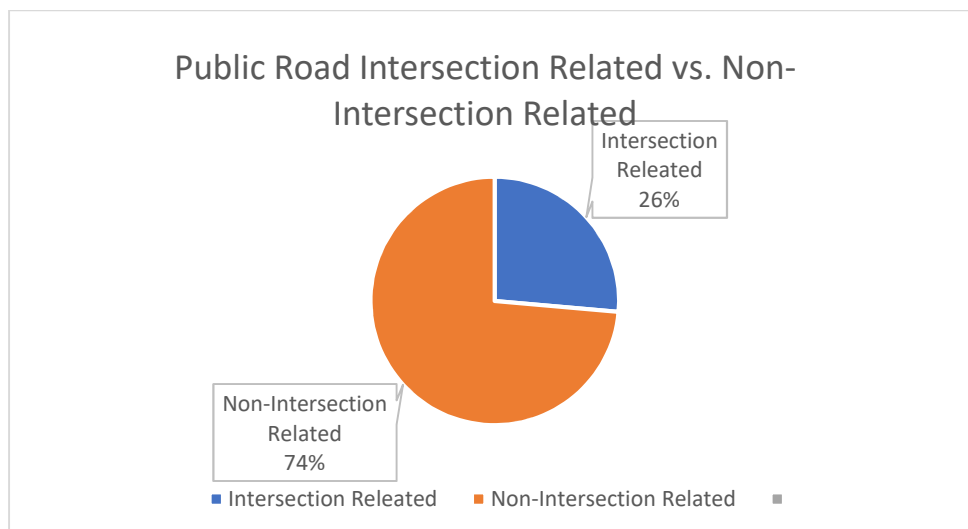
### Crash Locations: Public vs. Private Property

Crashes occur in both public roadway environments and private locations, such as parking lots, driveways, and commercial properties. Differentiating between these locations provides important context when evaluating enforcement strategies and roadway design considerations.



### Intersection vs. Non-Intersection Crashes

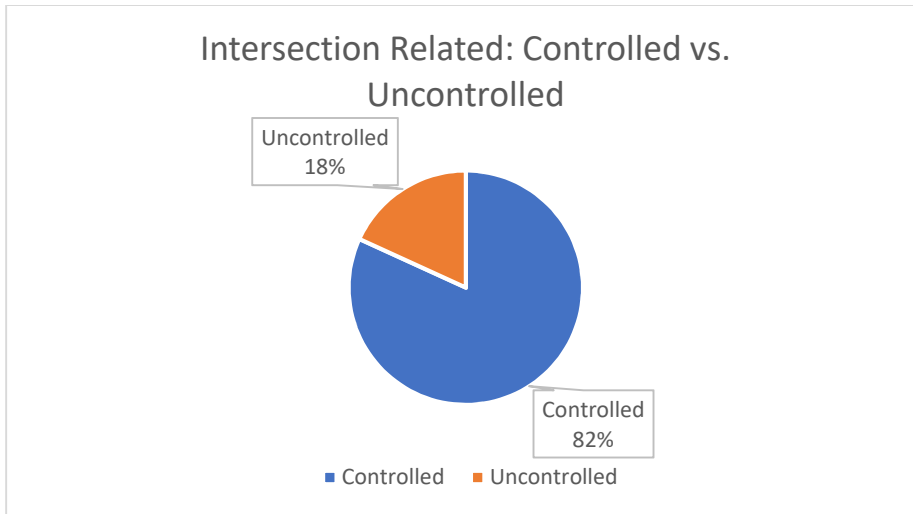
Crash analysis also distinguishes between incidents occurring at intersections and those occurring on non-intersection roadway segments. This distinction helps identify whether traffic control, visibility, or driver behavior may be contributing factors.





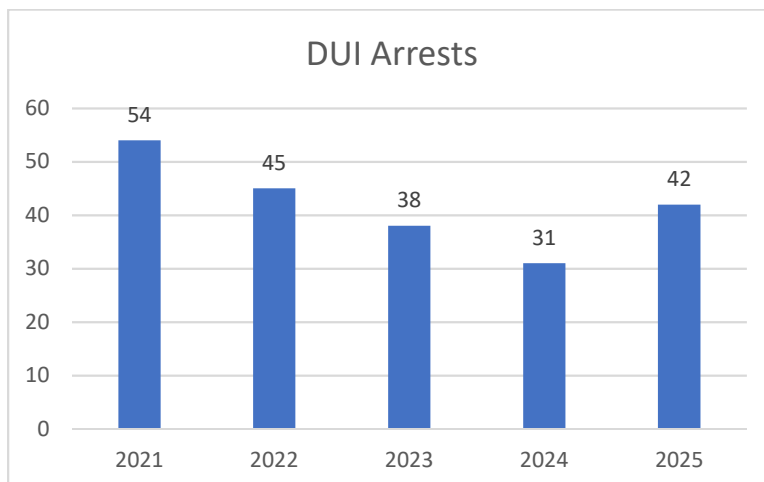
### Controlled vs. Uncontrolled Intersection Crashes

For crashes occurring at intersections, additional analysis may be conducted to determine whether the intersection was controlled (e.g., traffic signals, stop signs) or uncontrolled. Understanding crash patterns at controlled versus uncontrolled intersections supports targeted enforcement and traffic engineering discussions.



### Impaired Driving (DUI)

Impaired driving enforcement and DUI-related crash data are an important component of traffic safety. Impaired drivers are dangerous to themselves and the general public. The Livingston Police Department emphasizes DUI enforcement, working with the Park County DUI Task Force to reduce the impact of impaired drivers.





### **Traffic Safety Planning & Data Use**

Crash data is used by the Livingston Police Department to identify trends, support enforcement strategies, and collaborate with city partners on traffic safety improvements. Presenting crash information in a clear and structured format helps inform the community and decision-makers while supporting data-driven approaches to roadway safety.

The department will continue to evaluate traffic and crash trends as part of its commitment to public safety, prevention, and responsible traffic enforcement.

### **Traffic Stops, Racial Profiling Data & Bias Review**

Pursuant to the requirements of Montana Code Annotated § 44-2-117, the Livingston Police Department collects and reviews traffic stop data to determine whether any officer demonstrates a pattern of stopping members of minority groups for violations of vehicle laws in a number disproportionate to the population of minority groups residing or traveling within the department’s jurisdiction.

Department policy requires officers to document the race or ethnicity of drivers stopped during traffic enforcement activities and record this information in the department’s records management system. The determination of race or ethnicity is based on the officer’s perception at the time of the stop, as required by statute. This data is compiled annually and used to evaluate traffic enforcement activity for potential indicators of racial profiling.

#### **Traffic Stop Demographics**

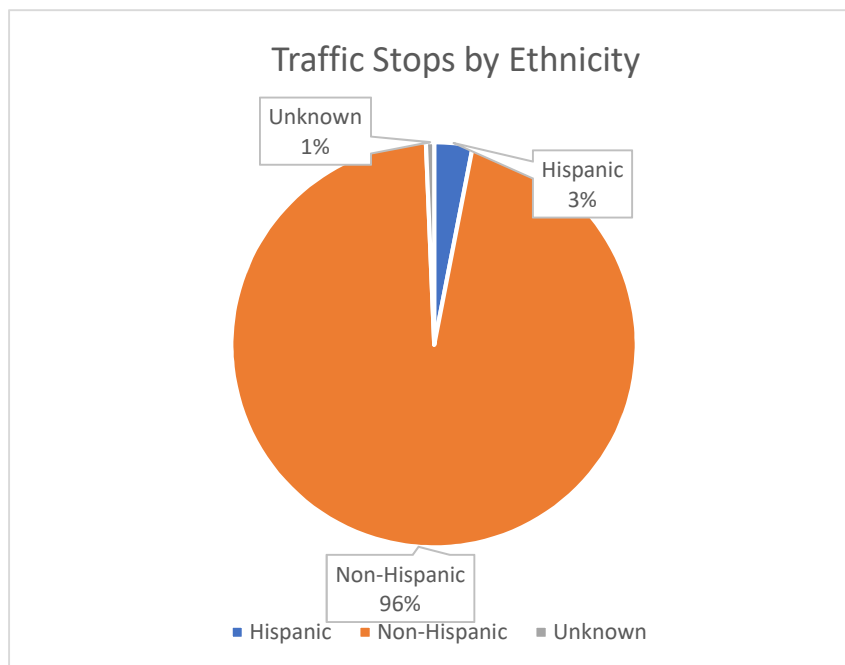
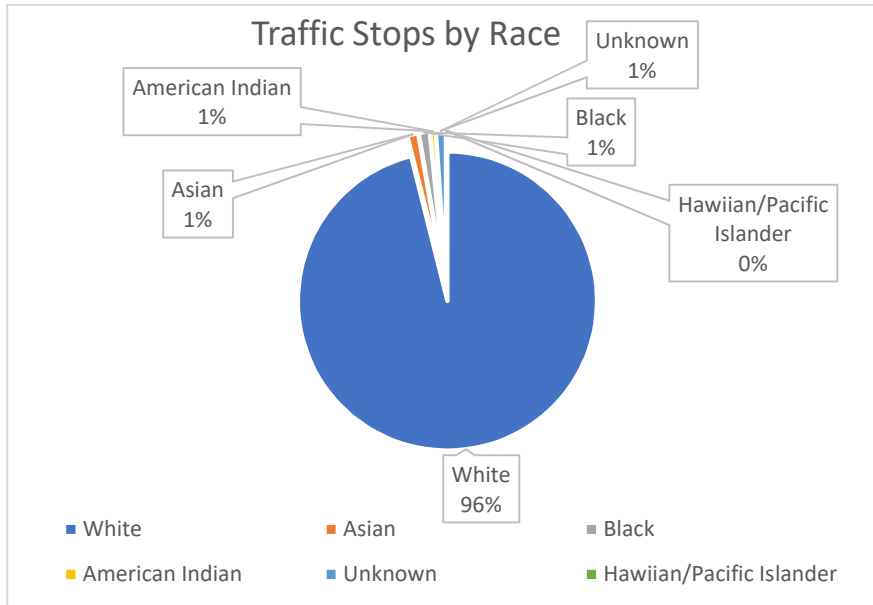
The graphs included in this section reflect traffic stop data from 2025, including the number of drivers stopped by:

- Race and ethnicity
- Sex
- Age

This data is presented to provide transparency regarding traffic enforcement activity and to support the required annual review under state law.

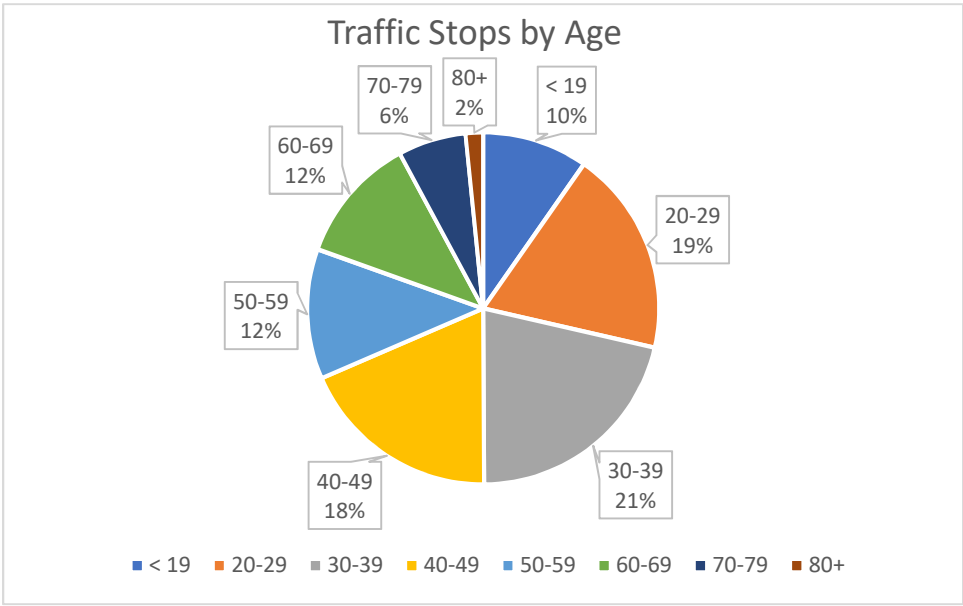
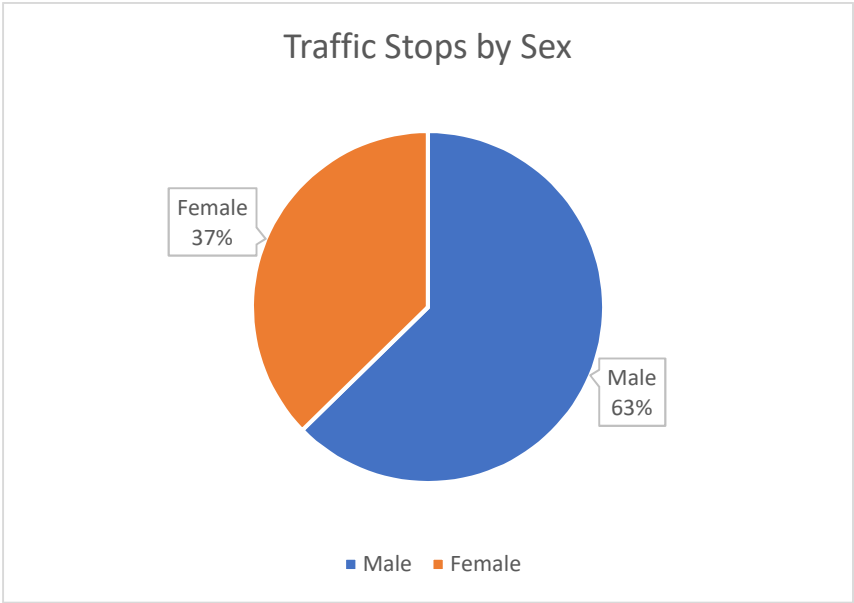


### Livingston Police Annual Report





### Livingston Police Annual Report





### Traffic Stop Data Review & Findings

Consistent with statutory requirements and department policy, the Livingston Police Department conducts an annual review of traffic stop demographic data to ensure fair, impartial, and lawful enforcement. This review evaluates whether any officer has stopped members of minority groups for vehicle law violations in numbers disproportionate to the population residing in or traveling through the jurisdiction. If such a pattern were identified, an investigation would be initiated to determine whether traffic stops were used as a pretext for investigating other traffic or criminal violations.

This annual review is an important component of the department’s accountability and oversight framework and is incorporated into the Livingston Police Department Annual Report of Statistics. This section constitutes the formal review required by law.

Upon review of traffic stop data for the reporting period, and in the absence of any complaints alleging racial profiling, there is no indication that any officer of the Livingston Police Department routinely stopped members of minority groups for vehicle law violations as a pretext for investigating other offenses. The department remains committed to fair, impartial, and lawful traffic enforcement and to the continued evaluation of traffic stop data in compliance with state law and department policy.

### Specialized Units & Programs

Specialized units and assignments enhance the Livingston Police Department’s ability to respond effectively to specific public safety needs while supporting patrol operations and investigative efforts. These programs allow the department to focus resources, expertise, and training in areas that benefit community safety, prevention, and regional cooperation.

In 2025, the department continued to utilize specialized roles to support schools, proactive patrol, drug enforcement efforts, and public engagement.

#### School Resource Officer (SRO)

The School Resource Officer (SRO) Program, established in 2001 through a partnership between the City of Livingston, the school district, and a private citizen, provides a dedicated law enforcement presence within local schools. The SRO is a sworn officer assigned to schools during the academic year and available to support patrol operations during summer months, with funding shared between the school district and the City of Livingston. In 2025, Officer Hannah Buckley served as the department’s School Resource Officer, supporting school safety planning and emergency response while focusing on daily interaction with students and staff, prevention,



## Livingston Police Annual Report

education, and early intervention through consistent presence and collaboration with school administrators and parents.

### Community Resource Officer (CRO)

The Community Resource Officer (CRO) role is fulfilled by patrol officers who retain full patrol responsibilities while also supporting proactive community engagement efforts. In addition to responding to calls for service and conducting enforcement activities, CROs assist with business outreach, community events, and relationship-building initiatives that strengthen communication and trust while preserving primary patrol response capability. In 2025, Officer Robert Crank and Officer Taylor Bauer served in CRO roles, facilitating programs such as facility security assessments, de-escalation training for City employees, and community education and outreach activities, including 4-H and youth programs, Operation Christmas Caring gift distribution, and other community and civic events throughout Livingston.

### K-9 Unit

The Livingston Police Department K-9 Unit is comprised of two (2) specially trained Slovakian Shepherds, Briggs and Rhino, partnered with certified handlers Assistant Chief Andrew Emanuel and Sergeant Corey O'Neill. Both canine teams are fully certified through the North American Police Work Dog Association (NAPWDA) in narcotics detection, article searches, tracking, building and area searches, officer protection, and aggression control. The K-9 Unit plays a vital role in patrol and investigative operations, supporting suspect tracking, evidence recovery, and high-risk incident response while enhancing officer safety and operational effectiveness. In 2025, K-9 Briggs and K-9 Rhino completed extensive specialized training hours, conducted public demonstrations, and were deployed for both illicit drug detection and patrol-related incidents. In addition to serving department operations, the K-9 teams provide mutual aid to partner agencies including the Park County Sheriff's Office, the Missouri River Drug Task Force, the Montana Highway Patrol, and the Montana Department of Corrections, while also participating in community outreach and educational events that strengthen regional coordination and community engagement.





### **Bicycle Patrol**

Bicycle patrol supports community-oriented policing by increasing officer visibility and accessibility in areas where vehicle patrol may be less effective. In 2025, Officer Mark Allen and Sergeant Kevin Engle supported bicycle patrol operations in downtown areas, parks, and during community events. This deployment enhances direct interaction with residents and businesses, improves visibility during high-traffic periods, and allows officers to access areas not easily reached by patrol vehicles, contributing to proactive engagement and an effective community presence.

### **Drug Task Force Participation**

The Livingston Police Department participates in the Missouri River Drug Task Force, working in collaboration with regional, state, and federal partners to address drug-related crimes. Task force participation supports investigations that extend beyond city boundaries and provides access to specialized resources, shared intelligence, and coordinated enforcement efforts, strengthening investigative capacity and helping reduce the impact of drug activity within the Livingston community.

### **Role of Specialized Units in Department Operations**

Specialized units and assignments complement patrol and investigative functions by providing focused expertise and flexibility. These roles support a balanced approach to policing that emphasizes prevention, enforcement, and community engagement. The Livingston Police Department will continue to evaluate specialized programs to ensure they align with community needs, operational priorities, and available resources.

## **Use of Force & Accountability**

### **Use of Force Policy & Reporting**

Law enforcement officers have a range of force and equipment options available to them and must select the most appropriate response based on the circumstances and the level of threat, whether actual or perceived. These options may include, but are not limited to, officer presence, verbal direction, physical control, chemical or inflammatory agents, impact weapons, electronic control devices (Tasers), firearms, vehicles, and weapons of necessity or opportunity.

It is the policy of the Livingston Police Department that officers use only the amount of force that is objectively reasonable to make an arrest, gain control of a situation, or protect the officer or others from harm, based on the facts and circumstances known to the officer at the time force is applied.



## Livingston Police Annual Report

To ensure accountability and transparency, a separate written Use of Force Report, in addition to an incident report, is required for the following actions:

- Discharge of a firearm, whether accidental or intentional, at or toward any person
- Striking a subject with an impact weapon or other weapon of necessity or opportunity
- Discharge of a Taser
- Use of force resulting in injury to a subject or a complaint of injury
- Use of physical or weaponless force likely to cause or lead to unforeseen injury, a claim of injury, or an allegation of excessive force
- Use of empty-hand stunning or striking techniques
- Discharge of chemical agents
- Use of a vehicle as an offensive weapon
- Use of a canine to apprehend a subject resulting in a bite
- Pointing a weapon at any person, or drawing a weapon accompanied by verbal threats to use it *(This does not apply to drawing a weapon in appropriate circumstances when it is not pointed at any person and no verbal threat is made.)*
- Use of leg restraints

A separate Use of Force Report is not required for weaponless control techniques that have little or no likelihood of causing injury when gaining control of a non-compliant or resisting individual. These techniques include, but are not limited to, physical touching, escort holds, gripping or holding, frisking, and handcuffing.

### Use of Force Reporting Overview

Use of force reports are completed when officers employ force beyond routine control techniques, as defined by department policy. These reports are reviewed by supervisory personnel and command staff as part of the department’s accountability process.

### Reported Use of Force Incidents:

- 2021: 16
- 2022: 7
- 2023: 15
- 2024: 28
- 2025: 11

### Taser Deployments

Conducted Energy Devices (Tasers) are considered a less-lethal option and are deployed in accordance with department policy and training. Taser deployments are tracked separately to ensure appropriate use and review.



**Taser Deployments by Year:**

- 2021: 1
- 2022: 0
- 2023: 1
- 2024: 3
- 2025: 4

**Injuries Related to Taser Deployments**

The Livingston Police Department tracks injuries related to Taser deployments for both officers and suspects as part of its review process.

**Officer Injuries from Taser Deployments:**

- 2021: 0
- 2022: 0
- 2023: 0
- 2024: 0
- 2025: 0
- 

**Suspect Injuries from Taser Deployments:**

- 2021: 0
- 2022: 0
- 2023: 0
- 2024: 0
- 2025: 1

These figures reflect the department’s emphasis on controlled deployment, training, and post-incident medical assessment.

**Review Process & Accountability**

All use of force incidents are reviewed through established supervisory and command-level processes. Reviews focus on policy compliance, decision-making, and opportunities for training or procedural improvement. When appropriate, incidents may also be reviewed as part of broader operational or training evaluations.

This review process supports accountability, reinforces professional standards, and ensures that force is used only when necessary and appropriate.



### **Training, Policy, and Continuous Improvement**

Use of force data is used to inform training priorities, policy updates, and equipment considerations. Ongoing training emphasizes de-escalation techniques, communication skills, and the appropriate use of force options based on the totality of circumstances.

The Livingston Police Department remains committed to transparency, accountability, and the responsible use of force in service to the community.

### **Professional Standards & Personnel Complaints**

The Livingston Police Department is committed to receiving and addressing both complaints and commendations regarding the actions and performance of all department personnel. The department believes the public is entitled to efficient, fair, and impartial service. Allegations of employee misconduct, inquiries related to employee actions or department policy, and commendations from the public are documented and reviewed through established processes.

All allegations and inquiries are taken seriously and are formally reviewed to ensure accountability, transparency, and continuous improvement.

#### **Purpose of Complaint Investigations**

The Livingston Police Department investigates allegations and inquiries for the following reasons:

- To protect citizens from misconduct by an employee.
- To identify and take appropriate action against employees who violate the law, department policy, or rules and regulations.
- To protect the department and employees who conduct themselves appropriately.
- To identify policies or procedures that may require review or revision and to improve the quality of service to the community

#### **Types of Complaints**

Complaints against department personnel may be initiated by citizens or internally.

- Citizen complaints generally pertain to alleged improper conduct or unsatisfactory service.
- Internal complaints generally involve alleged violations of department policy, standard operating procedures (SOPs), or rules and regulations.

All complaints are reviewed using consistent standards and documented in accordance with department policy.



### Complaint Findings Definitions

Complaints are resolved using the following findings classifications:

- **Unfounded** – The investigation conclusively proved that the alleged act or misconduct did not occur.
- **Exonerated** – The act occurred but was lawful, justified, and consistent with department policy or procedures.
- **Not Sustained** – Insufficient evidence existed to clearly prove or disprove the allegation.
- **Sustained** – The investigation disclosed sufficient evidence to support the allegation.
- **Sustained with Qualifications** – The act occurred, but not in the manner or degree alleged.
- **Unresolved** – The investigation could not proceed due to lack of information, withdrawal of the complaint, or inability to identify involved personnel.

### Disciplinary Actions

When a complaint is sustained, appropriate corrective action is taken based on the nature and severity of the finding. Corrective actions may include, but are not limited to:

- Counseling
- Remedial training
- Written reprimand
- Demotion
- Suspension
- Termination
- Criminal prosecution, when applicable

### 2025 Personnel Complaints:

Total Complaints Three (3)

<b>Complaint type</b>	Officer Misconduct	Officer Misconduct	Harassment
<b>Source</b>	Citizen reported	Agency Initiated	Citizen reported
<b>Findings</b>	Exonerated	Unfounded	Exonerated



## Transparency & Accountability

The Livingston Police Department remains committed to transparency, accountability, and continuous improvement. The complaint review process is an important tool for maintaining public trust, identifying training needs, and ensuring professional standards are upheld.

## Training & Professional Development

Training and professional development are essential to maintaining effective, lawful, and professional policing services. The Livingston Police Department is committed to ensuring that all personnel meet or exceed required training standards while also pursuing opportunities to enhance skills, preparedness, and service to the community.

Training programs are designed to support officer safety, public safety, accountability, and adaptability to evolving public safety challenges.

### Mandatory Training

All sworn personnel are required to complete mandatory training in accordance with Montana law, Montana POST standards, and departmental policy. Mandatory training ensures officers remain current on legal standards, policy updates, and core operational skills.

Mandatory training areas include, but are not limited to:

- Use of force and de-escalation
- Firearms qualification
- Emergency vehicle operations
- Legal updates and constitutional law
- Ethics and professional standards
- First aid, CPR, and emergency medical response

This training is completed on a recurring basis and is essential to maintaining certification and operational readiness.

### Specialized Training

In addition to mandatory training requirements, officers participate in specialized training based on assignment, experience, and departmental needs. Specialized training enhances the department's ability to respond effectively to complex, high-risk, or evolving situations and supports both specialized roles and overall operational readiness.

Specialized training areas may include:

- Active shooter response and critical incident management



- Advanced investigative techniques
- Crisis intervention and mental health response
- School safety and threat assessment
- K-9 operation
- Traffic enforcement and crash investigation
- Supervisory and leadership development

Specialized training supports individual professional development while strengthening the department’s overall capability to respond safely, effectively, and in accordance with policy.

### **Continuing Education & Professional Development**

The Livingston Police Department encourages continuing education and professional development to support long-term effectiveness, leadership development, and adaptability. Officers and supervisors are encouraged to pursue additional training opportunities, certifications, and educational programs as they become available.

Continuing education supports:

- Career development and succession planning
- Improved decision-making and communication skills
- Enhanced community engagement and problem-solving
- Ongoing evaluation and adoption of best practices in law enforcement

By investing in training and professional development, the Livingston Police Department its ability to serve the community effectively while maintaining accountability, professionalism, and public trust.

### **Training as an Investment in Public Safety**

Training and professional development are not isolated activities but an ongoing investment in public safety and organizational effectiveness. The department remains committed to providing meaningful training opportunities that prepare personnel to meet current and future challenges while upholding the values and standards expected by the Livingston community.

## **Equipment, Technology & Resources**

Modern policing requires reliable equipment and technology that support officer safety, effective response, and accountability. In 2025, the Livingston Police Department made targeted investments to replace aging equipment, improve operational effectiveness, and ensure personnel are properly equipped to respond to both routine calls for service and critical incidents. These



investments reflect a continued commitment to professionalism, preparedness, and responsible resource management.

## **New Equipment & Gear Acquired in 2025**

### **Conducted Energy Devices (TASERs)**

The department acquired new Conducted Energy Devices (TASERs) in 2025 to replace aging equipment and ensure officers have access to reliable, modern less-lethal options. TASERs are deployed in accordance with department policy and training standards and provide an important alternative when de-escalation and physical control techniques are insufficient.

Updated TASER equipment supports officer and public safety, policy-compliant use-of-force options, continued emphasis on de-escalation, and reliable performance during critical incidents.

### **Ballistic Protective Gear**

Updated ballistic protective gear was acquired in 2025 to enhance officer safety during high-risk incidents. This equipment is deployed defensively during responses involving armed subjects, critical incidents, and large public events, improving readiness and interagency coordination.

### **Firearms Optics**

In 2025, the department implemented firearms optics to improve accuracy, target acquisition, and officer effectiveness. Used in conjunction with mandatory training and qualification standards, optics enhance precision, improve performance in varied lighting conditions, and align with modern law enforcement best practices.

### **Mobile Phones & Communications Equipment**

The department upgraded department-issued mobile phones and communications equipment in 2025 to enhance field communication, situational awareness, and coordination during incidents.

### **Technology & Operational Readiness**

Equipment and technology directly support the training, decision-making, and accountability outlined in earlier sections of this report. Modern tools allow officers to apply de-escalation techniques, tactical communication, and critical incident training safely and effectively while minimizing risk to the public and responding personnel. Ongoing evaluation ensures systems remain reliable, secure, and aligned with operational needs and policy.

### **Budget Considerations**

Equipment and technology investments made in 2025 were evaluated with a focus on officer safety, operational effectiveness, and fiscal responsibility. The department prioritizes lifecycle replacement of essential equipment and targeted upgrades that directly support daily operations and risk reduction.



## Livingston Police Annual Report

Budget considerations include lifecycle replacement planning, compatibility with existing training and infrastructure, durability to reduce long-term costs, support for officer and public safety, and alignment with available funding and long-term financial planning.

As public safety demands evolve, future budget planning will consider replacement schedules, emerging best practices, and the resources necessary to maintain safe and effective policing services for the Livingston community.

### **Summary & Looking Ahead to 2026**

The Livingston Police Department’s 2025 Annual Report reflects a year of increasing service demands, evolving community needs, and continued commitment to professionalism, accountability, and public trust. Throughout the year, the department responded to a broad range of calls for service and critical incidents while maintaining daily patrol coverage and proactive community engagement.

Operational data throughout this report highlights growing workload trends, the importance of staffing stability, and the value of coordinated response with partner agencies. Strategic investments in training, equipment, and technology supported officer safety, operational readiness, and accountability, ensuring personnel were prepared to respond effectively to both routine and complex incidents.

Expanded outreach efforts, including the introduction of Community Resource Officer responsibilities, enhanced visibility, accessibility, and communication with residents, businesses, and visitors, reinforcing the department’s focus on building trust and strengthening community partnerships.

#### **Looking Ahead to 2026**

As the Livingston community continues to grow and change, the Livingston Police Department will remain focused on balancing service demands with proactive policing, officer wellness, and fiscal responsibility. Priorities moving into 2026 include maintaining staffing stability, continuing investment in training and equipment, strengthening partnerships with local and regional agencies, and expanding community engagement efforts.

Through thoughtful planning, accountability, and collaboration, the department remains committed to providing effective, professional law enforcement services while preserving public trust and meeting the evolving public safety needs of the Livingston community.



## Livingston Police Annual Report

### **Commitment to the Community**

The Livingston Police Department remains committed to providing fair, impartial, and professional law enforcement services. Through transparency, accountability, and collaboration, the department strives to protect life and property while supporting a safe and vibrant community.

This report serves as both a reflection of the department's work in 2025 and a foundation for continued improvement and service in the year ahead.

**File Attachments for Item:**

**B. PUBLIC WORKS DEPARTMENT STREETS DIVISION UPDATE**



LivingstonMontana.org | PublicComment@LivingstonMontana.org | 406.823.6000

**DATE:** March 3, 2026

**TO:** Chair Nootz and City Commissioners

**FROM:** Grant Gager, City Manager

**RE:** Update from City Streets Division

---

**Recommendation and Summary**

The Livingston Public Works Department’s Streets Division is providing an update on its operations. As such, no motion is requested nor required from the Commission.

The reasons for the discussion are as follows:

- The City Commission requested that the City Manager provide an update on the projects and activities of City Departments.

**Introduction and History**

The Public Works Department’s Streets Division includes a full-time staff of seven (7) employees funded from the City’s Street Maintenance District. With the help of seasonal employees, the Streets Division manages the City’s road network.

**Analysis**

The Streets Division will provide an update on its staff, operations, and upcoming projects.

**Fiscal Impact**

There is no fiscal impact arising from this departmental update.

**Strategic Alignment**

The City Commission identified department updates as a high priority at its January 14, 2026, work session.

**Attachments**

- None

**File Attachments for Item:**

**C. UPDATE ON CITY STORMWATER UTILITY**



**DATE:** March 3, 2026  
**TO:** Chair Nootz and City Commissioners  
**FROM:** Grant Gager, City Manager  
**RE:** Staff Report for Stormwater System Update

---

**Recommendation and Summary**

The City Manager is presenting an update to the City Commission regarding the City’s stormwater system. As such, a motion is neither requested or required. However, the City Manager welcomes any guidance or direction the Commission may wish to provide.

The reasons for the update are as follows:

- The City of Livingston has previously completed both a Preliminary Engineering Report for a Stormwater Drainage System as well as a Stormwater Utility Feasibility Study.
- City staff continues to work with Headwaters Economics and AE2S assessing a stormwater utility.

**Introduction and History**

The Livingston City Commission has indicated a desire to evaluate the creation of a mechanism to manage stormwater in Livingston in preparation for regulatory requirements requiring treatment of stormwater. In April 2023, the City Engineer presented the findings of the Preliminary Engineering Report to the City Commission.

In November 2023, the City Commission approved a data sharing agreement with Headwaters Economics to receive access to certain flood related data. During that project, the City team became aware of an opportunity to have a stormwater utility feasibility study performed by AE2S and Headwaters through grant funding. In December 2024, AE2S and Headwaters presented the Stormwater Utility Feasibility Study (Attachment A) to the City Commission which contained several recommendations to proceed.

Since the December 2024 presentation, City staff has worked to advance the recommendations in the feasibility study, as directed by the Commission. In early 2025, the City applied for funding from the United States Department of Environmental Protection’s Mountain and Plains Environmental Justice Grant Hub to continue the project. While the City was named a finalist in March 2025, the



funding for the Grant Hub was cancelled in May 2025. Subsequently, the City was notified in June 2025 that it was eligible for private grant funding to continue studying the development and implementation of a stormwater utility. In July 2025, Headwaters and AE2S signed a grant-funded agreement to continue supporting the City of Livingston's effort to develop a funded stormwater system.

City staff last reviewed progress on the project with the Commission at its meeting on September 16, 2025. Since that update, recent work has included the following tasks:

1. Spatial Data Analysis: Analysis of property impervious areas by digitizing impervious area surfaces for approximately 388 commercial (100% of total), 186 multi-family (100% of total), and 165 single-family properties (5% of total) as it relates to stormwater.
2. Billing System Evaluation: Develop a strategy based on existing workflows and recommended procedural and policy arrangements.
3. Ordinance and Policy Development: Review and development of documents and processes related to funding stormwater improvements using mechanisms allowable under state law.

### **Analysis**

With new Commissioners having been seated since the September 16, 2025, meeting, staff is reporting back to the City Commission on the above items, and others, to support the Commission's consideration of Livingston's stormwater system.

### **Fiscal Impact**

There is no fiscal impact to this presentation.

### **Strategic Alignment**

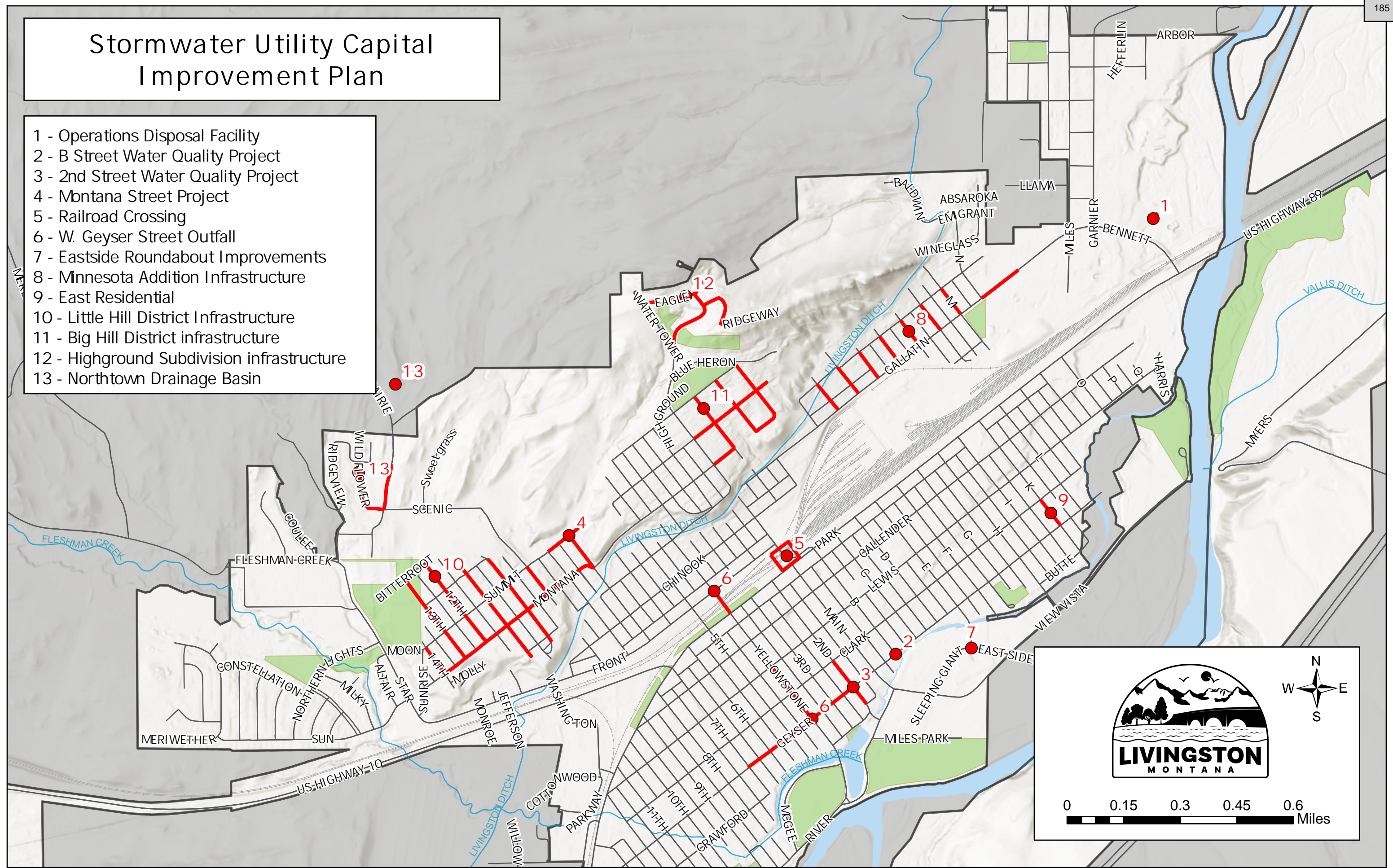
Growth Policy Strategy 9.1.2.2. encourages the City to "explore the creation of a stormwater utility" while Strategy 9.1.2.1. encourages the City to "reduce the risk of flooding and pollution threats through proactive and innovate stormwater management programs."

### **Attachments**

- Attachment A: [Preliminary Engineering Report for a Stormwater Drainage System](#)
- Attachment B: Stormwater Improvements Map
- Attachment C: Stormwater Feasibility Study

# Stormwater Utility Capital Improvement Plan

- 1 - Operations Disposal Facility
- 2 - B Street Water Quality Project
- 3 - 2nd Street Water Quality Project
- 4 - Montana Street Project
- 5 - Railroad Crossing
- 6 - W. Geysler Street Outfall
- 7 - Eastside Roundabout Improvements
- 8 - Minnesota Addition Infrastructure
- 9 - East Residential
- 10 - Little Hill District Infrastructure
- 11 - Big Hill District infrastructure
- 12 - Highground Subdivision infrastructure
- 13 - Northtown Drainage Basin



**LIVINGSTON**  
MONTANA

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- CITY OF LIVINGSTON -  
**STORMWATER UTILITY  
FEASIBILITY STUDY**



*in partnership with:*



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# Stormwater Utility Feasibility Study

For



**September 2024**

## **Report Prepared By:**

Kayla Mehrens and Jacob Strombeck

Project Number: P16320-2024-001

Advanced Engineering and Environmental Services, LLC

1288 North 14th Avenue, Suite 103, Bozeman, MT 59715

## **Contributing Partners**

This Stormwater Utility Feasibility Study was completed as a collaboration between Headwaters Economics and the City of Livingston. Headwaters Economics is a nonprofit organization based in Bozeman, Montana. Through their FloodWise Community Assistance program, they work with communities to help them be more resilient to floods. Individual Study contributors include:

- Bridget Mitchell P.E., FloodWise Community Assistance Lead, Headwaters Economics
- Kirstin Smith Ph.D., FloodWise Lead Research and Policy Analyst, Headwaters Economics
- Grant Gager, City Manager, City of Livingston
- Shannon Holmes P.E., Public Works Director, City of Livingston
- Matt McGee P.E., Principal and Civil Engineer, TD&H Engineering

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# 1. Introduction

The City of Livingston (City) owns and operates a stormwater system that collects rain runoff and snowmelt from urban surfaces and conveys it to a variety of local waterways, such as Fleshman Creek and the Yellowstone River. Its primary purpose is to mitigate roadway and property flooding during rain and snowmelt events.

Stormwater systems play a vital role in protecting community safety and environmental health. As these systems age, there is often an increased need to maintain, repair, and replace key infrastructure components, such as pipes, inlets, and manholes, as they start to deteriorate. Unfortunately, a historical lack of attention to stormwater systems is a systemic issue across the country and is not unique to the City or in Montana at large.

Locally, most of the City's stormwater infrastructure was installed several decades ago and is undersized. There is also minimal stormwater infrastructure installed on the north side of the railroad tracks and only one connection (underpass) from the north to the south side of the City, causing substantial flooding challenges.

For many, stormwater issues are often managed on a reactive basis, and funding for work typically comes from non-dedicated municipal revenue sources, such as wastewater funds or street budgets. Further, stormwater programs typically lack staff and equipment resources, and this results in a large accrument of deferred infrastructure maintenance and repair needs over time.

A common solution to these challenges is for cities to work with their residents and policymakers to develop a Stormwater Utility. Stormwater Utilities create a consolidated programmatic structure and dedicated revenue source to fund critical services and infrastructure maintenance and repair.

Recently, the 'Big Seven' cities in Montana (i.e., Billings, Missoula, Helena, Great Falls, Bozeman, Butte, and Kalispell) have developed standalone Stormwater Utilities to provide increased services. Within the last few years, other agencies in Montana have started following their lead since they also have issues and limited funding capacity to complete needed improvements. Local examples include the City of Belgrade and Gallatin County, who are both exploring ways to add enhanced stormwater services.

## 1.1. Study Purpose

Over the last six years, the City has taken several proactive steps to better understand the condition and overall needs of its stormwater system, including commissioning several engineering studies and reports. Given the scale of identified challenges through these efforts, City leaders opted to commission this Stormwater Utility Feasibility Study (Feasibility Study), in partnership with Headwaters Economics, to develop key information that can be used to assess whether developing a Stormwater Utility is the right choice for their community.

This Feasibility Study builds off the prior technical work and aims to answer the following questions:

- ✓ What stormwater services would the City like to complete, and how much will this work cost annually?
- ✓ What are common stormwater utility rate structures and how may they be used to pay for the City's sought-after services?
- ✓ What scale of monthly fees would result from these varying utility rate structures for differing customer classes (i.e., commercial, multi-family, and single-family properties)?

This Feasibility Study's intent is not to provide formal directions to the City. Instead, its purpose is to inform staff, policymakers, and the public of the opportunities, challenges, and options that exist related to implementing a Stormwater Utility based on best practices tailored to City needs.

## **1.2. Stormwater Utility Goals**

Stormwater Utilities are an equitable solution to funding drainage and water quality needs; however, they can vary widely in scope and scale when compared across communities in Montana and across the region. Nuances exist regarding the amount and type of stormwater infrastructure that requires management, and what the local communities' goals are related to environmental impacts. Through the course of the Feasibility Study, three primary goals became apparent for the City, which are discussed in the following section.

### Goal #1 - Mitigating Urban Flooding

Poorly maintained, undersized and broken stormwater infrastructure poses a risk to the wellbeing of residents and property. When stormwater systems do not drain or function properly, urban runoff can flood roads, sidewalks, parking areas, and, in worst-case scenarios, private properties. It is important that cities ensure their stormwater systems are in working order and effectively drain during rainfall and snowmelt events.

There are several areas of the City where urban flooding is a substantial concern at present with notable impacts occurring to resident daily life, including roadway mobility and public safety. Regular stormwater system inspection, maintenance, and repair are a few common activities that can mitigate the risk of urban flooding. In some cases, larger capacity expansion and replacement projects are warranted to alleviate flooding issues. These projects can include replacing old and undersized pipes or installing new drainage systems in areas lacking infrastructure.

The City completes urban flood mitigation efforts on an opportunistic and reactive basis currently; however, the City desires to be more proactive in their efforts given the increasing community impacts.

It is important to clarify that urban flooding is different than natural system flooding caused by the swelling of flood-prone waterways, such as the Yellowstone River during spring runoff. Projects addressing this type of natural system flooding are outside the purview of this Feasibility Study.

### Goal #2 - Improving Water Quality

Given the direct connection that stormwater systems establish between hardened urban landscapes (i.e., rooftops, roadways, parking areas, etc.) and local waterways, runoff poses a risk

to the health of these natural systems and their aquatic life. Urban areas accumulate a plethora of pollutants, such as nutrients, E. coli, trash, and metals, from resident daily life and they often get flushed through stormwater systems and into local waterways during rain events.

Conducting street sweeping, vacuuming accumulated debris from infrastructure, installing treatment units, and educating residents on best practices are a few common activities that work in tandem to improve water quality.

The City is adjacent to some of the most prized and renowned waterways in Montana. These resources are one of the many reasons residents and tourists live and travel to the area. Given this, the City seeks to increasingly make water quality improvements within its stormwater system to lessen its impact on these critical natural resources, especially as growth occurs.

Several successful water quality-based projects have been completed in the last few years; however, additional improvements are desired but challenges regarding high project costs and a lack of reliable project funding exist.

Goal #3 – Complying with Regulatory Requirements

Larger municipalities (over 10,000 people) are required to comply with state and federal laws regarding stormwater discharges. These requirements are a component of the Montana Pollutant Discharge Elimination System (MPDES) permitting program managed by the Montana Department of Environmental Quality (MDEQ).

One of the specific permits related to stormwater runoff is the Municipal Separate Storm Sewer System (MS4 Permit), which requires cities to implement a variety of programs annually to reduce their impacts on local waterways. Required activities include construction site permitting and inspections, water quality sampling, and community engagement initiatives.

MS4 Permits can be costly to comply with and typically warrant full-time staff to manage on an annual basis. The City is not an MS4 at present; however, it expects to be permitted by MDEQ in the next decade. Section 17.30.1102 of the Administrative Rules of Montana (ARM) defines the trigger point for cities to become an MS4 as the following... "small MS4s serving a population of at least 10,000 as determined by the latest decennial census..."

Given uncertainties regarding population growth and timing, costs arising from MS4 Permit coverage were not factored into the Feasibility Study; however, the City will need to plan for costs associated with new staff resources (0.5-1 Full Time Employees), recurring permit fees (\$4,000-\$8,000/year), and sampling and analysis lab costs (\$10,000 per year) when the City becomes permitted under the program.

Beyond future MS4 Requirements, the City manages an Industrial Stormwater Permit for its Water Reclamation Facility (WRF). This MDEQ-regulated permit requires the City to complete a variety of inspections, sampling activities, and training annually. Costs for these activities are paid for by various non-dedicated revenue sources currently; however, they could be integrated into the Stormwater Utility to alleviate the cost burden on these funding sources.

## 2. Basis of Planning

Establishing a Basis of Planning is an important Feasibility Study component that documents existing conditions from which assumptions can be made and analysis completed. Section 2.0 details key data points that were collected and used in the following report sections.

### 2.1. Population Projections

Based on data acquired from the Montana Department of Commerce, the City’s 2024 population is 8,908 people. Using a .64% Annual Growth Projection, Commerce estimates that the City will reach a population of approximately 9,315 people by the year 2030 and 9,929 by the year 2040.

This population estimate provides important context related to planning around Goal #3 listed in Section 1.2. Population growth is hard to predict and can be based on several factors in and outside of the City’s control. Given this, it is recommended that the City monitor population growth and regularly reassess their plans for compliance with regulatory requirements. Table 1 displays Commerce’s population projections as of September 2024 for the City based on actual average annual growth data sourced from the US Census Bureau for the period of 2000 to 2023.

Table 1: Population Projections from the Montana Department of Commerce

Calendar Year	Growth Rate <sup>1</sup> (%)	Population Projection <sup>2</sup>
2025	0.64%	9,022
2030	0.64%	9,315
2035	0.64%	9,617
2040	0.64%	9,929
2045	0.64%	10,251
2050	0.64%	10,583

<sup>1</sup> Data source: <https://commerce.mt.gov/Data-Research/Research/People-Housing/Population>

<sup>2</sup> Actual average annual growth data from 2000 to 2023 from the US Census Bureau

The City completed a Livingston Growth Policy in 2021. In that report, 1% and 2% growth projections were completed, resulting in 2030 population estimates of 8,703 and 9,699 people, respectively. These estimates align relatively well and add confidence to Commerce’s projections.

### 2.2. Demographics

The Montana Department of Commerce also maintains an inventory of income data for communities in Montana using a 2015-2019 U.S. Census Bureau’s American Communities Survey data set. Based on this data, the City’s Median Household Income (MHI) is \$46,097, with 14.5% of the City living in poverty. These demographic data points are important when assessing overall rate affordability and can also be useful when seeking external funding, such as state loans and grants.

### 2.3. Utility Accounts

The City has 4,089 utility accounts at present, with 81% of them being single-family residential customer classes and the remainder being a combination of multi-family, governmental, and commercial properties.

The City’s Finance Department has existing workflows to track water usage and bill these utility accounts for water and wastewater services using Caselle, which is a common enterprise billing software. Table 2 provides a listing of accounts detailed by customer class.

Table 2: Customer Utility Accounts

#	Customer Class	Total Accounts <sup>1</sup> (#)	Percentage of Total Accounts
1	Single-Family Residential	3,309	81%
2	Commercial and Governmental	388	9%
3	Multi-Family Residential	186	5%
4	Vacant Land	206	5%
	<i>Total:</i>	4,089	100%

<sup>1</sup> Account totals acquired from the City’s Billing Database in May 2024.

### 2.4. Stormwater Assets

The City owns and is responsible for the maintenance, repair, and eventual replacement of 421 stormwater infrastructure assets, including inlets, manholes, and outlet pipes. As community growth occurs, the City expects this total to increase, especially as the construction of new roads, subdivisions, Planned Unit Developments (PUD), and improvement of areas currently without infrastructure occurs. Table 3 provides a listing of the City’s existing stormwater infrastructure assets detailed by type and count.

Table 3: Stormwater Infrastructure Assets

#	Asset Class (Type)	Total Assets <sup>1</sup> (#)
1	Manholes	106
2	Outlets	32
3	Inlets	283
4	Water Quality Treatment Units	1
	<i>Total:</i>	422

<sup>1</sup> Asset data acquired from the City’s GIS Database in May 2024.

The City also owns and manages approximately eight (8) miles of storm sewer pipe, ranging from 4" to 48" in diameter. The oldest portion of these pipes have been in the ground for over 75 years and are nearing the end of their useful life. Limited information exists regarding the age, material, and condition of the City's storm sewer pipes at present; however, field knowledge provided by the City concluded that most of the stormwater system likely requires some form of maintenance, repair, and replacement, ranging from spot repairs to total replacements.

The City's storm sewer pipe network is smaller than its wastewater collection and water distribution systems; however, similar issues and costly needs exist. For comparison, the City has 50 miles of sanitary sewer pipe and 60 miles of water pipe.

### 3.Revenue Requirements

Determining an annual revenue requirement is a process that projects the total annual costs necessary for a utility to provide its essential levels of service. This process is longstanding and commonplace for established municipal utilities, such as water and wastewater systems. In most cases, revenue requirements remain relatively stable year-to-year, but may see increases when adding staff, planning for inflation, and implementing changes to provided levels of services.

For new utilities, such as the City's proposed Stormwater Utility, establishing a revenue requirement can be challenging since there are not several years of historical data to compare and base budget estimates. Given this, developing a revenue requirement for a new utility requires a detailed review of several areas to align community goals (i.e., those discussed in Section 1.2) with the costs involved in working towards their achievement over time.

In general, four common types of revenue requirements exist for public utilities, including operating expenses, capital projects, general fund services, and reserves. Figure 1 provides an overview of these components, and the scale of need and associated costs required for the Stormwater Utility are discussed in the following section.

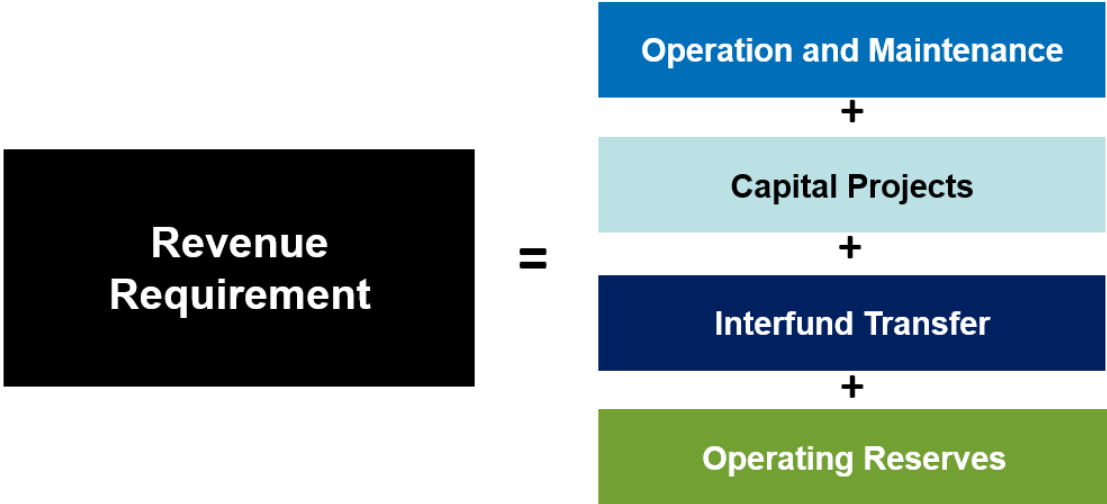


Figure 1: Varying Elements Comprising a Typical Utility Revenue Requirement

### 3.1. Operating Costs

Operating costs include the costs of a utility that are required to conduct day-to-day business activities, such as funding staff salaries, buying computers and equipment, and furnishing supplies. As noted above, arriving at these costs for a new utility is challenging given the lack of past data.

The approach used was to conduct a comparative analysis using the City’s existing wastewater system and its associated annual operating budget. Individual budget line items were reviewed and assessed for their applicability to the Stormwater Utility. Given that the City’s stormwater system is about 1/5th the size of its wastewater system, 20% of the wastewater systems budget line-item costs were used as the standard assumption, with some specific modifications based on consultation with the City. This approach resulted in an operating revenue requirement of \$180,501 per year, which is summarized in Table 4.

Table 4: Estimated Operating Revenue Requirements

#	Budget Detail	Estimated Annual Cost (\$)
1	One full-time operations employee, including insurance and benefits	\$90,137
2	Professional services for project and development external engineering assistance	\$20,000
3	Share of Public Works Director personnel costs (1/6 <sup>th</sup> )	\$15,947
5	Insurance	\$19,080
6	Fuel, parts, supplies, materials, uniforms, utilities, and small tools	\$35,338
	<i>Total:</i>	\$180,502

Another essential component of operating costs includes the purchase of equipment necessary to complete infrastructure inspection, maintenance, and repair activities. It is common for new utilities to utilize refurbished equipment and share resources with other divisions to save initial startup costs; however, certain equipment is sometimes required, and purchase is necessary.

An equipment inventory was completed with the City that resulted in a decision to dedicate a portion of purchase costs related to a new vacuum truck and street sweeper to the Stormwater Utility. The rest of the equipment reviewed is planned to be acquired through repurposing or sharing with other City Divisions. The results of the equipment inventory are included in Table 5.

Table 5: Stormwater Utility Equipment Inventory

#	Equipment Type	Intended Purpose	Acquisition Strategy
1	Vacuum Truck	Trenchless digs, pipe flushing, and inlet vacuuming.	25% Stormwater Utility Cost share with the Wastewater Division
2	Street Sweeper	Roadway cleaning, dust prevention, and pollutant removal.	50% Stormwater Utility Cost share with the Streets Division
3	Pipe Inspection Camera	Inspection and issue identification for underground pipes.	Repurpose of a Wastewater Division camera; No Initial Stormwater Utility Cost
4	Service Truck	Operator transport to and from job locations.	Repurpose of a Wastewater Division truck; No Initial Stormwater Utility Cost
5	Excavator	Planned and unplanned excavations and repairs.	Share with the Wastewater Division; No Initial Stormwater Utility Cost
6	Dump Truck	Excavated and fill material transport and disposal.	Share with the Wastewater Division; No Initial Stormwater Utility Cost
7	Equipment Storage	Covered storage with areas for equipment repair and maintenance	Share with other Public Works Divisions; No Initial Stormwater Utility Cost

There are several ways to fund equipment purchases, including one-time cash payments, loans paid back from annual operating revenues, or interfund loans between departments. The assumption for the Feasibility Study was that the Stormwater Utility would share the costs of the vacuum truck and street sweeper being funded with a loan. Loans allow for smaller payments spread over time versus a one-time cash payment.

Based on estimated loan terms of a 10-year payback and a 5% interest rate, it is estimated that the Stormwater Utility payments for equipment will be \$40,470 per year, as detailed in Table 6.

Table 6: Estimated Annual Equipment Costs

#	Equipment Type	Estimated Total Cost (\$)	Stormwater Utility Share (%)	SW Utility Share (\$)	Funding Strategy (Type, Interest Rate, Term)	Estimated Annual Payment <sup>1</sup> (\$)
1	Vacuum Truck	\$750,000 <sup>2</sup>	25%	\$187,500	Loan (5%, 10-year)	\$24,282
2	Street Sweeper	\$250,000	50%	\$125,000	Loan (5%, 10-year)	\$16,188
	<i>Total:</i>	<i>\$1,000,000</i>	<i>-</i>	<i>\$312,500</i>	<i>-</i>	<i>\$40,470</i>

<sup>1</sup>Assumes a 10-year loan term with a fixed 5% interest rate

<sup>2</sup> Equipment costs may range from \$550,000 to \$750,000.

Adding the additional equipment cost of \$40,470 to the estimated operating budget equates to a total of \$220,971 for the first year of Stormwater Utility operation. Attachment A includes a detailed listing of the estimated operating costs factored into this total.

**3.2. Capital Costs**

Capital costs typically include infrastructure projects, such as pipe replacements, stormwater treatment, and system expansions. Projects can vary in cost depending on their scope and scale and can have a substantial impact on overall utility revenue requirements year to year.

The City completed a Stormwater Drainage System Preliminary Engineering Report in 2023, which noted that many of the City’s existing storm sewer pipes are undersized and require an upgrade to handle larger-scale storm events (TD&H, 2023). In total, the Storm PER identified and detailed nine capital projects, totaling approximately \$11 million (2023 \$).

These capital projects were compiled with several others identified by the City through the course of the Feasibility Study. It is important to note that drainage and water quality projects along 2nd Street and Montana Street are progressing through various preliminary project stages. If a Stormwater Utility is not formed, the City may need to utilize funding from other departments to fund the required work, such as the Street and Sewer Departments. Please see Attachment C for a map of the City’s proposed stormwater capital projects.

The compilation of the City’s planned projects formed the basis for the Stormwater Utility’s Capital Improvement Plan (CIP) detailed in Table 7.

*Table 7: Stormwater Utility Capital Improvement Plan (CIP)*

#	Type	Estimated Cost (2023 \$)	Project Origin
1	Operations Disposal Facility (SW Share)	50,000	Staff Recommendation
2	B Street Water Quality Project	130,000	Staff Recommendation
3	2nd Street Water Quality Project	650,000	Staff Recommendation, Ongoing
4	Montana Street Project	500,000	Staff Recommendation, Ongoing
5	Railroad Crossing	160,000	Storm PER Recommendation
6	W. Geyser Street Outfall	2,505,000	Storm PER Recommendation
7	Eastside Roundabout Improvements	112,000	Storm PER Recommendation
8	Minnesota Addition Infrastructure	1,451,000	Storm PER Recommendation
9	East Residential	509,000	Storm PER Recommendation
10	Little Hill District Infrastructure	3,864,000	Storm PER Recommendation
11	Big Hill District Infrastructure	710,000	Storm PER Recommendation
12	Highground Subdivision Infrastructure	500,000	Storm PER Recommendation
13	Northtown Drainage Basins	637,000	Storm PER Recommendation
<i>Tota Estimated Cost:</i>		<i>11,778,000</i>	

Capital projects are typically a one-time cost to a utility and are paid for using several different approaches, including cash reserves, borrowing/loans, and grants. The benefit of cash funding projects is the ability to avoid interest, thereby keeping overall project costs low. The disadvantage is that project costs are not able to amortize and the City’s ability to afford from a cash flow standpoint can be limited. As a result, some expensive projects must be phased out, or several years of revenue must be saved until adequate cash reserves accumulate. The City may decide to diversify their funding strategy over time; however, it was assumed that the City would fund all projects using one-time cash payments for the purposes of this Feasibility Study.

It is not practicable from funding or workload capacity standpoints to complete all the projects listed on the CIP in the first year, or even first decade of the Stormwater Utility’s creation. Given this, the City worked to prioritize the projects to develop a plan that allows for iterative progress over time, while still being sensitive to community cost-burden and the highest priority issues.

These prioritization efforts yielded an average capital cost of \$255,126 per year over the next five years, with some variations occurring year-to-year to account for individual project scope and scale nuances. Table 8 provides a listing of the capital projects, and their estimated costs. These costs have been inflated from present to future value using a 3% annual increase.

Table 8: Five-Year Proposed Stormwater Utility CIP

#	Type	Fiscal Year	Estimated Cost (Future \$)
1	Unplanned Drainage Improvements	Annual	\$125,000 (\$25,000/year)
2	B Street Water quality Project	2025	\$142,055
3	Disposal Facility	2025	\$54,636
4	2nd Street Water Quality Project	2026	\$168,826
5	Montana Street Project (Phase 1)	2027	\$289,819
6	Montana Street Project (Phase 2)	2028	\$298,513
7	Railroad Crossing	2029	\$196,780
<i>Five-Year Total (2025 – 2029):</i>			<i>\$1,275,629</i>

Beyond the five-year planning horizon, over \$10.0 million of additional capital projects exist that will require planning and inclusion in future CIPs.

**3.3. General Fund Services**

Interfund transfers are a common practice for municipalities and typically result in the transfer of funding from a utility enterprise fund to the general fund. General funds pay for a broad range of municipal services that benefit standalone utilities, such as legal support, human resources, finance, and information technology. These general services benefit utility enterprise funds, but

also serve all the other divisions within a municipality. Given that, finding the appropriate transfer ratio can be challenging, and can range based on community policies and state laws.

Based on directions from the City, 5% of the Stormwater Utility’s annual operating budget was used as the General Fund transfer assumption for these internal services. This amount aligns with the existing City policy for its water and wastewater utilities and equates to about \$11,000 per year.

### 3.4. Reserves

Utilities typically manage dedicated and non-dedicated reserves to ensure the utility can reliably make debt payments and respond to unforeseen emergencies that require quick intervention. Reserves operate like a personal savings account, where money left unspent through a typical budget cycle becomes excess and can be saved for future use.

Industry-best practice is to maintain at least 1/3 (or 33%) of a utility’s annual operating expenses in reserves. For new utilities, it is good practice to slightly overbuild initial operating reserves since there will likely be unaccounted for costs that arise over the first several months and years of operation.

The Feasibility Study factored in approximately \$110,000 of reserve generation over the course of the first year of its implementation. This amount equates to 50% of the operating cost detailed in Section 3.1. Moving forward, reserve planning should be completed annually to ensure reserve goals are being established, met, and maintained.

### 3.5. Revenue Requirement

The proposed Stormwater Utility’s total revenue requirement is the sum of the estimated operating expenses, scheduled capital projects, general fund service transfer, and reserve savings discussed in the previous sections. When doing so, an estimate of \$564,000 exists for the first year of the Stormwater Utility. Figure 2 provides detail regarding the itemized costs that resulted in this total.

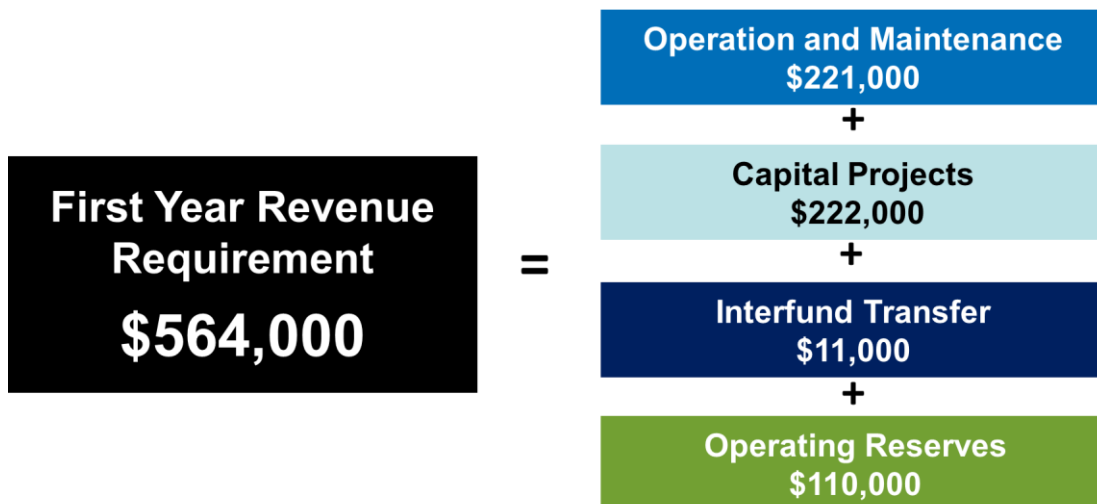


Figure 2: First Year Stormwater Utility Revenue Requirement

### 3.6. Enterprise Fund Comparison

The City has two existing utility enterprise funds with related revenue requirements. Figure 3 provides a comparison of the proposed Stormwater Utility revenue requirement against the City's water and wastewater utilities.



Figure 3: Utility Revenue Requirement Comparison

## 4. Revenue Generation

It is increasingly common for cities across the United States to generate revenue to pay for stormwater costs by charging residents and businesses for municipal services. Rate revenue is a reliable and predictable funding source and offers significant benefits over less stable alternatives, such as relying on grants or using funding from other municipal sources. Rate revenue also serves as a foundational revenue source in a diversified and balanced utility funding portfolio, which can then be augmented with other alternatives as opportunities arise.

The City does not have a dedicated revenue source to pay for the stormwater services or projects currently and all existing work is funded from a mix of non-dedicated sources, such as the Sewer and Street Maintenance Funds. Section 4.0 details several best-practice rate structures the City may consider when determining if and how they would like to charge customers to pay for the revenue requirement formulated in Section 3.0.

### 4.1. Rate Structures

The primary benefit to instituting a utility rate structure and associated fee is to fairly distribute the cost of the City's stormwater services across all eligible properties based on their contributing stormwater runoff.


A range of stormwater rate structures exist, spanning simple to more complex approaches. One of the fundamental differences between them is the mechanism in which charges are calculated per property and the underlying data necessary to make those determinations.

On the more basic end, a flat charge can be used that groups all similar customers into a series of classes and then assigns a fixed charge to each class. This approach requires minimal initial data to develop the rates and is relatively easy to update as new properties are added to the City. This approach has limitations and is less fair and equitable than the more complex approaches.

On the other end of the spectrum, more complex models leverage hydrologic modeling to determine runoff volumes at the individual property-scale. Approaches that are this complex are not found in Montana and are often avoided due to their intricacies and costs necessary to manage long-term, especially for growing communities. The benefit of more complex models is that they are typically more robust, resulting in a fairer and more equitable approach.

Most communities opt for a middle solution that balances the ease and benefits of the simpler approaches with the equitable and fairness benefits of more complex structures. Many of these methodologies rely on impervious areas as the underlying data source, since it provides a direct and defensible connection between runoff originating on a property and public stormwater system impacts, which then allows fees to be determined for each property based on this variable.

Under this approach, those who have a large impervious area footprint and generate more stormwater runoff, such as a large grocery store, are charged more versus those with a smaller footprint, such as a small auto mechanic shop. Figure 4 details several examples of best-practice stormwater rate structures organized by their level of complexity and equity.



RATE STRUCTURE	PRIMARY ADVANTAGES	PRIMARY DISADVANTAGES
FLAT RATE	<ul style="list-style-type: none"> <li>Easy to Administer</li> <li>All Parcels are Charged</li> </ul>	<ul style="list-style-type: none"> <li>Highly Inaccurate</li> </ul>
GROSS AREA FACTORED BY RUNOFF COEFFICIENT	<ul style="list-style-type: none"> <li>Accounts for Parcel Size</li> <li>Less Data Required</li> <li>Addresses Intensity of Development</li> <li>All Parcels are Charged</li> </ul>	<ul style="list-style-type: none"> <li>Relatively Inaccurate in Terms of Individual Property Impact</li> <li>Does Not Account for Land Management Practices</li> </ul>
IMPERVIOUS SURFACE AREA	<ul style="list-style-type: none"> <li>Accurate</li> <li>Data Requirements can be Simplified for Equivalent Residential Units (ERUs)</li> </ul>	<ul style="list-style-type: none"> <li>Large Amount of Data Required</li> <li>Does Not Account for Land Management Practices</li> <li>Does Not Account for Parcel Size</li> <li>Not all Parcels are Charged</li> </ul>
GROSS AND IMPERVIOUS SURFACE AREA	<ul style="list-style-type: none"> <li>Accurate</li> <li>Accounts for Parcel Size</li> <li>All Parcels are Charged</li> <li>Addresses Intensity of Development</li> </ul>	<ul style="list-style-type: none"> <li>Large Amount of Data Required</li> <li>Does Not Account for Land Management Practices</li> </ul>
CLASS INTENSITY OF DEVELOPMENT	<ul style="list-style-type: none"> <li>Accurate</li> <li>Addresses Intensity of Development</li> </ul>	<ul style="list-style-type: none"> <li>Large Amount of Data Required</li> <li>Does Not Account for Land Management Practices</li> <li>Not all Parcels are Charged</li> </ul>
EQUIVALENT HYDRAULIC AREA (PERVIOUS AND IMPERVIOUS)	<ul style="list-style-type: none"> <li>Accurate</li> <li>Accounts Parcel Size</li> <li>Accounts for Land Management Practices</li> <li>All Parcels Charged</li> <li>Addresses Intensity of Development</li> </ul>	<ul style="list-style-type: none"> <li>Large Amount of Data Required</li> <li>More Complex than Other Methods</li> </ul>

Figure 4: Example Best-Practice Stormwater Rate Structures

It was decided that a range of structures should be reviewed after consultation with the City to determine rate impacts to varying customer classes (i.e., residential, commercial, multi-family, etc.) under each scenario. The structures analyzed included a range of simple to more complex structures, including: (1) Flat Rate, (2) Impervious Area, and (3) Impervious Area plus Parcel Area.

It is important to note that regardless of the underlying rate method, several commonalities exist for all stormwater rate structures that warrant careful consideration, including:

- ✓ Unlike water use that can be metered and quantitatively measured, individual property-scale stormwater runoff impacts can be difficult to track and measure.
- ✓ Stormwater system impacts are most often derived from parcel-scale runoff indicators, such as land use or the amount of impervious area that exists on a respective property.
- ✓ Stormwater rate structures and program drivers vary by community, and it is difficult to acquire true comparisons given the different approaches used and local modifications. This is particularly true when comparing commercial and multi-family properties.
- ✓ A rate structure of any complexity takes time and resources to manage and keep current, especially for growing communities that are expanding their rate bases.
- ✓ An equitable and defensible rate structure is important to ensure the long-term financial success of the Stormwater Utility. Data collection is typically one of the first and most foundational steps.
- ✓ It is important to build a consistent credit and exemption process for any implemented rate structure. To accomplish this, most cities establish policies that allow for the review and adjustment of fees on a case-by-case basis in the event there are situations that arise that are not typical. In most cases, the cities delegate this authority to a Public Works Director or City Engineer level staff member. Although challenges may be somewhat frequent early on, it is common to see them taper as the utility becomes more established.

The remaining portions of this section offer a planning-level review of the selected rate structures to help the City make an informed decision of which option is best suited for their community. The intent is to offer a scale for how these different structures would impact the varying customer classes but stops short of making any formal recommendations given the scope of the Feasibility Study and the limited data that exists at present.

**4.2. Data Limitations**

Data collection is an important step when developing a stormwater rate structure, especially for those leveraging more complex inputs and calculations. For new utilities, acquiring adequate existing data is a common challenge since data sets, like impervious areas, are rare and not commonly managed by smaller communities in Montana. The following section details several data challenges identified throughout the course of the Feasibility Study and describes several workaround solutions deployed to maintain the intent of the work.

Impervious Area

Aerial imagery is essential in deriving impervious area footprints for buildings, parking lots, and driveways. Although aerial imagery is relatively commonplace, often the imagery that is available does not have the quality or conditions necessary to derive a defensible data set. A few examples of this include the inclusion of infrared imagery, leaf off conditions, and imagery captured within a reasonable timespan from which new growth is represented.

Unfortunately, research into the City’s available aerial imagery resulted in a few different data sets; however, none of them possessed the quality and conditions to derive a quality impervious area data set. Given this, an alternative building footprint data set was used to mimic the use of impervious area data; however, it should be recognized this approach is limited given that it omits parking lots and driveways. The data was also several years old and omitted several new properties, which were manually included in the analysis.

It is not recommended that the City use a building footprint approach if they were to move forward with an impervious area-based method; however, this approach served as a suitable alternative for the Feasibility Study’s intent given the lack of suitable aerial imaging. Figure 5 provides an example of the limitation of the building footprint data. The dark purple polygon is the building’s footprint captured in the utilized data, and the lighter areas are the portions of impervious manually drawn.



Figure 5: Example Data Limitation Using Building Footprints

Acquiring suitable impervious area data is becoming easier and more cost effective as technology improves. Consultation with a third party occurred to determine options and costs for the City if they decided to move forward with an impervious area-based approach. An estimated cost range for imagery and analysis to derive a defensible impervious area dataset was provided at \$15,000 - \$30,000.

Financial System Linkage to Spatial Data Sets

Another common challenge that stormwater rate structures present is the need for a clear linkage from the City’s financial billing system to its spatial data sets, such as parcels. This is typically not an issue for water utility charges since the data comes from deployed meters that directly tie to the financial billing system.

For stormwater charges, this connection is not possible since there is no meter tracking and transmitting usage data. Instead, the spatial information being used, such as impervious area, must be assigned to an individual property manually or by using a data model, and then linked to the financial billing system. Once in the financial billing system, a charge can be included on utility bills along with water and wastewater charges and sent to customers on a recurring basis.

Upon review of the City’s billing database, it was found that there is not a link that ties billing records to spatial data sets; however, this could be rectified at the time of establishing the aerial imagery and associated impervious area layer.

Parcel Accuracy and Class Determinations

The accuracy of parcels is an essential data element in ensuring the accurate calculation of impervious areas assigned to each property, and their corresponding charges. The State of Montana manages a statewide parcel dataset, with Park County making local modifications as changes occur. Although the existing parcel data set is relatively accurate, some additional adjustments would need to be completed to ensure overall accuracy, especially as it relates to overlaps, connectivity issues, and spatial shifts.

Another challenge identified is that the currently available parcel data lacks “customer class” information, so there was no clear way to determine what parcels possessed single-family, commercial, or multi-family dwellings. This is also a common issue that can be resolved using County Tax Records or a manual property coding process.

Given the limited scope of the Feasibility Study, an exercise was undertaken to take a high-level attempt at bulk coding properties; however, it should be noted that a much more detailed analysis and QA/QC process would be required to ensure a defensible and accurate data set during the implementation stage of a rate structure reliant on this information.

Figure 6 displays an example area of the City where the coding process occurred. The green polygons are the properties assumed to be single-family residential, commercial properties are displayed as tan, and multi-family are displayed as orange.



Figure 6: Customer Class Coding Process

### 4.3. Approach #1 - Flat Rate

#### Overview

Approach #1 – Flat Rate is a relatively straightforward rate approach and applies a flat fee across the differing customer types (i.e., single-family, commercial, and multi-family), with no variability for each class. The main benefits of this approach are that it is low in complexity, does not require extensive data collection to implement, and can be easily maintained using existing financial billing software as new properties are added to the City. Drawbacks of this approach are that it lacks variation within individual customer classes and has a minimal relationship to actual runoff patterns.

#### Approach

There are several ways to determine the level of charge per customer class. For the Feasibility Study, the ratio was determined by comparing median lot sizes as a surrogate to establish flat rates for each customer class. For instance, it was determined that the median single-family lot size in Livingston is 7,033 square feet, while the median lot size for a commercial parcel is 10,596 square feet based on the available data. This difference results in a 1.5 ratio. In other words, the monthly fee for a commercial parcel was determined to be 1.5 times that of a single-family residential fee. Table 9 shows the median parcel sizes and their corresponding ratios.

Table 9: Median Parcel Size Ratios

Class	Median Parcel Size (Square Feet)	Size Ratio Compared to Single Family
Single Family	7,033	1.00
Commercial	10,596	1.51
Multi-Family	4,302	0.61
Vacant	10,756	1.53

The revenue requirement established in Section 3.0 was used to calculate each customer class charge by using the ratios along with the total number of accounts in each user class to arrive at a monthly fee capable of meeting the budget goal.

#### Results

The Flat Rate Approach results in an estimated single-family residential rate of \$10-11 per month (\$120-132 per year) and \$16-17 per month for commercial properties. In this scenario, it was assumed that non-utility billed parcels (i.e., parking lots, vacant land, etc.) would receive a monthly charge. Since the ratios were based on total land area, this resulted in a flat charge of \$16-17 for these properties. Figure 7 provides an overview of estimated monthly charges per customer class under this approach.

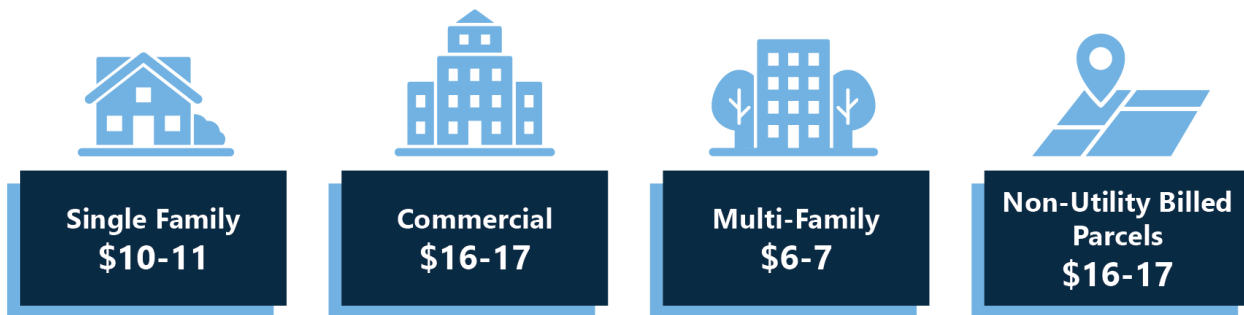


Figure 7: Estimated Monthly Rates Using a Flat Rate Approach

#### 4.4. Approach #2 - Impervious Area

##### Overview

Approach #2 – Impervious Area is a common rate approach that applies a variable rate to individual properties based on the amount of impervious area present, such as rooftops, driveways, and sidewalks. A direct relationship exists between the amount of impervious area on a select property and the amount of runoff that occurs, which is why it is widely used to generate stormwater fees.

Typically, a uniform rate is assessed for single-family residential properties to ease the burden of having to manage impervious area totals for thousands of individual single-family properties. This is commonly referred to as an Equivalent Residential Unit (ERU).

For multi-family and commercial properties, charges are based on their total impervious area and related impact. For example, properties with larger building footprints and parking areas are charged more than those with smaller areas.

This approach requires time and investment for implementation; however, the primary benefit is that it is highly defensible once set up, widely recognized as the industry standard, and is commonly used across Montana, including the adjacent cities of Bozeman and Billings. Notable drawbacks include the need for acquiring quality data upfront and the higher workload associated with ongoing maintenance and updates.

##### Approach

Given the lack of quality aerial imagery, and the corresponding inability to generate an accurate impervious area dataset, building footprint data was used to mimic and model this approach. Building footprints provided a reasonable comparative data set since large building footprints coincided with properties with large parking lots and the ratios were found to be comparable. Although building footprints were used, it is important to note that the City would need to use a fully developed impervious area data set that includes parking areas and driveways.

Based on the acquired data building footprint data, it was found that the City has approximately 10 million square feet of total building footprint area applicable to the analysis. Given that the

building footprint data was a few years old, several new properties were manually assessed and included to ensure a more accurate citywide total.

A spatial process was then used to determine the amount of building footprint that existed on each individual property using the acquired parcel data set along with the coded property types (i.e., commercial, multi-family and single-family). To complete, the building footprint areas were then clipped to their respective parcels and associated property classes to determine how much exists on each parcel.

For commercial and multi-family properties, these corresponding areas were left in a varied state for each property depending on their size. For single-family properties, using the equivalent residential approach, the average building footprint of all single-family parcels was found to be approximately 1,800 square feet. This established a common residential rate (i.e., Equivalent Residential Unit or ERU) based on average parcel characteristics and rates per square foot, which were then applied uniformly across the City's 3,309 single-family properties.

The final step was to determine the cost per square foot of building footprint so that it could be applied to all properties based on their total respective sizes. To do this, the total revenue requirement from Section 3.0 was divided by the total building footprint square footage to arrive at a \$.059 per square foot total. This rate was then multiplied by the building footprint areas for individual properties to determine a monthly rate.

Results

Approach #2 resulted in an estimated single-family residential rate of \$8-9 per month (\$96-108 per year) and a \$18-19 per month median for commercial properties. In this scenario, it was assumed that non-utility billed parcels (i.e., parking lots, vacant land, etc.) would not receive a charge. Figure 8 provides an overview of estimated monthly charges per customer class under this method.

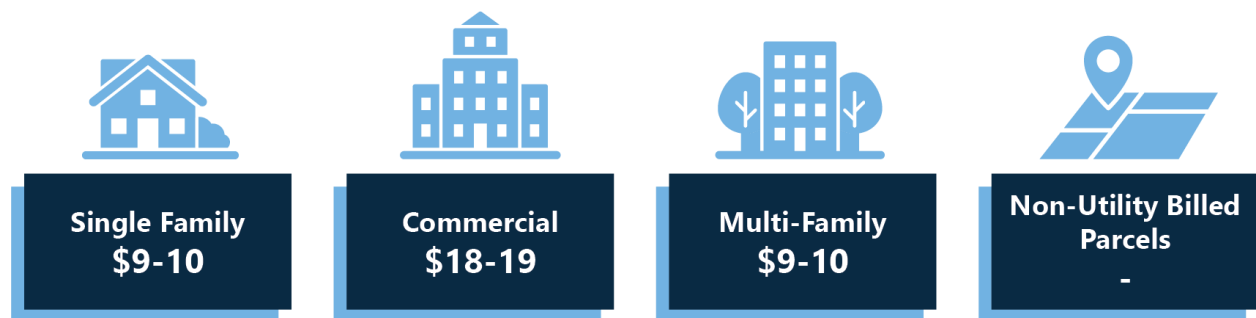


Figure 8: Estimated Monthly Rates Using an Impervious Area Approach

**4.5. Approach #3 - Impervious Area plus Parcel Area**

Overview

Like Approach #2, Impervious Area plus Parcel Area is a common rate approach that applies a variable rate to individual properties based on the amount of impervious area present, such as

rooftops, driveways, and sidewalks. The primary difference between Approach #2 and Approach #3 is the inclusion of a fee for parcels that lack impervious area however still have an impact on the City's stormwater system but to a much lesser degree.

Like in Approach #2, an ERU approach was used for single-family residential properties to ease the burden of having to manage impervious area totals and parcel areas for thousands of individual single-family properties.

For multi-family and commercial properties, charges are based on their total impervious area and their parcel areas. For example, properties with larger swaths of impervious area, and larger parcel areas are charged more than those with smaller overall footprints.

The approach is also a medium-complexity approach that requires time and investment for implementation. It offers the same benefits as Approach #2, such as fairness and alignment with industry standards, while also generating revenue from vacant parcels and maintaining flat fees for single-family residential properties.

This method also has its challenges: it requires detailed impervious areas and parcel data sets, making it the most complex approach. Additionally, it necessitates ongoing efforts to maintain and update data, with significant initial data collection and coordination required.

### Approach

Approach #3 extended the process used in Approach #2 by incorporating a mechanism to charge for vacant land areas in addition to building footprint areas. A two-step spatial analysis was used: first, determining the amount of building footprint on each parcel, and second, calculating the total parcel area by subtracting the total building footprint area from the total parcel area. A building footprint rate and a parcel area rate were then established and applied based on the unique characteristics of each property.

For this analysis, 70% of the revenue requirements were allocated to the building footprint charge, while the remaining 30% was allocated to the parcel area portion of the fee. This ratio was used as a starting point; however, may be adjusted to emphasize or deemphasize the fee generation amount derived from vacant land. Typically, the ratio of the revenue requirement is lower for vacant land since less runoff originates from undeveloped lots and portions of properties that do not have impervious area.

The total building footprint area in Livingston is roughly 10 million square feet and the total parcel area is roughly 174 million square feet based on available data. Using both of those figure's results in a cost per square foot of \$0.040 for building footprint and \$0.001 for total parcel area. Those figures were then multiplied by the building footprint and parcel area of individual parcels to arrive at a monthly fee.

### Results

The Impervious Area Approach results in an estimated single-family residential rate, or ERU, of \$6-7 per month (\$72-84 per year) and a \$12-13 per month median for commercial properties. In this scenario, non-utility billed parcels (i.e., parking lots, vacant land, etc.) would

receive a charge, with a median monthly fee of \$4-5. Figure 9 provides an overview of estimated monthly charges per customer class under this method.

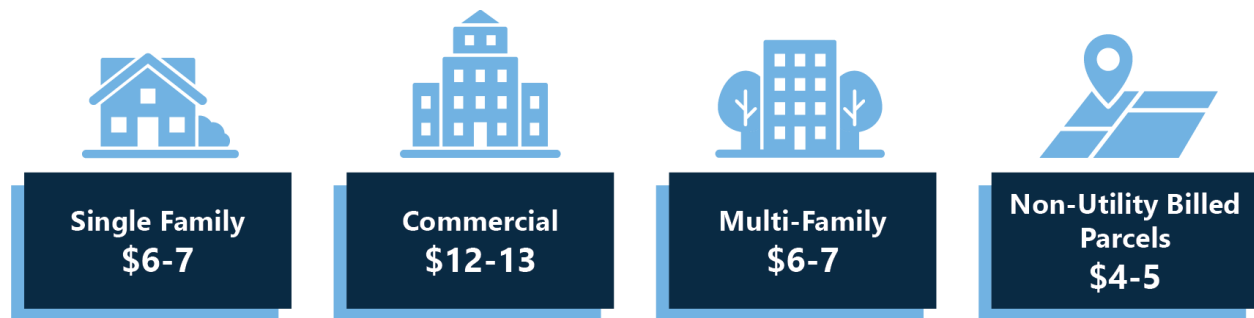


Figure 9: Estimated Monthly Rates Using an Impervious Area Plus Parcel Area Approach

#### 4.6. Alternative Funding Sources

Several alternative funding approaches beyond generating rate revenue exist that may offer the City an alternate pathway to funding some of their stormwater-related costs. These sources are typically used to augment rate revenues and do not typically stand-alone since they are less reliable than rate revenue.

##### Impact Fees

Impact fees are one-time payments by property owners that help fund growth-related infrastructure projects and improvements. They are often pooled and used to complete larger projects over time, such as installing a water pipe that will eventually supply an expanding area of the City.

Rules govern how impact fees can be spent, and they are prohibited from funding typical system operation or projects that address deferred maintenance. As such, they are limited in scope and the amount raised every year is dependent on the level of local community growth, making them challenging to predict. The benefit of impact fees is that the City can use them to upsize or extend their existing system, and offset costs associated with growth-driven projects.

Impact fees are very common in water and wastewater utilities; however, they are not as commonly used to fund new stormwater infrastructure in Montana. They are relatively commonplace in other areas of the Country who have more mature stormwater utilities. If the City is interested in establishing a stormwater impact fee, a dedicated study would be required to establish an underlying policy and to set a defensible fee structure based on applicable growth-related projects.

##### State and Federal Loans and Grants

The City was proactive in commissioning a Preliminary Engineering Report (PER) in 2023 that meets most state and federal program requirements, which is an essential first step in pursuing agency loans and grants. Given that, various state and federal funding options now exist that may benefit the City on an opportunistic basis. Typically, these programs offer grants or loans for

individual capital projects, not recurring operational costs, such as equipment and staffing. These funding sources can help offset the local-cost burden of projects; however, their acquisition can be costly, competitive, and take time. The following list includes several examples of sources that could help fund City stormwater capital projects; however, state and federal funding availability is subject to change and applicable agencies should be contacted to understand current terms once a suitable project is identified. Examples include:

- ✓ Montana Department of Natural Resources and Conservation (MTDNRC) Renewable Resource Planning and Project Grants (RRG): MTDNRC will fund up to \$40,000 to aid in Preliminary Engineering Report (PER) creation and up to \$125,000 for construction projects.
- ✓ MTDNRC and Montana Department of Environmental Quality (MDEQ) State Revolving Fund (SRF): MTDNRC and MDEQ co-administer Montana’s SRF Program, which provides loans for qualified public agencies and projects. SRF loans typically offer better terms than traditional market bonding, including interest rates as low as 2.5% and up to 30-year pay back periods.
- ✓ Montana Department of Commerce Coal Endowment Program (MCEP): Commerce will fund up to \$40,000 to aid in Preliminary Engineering Report (PER) creation and up to \$750,000 for infrastructure-related construction projects.
- ✓ United States Department of Agriculture (USDA) Rural Development Grants and Loans: The USDA offers loans and grants to qualified municipalities and projects that have a population of 10,000 people or less. Like SRF, they offer low-interest rate loan packages that can include up to a 40-year payback period. USDA also attempts to keep user rates reasonable, so they have the discretion to provide grants along with loans based on community variables, such as median household income (MHI).

#### **4.7. Update Process**

Regardless of the rate approach ultimately selected by the City, it is important to consider how updates will occur as the community changes and grows. The Flat Rate Approach would warrant a fairly simple process of assigning the fixed charge each time a new customer is added to the financial system.

For the more complex structures, such as those utilizing impervious area, a process is necessary that combines the City’s Planning, Geographic Information Systems (GIS), Public Works, and Financial Divisions, so that growth can be accurately captured, documented, and integrated and sent monthly stormwater fees. Typically, this process includes the use of site plans submitted at the time of application and an associated digitization and integration process into the applicable GIS layer. From there, the data can be relayed to the billing database and included in the typical billing cycle.

Another element to consider is that most communities elect to update their underlying imagery every few years to capture community growth and changes. These costs are typically shared across several departments and divisions, since cities benefit in several ways by having updated imagery.

Given that the City is still relatively small, it is not expected that this update process would be a significant undertaking; however, establishing a clear and repeatable process would be necessary during the development stage of the City's Stormwater Utility.

## 5. Recommendations

The City is paying for stormwater improvements largely through Sewer and Street Maintenance at present. Forming a Stormwater Utility would allow those funds to be appropriately spent on dedicated sewer and street related projects and services, rather than be diverted. Further, a dedicated Stormwater Utility would increase the City's capacity and expand the level of service provided to residents by its stormwater system.

The Feasibility Study was successful in establishing that (1) there are substantial needs within the City's stormwater system and (2) that implementing a rate structure could generate sufficient revenue to fund associated costs while remaining consistent with other communities in Montana and the region. Attachment B includes a chart that shows how the rates estimated in this Feasibility Study compare to those in Montana and several cities across the region.

The following recommendations are provided in the event the City decides to move forward with the development and implementation of a dedicated Stormwater Utility.

### Recommendation #1 – Engage the Community Early and Often and Obtain Input

Implementing a new Stormwater Utility can come as a surprise and elicit negative feedback from businesses and residents if not adequately explained and justified. Little understanding exists around the value of municipal services, and stormwater services are no exception since this work has been avoided, reactive, and deferred historically.

It is important that outreach efforts focus on why the work the City plans to undertake using collected funds is important and how it will impact resident daily life. It is recommended that the City involve the community in its plans early, often, and in clear and diverse ways to mitigate the chance for negative reaction during the adoption period. Examples include public presentations for key audiences, utility bill stuffers, and developing a dedicated web page.

The City has started this process, with several presentations since 2018 to the City Commission and area nonprofits. They plan to continue their proactive efforts over the coming months.

### Recommendation #2 – Invest In and Leverage High-Quality Data

Overly simple and excessively complex rate structures both present substantial challenges. Given that, it is recommended that the City pursue a middle ground rate solution that leverages impervious data as its foundational element, balancing simplicity with equitability. Although increased initial investment would be required, the benefit is that the implemented rate approach will be more accurate, defensible, and result in less resident and business challenges over time.

### Recommendation #3 – Pursue a Phased Development Plan

Implementing a new utility can be challenging amongst other community priorities and, in some cases, communities may choose to ramp up service offerings and their associated rates slowly and

over time. This approach allows for a phase in of services and costs to residents and can reduce hurdles that may exist with a comprehensive initial implementation.

A recommended next step is to pursue a utility implementation phase that bridges the gap between this Feasibility Study and total utility implementation from which revenue can be generated. Tasks completed during this phase may include the development of a detailed phasing plan in addition to impervious area data collection and analysis, ordinance development, establishment of development requirements, public communications, policy development, public engagement, and a multi-year rate study. It is possible that some or all these costs may be funded by state grants issued from the Department of Commerce or Department of Natural Resources and Conservation through their various funding programs.

A key item to consider during this effort is the possible diversifying of rates for single family customers. It is common to apply a flat charge for this customer class due to the high number of properties and challenges regarding maintaining accurate data; however, there may be an opportunity to review and implement size tiers to improve rate equity.

Another key item that would need to be addressed during the development phase is determining how calculated service fees will be charged to customers. The most common approach is to utilize existing water and wastewater bills that are sent via physical mail or electronically monthly. Some cities elect to use property tax rolls; however, this approach is less common and can present legal, cash flow, and logistical challenges.

For example, the City of Billings has charged customers using a 'Property Tax' approach for many years until recently when they underwent a multi-year development process to switch to a more typical utility rate billing mechanism. The City of Bozeman also avoided using property taxes as a charge mechanism upon their stormwater utility development several years ago and uses a monthly utility bill approach as well.

#### *Recommendation #4 – Track Population Growth and Regulatory Changes*

MS4 Permit requirements will eventually impact the City; however, the timing could range from the next few years to over a decade. Even once a permit is acquired, MDEQ typically provides agencies with time to ramp up compliance activities and develop a multi-year plan to achieve compliance with newly enacted regulations.

Given this, it is recommended that the City monitor their population growth annually and iteratively increase planning activities once more clarity is reached on when regulations will apply. It is also recommended to remain in contact with an applicable MDEQ representative to track programmatic changes over time and communicate with other MS4s in the state to remain apprised of changes happening at federal and state regulatory levels.

#### *Recommendation #5 – Pursue State and Federal Grant and Loan Opportunities*

As Stated in Section 4.6, there are opportunities to secure grant funding from varying state and federal agencies. Pursuing these alternative funding sources takes time and resources, however, the assistance can go a long way towards augmenting local rate revenues and completing priority projects that otherwise would need to be deferred due to a lack of funding. For example, there

may be a willingness for state agencies to fund a portion of the Stormwater Utility’s development stage. SRF loan funding is another area that could benefit the City long-term, especially given favorable terms and the ability to complete larger capital projects when year to year cash flow challenges exist.

*Recommendation #6 – Formalize an Agreement with the Livingston Ditch Company*

The Livingston Ditch (Ditch) flows south to north generally along Montana Street. The Ditch is utilized as an irrigation canal to supply agricultural fields north of the City. It also serves as a critical stormwater conveyance for a large portion of the City, especially during spring melt events.

The upcoming Montana Street project seeks to utilize the ditch as an outfall location for treated stormwater originating from that corridor. Given the scope and scale of the road project, and limited alternative outfall options, it is recommended that the City engage the Ditch Company and work to formalize an agreement for the long-term use of the Ditch. The City of Billings has completed similar negotiations recently with their agricultural community and has established contracts the City may emulate.

*Recommendation #7 – Establish and Maintain an Accurate Asset Inventory*

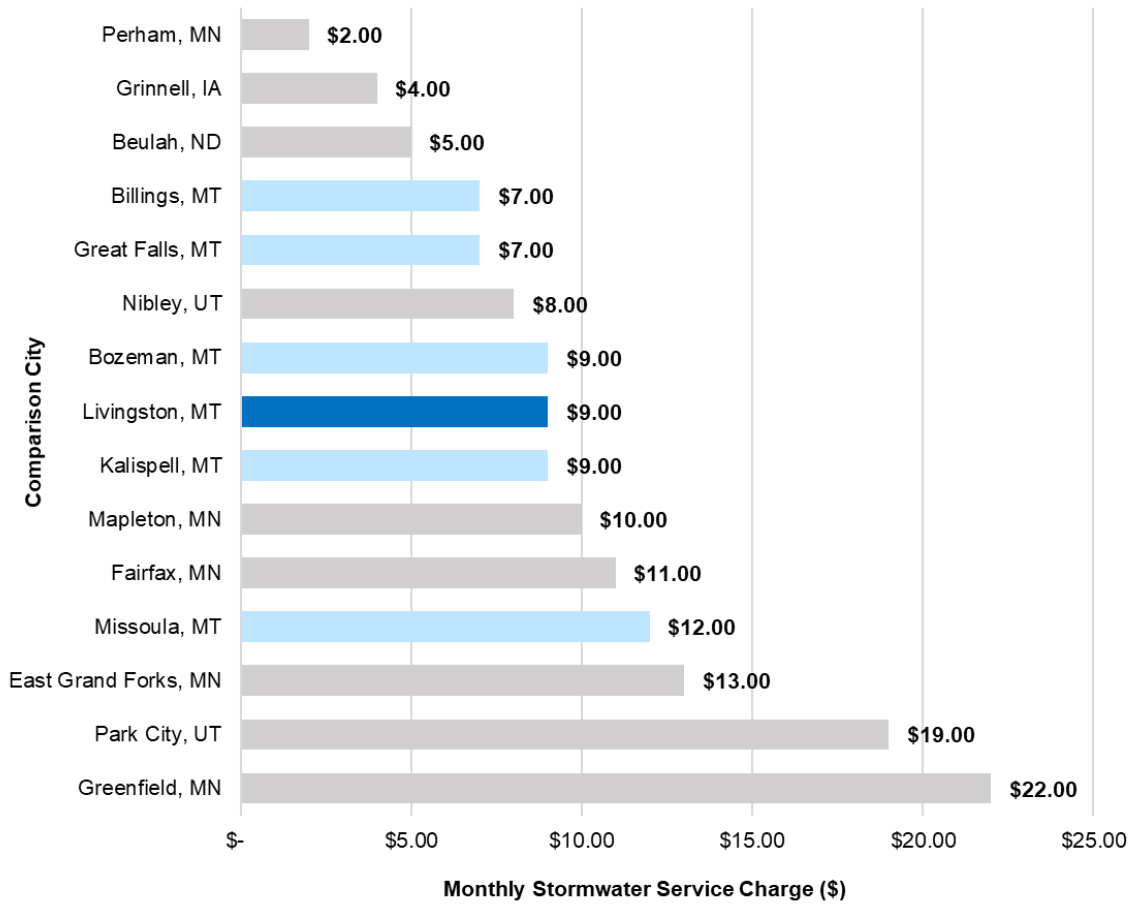
Accurately managing a robust GIS data set is essential to the long-term management of the City’s stormwater system. The City has a good starting point; however, adding additional features, such as retention and detention basins, infrastructure related to growth, and improving attribution will benefit future operations/maintenance and system modeling activities.

## Attachment A | Estimated Stormwater Utility Operating Expenses

#	Budget Category/Line Item	Notes and Detail	2025 Wastewater Utility Budget (\$)	Ratio of Wastewater Utility Budget (%)	Adjusted First Year Stormwater Utility Budget (\$)
<b>STORMWATER ADMINISTRATION</b>					
110	SALARIES AND WAGES	1/6 PW DIRECTOR SHARE	\$ 67,216	17%	\$ 11,427
120	OVERTIME	1/6 PW DIRECTOR SHARE	\$ 1,200	17%	\$ 204
141	UNEMPLOYMENT INSURANCE	1/6 PW DIRECTOR SHARE	\$ 376	17%	\$ 64
142	WORKERS' COMPENSATION	1/6 PW DIRECTOR SHARE	\$ 345	17%	\$ 59
143	HEALTH INSURANCE	1/6 PW DIRECTOR SHARE	\$ 13,158	17%	\$ 2,237
144	F.I.C.A.	1/6 PW DIRECTOR SHARE	\$ 4,242	17%	\$ 721
145	P.E.R.S.	1/6 PW DIRECTOR SHARE	\$ 6,274	17%	\$ 1,067
151	MEDICARE	1/6 PW DIRECTOR SHARE	\$ 992	17%	\$ 169
210	OFFICE SUPPLIES		\$ 1,200	20%	\$ 240
224	JANITOR CONTRACT/SUPPLIES		\$ 1,800	20%	\$ 360
331	LEGAL NOTICES		\$ 500	20%	\$ 100
346	INTERNET SERVICE		\$ 3,300	20%	\$ 660
352	CONSULTANT SERVICES	ENGINEERING SERVICES	\$ 20,000	100%	\$ 20,000
357	SOFTWARE SERVICES		\$ 2,500	20%	\$ 500
368	R&M-COMPUTER/OFFICE MACH		\$ 1,139	20%	\$ 228
394	INTERFUND GOVERNMENTAL SU		\$ 17,400	0%	\$ -
510	LIABILITY INSURANCE		\$ 30,550	20%	\$ 6,110
512	INSURANCE ON BUILDINGS		\$ 60,800	20%	\$ 12,160
513	INS ON VEHICLES & EQUIP		\$ 4,050	20%	\$ 810
535	LEASE AGREEMENTS		\$ 2,500	20%	\$ 500
<b>FACILITIES</b>					
220	OPERATING SUPPLIES		\$ 1,000	100%	\$ 1,000
341	UTILITIES-GAS/ELECTRIC		\$ 3,500	100%	\$ 3,500
347	CELLULAR PHONE		\$ 3,000	100%	\$ 3,000
361	REP & MAINT-GENERAL		\$ 4,000	100%	\$ 4,000
<b>STORMWATER SERVICES</b>					
110	SALARIES AND WAGES	OPERATIONS FTE	\$ 169,965	33%	\$ 56,088
120	OVERTIME	OPERATIONS FTE	\$ 18,500	33%	\$ 6,105
141	UNEMPLOYMENT INSURANCE	OPERATIONS FTE	\$ 1,053	33%	\$ 347
142	WORKERS' COMPENSATION	OPERATIONS FTE	\$ 9,719	33%	\$ 3,207
143	HEALTH INSURANCE	OPERATIONS FTE	\$ 38,700	33%	\$ 12,771
144	F.I.C.A.	OPERATIONS FTE	\$ 11,871	33%	\$ 3,917
145	P.E.R.S.	OPERATIONS FTE	\$ 17,557	33%	\$ 5,794
148	CLOTHING ALLOWANCE	OPERATIONS FTE	\$ 3,000	33%	\$ 990
151	MEDICARE	OPERATIONS FTE	\$ 2,776	33%	\$ 916
231	REP & MAINT SUPPLIES		\$ 10,000	20%	\$ 2,000
232	REP & MAINT-VEHICLES		\$ 5,000	20%	\$ 1,000
236	FUEL/OIL/DIESEL		\$ 12,500	20%	\$ 2,500
237	MAIN/HYDRANT/WELL PARTS		\$ 25,000	20%	\$ 5,000
255	SAFETY & RISK MANAGEMENT		\$ 750	20%	\$ 150
317	UTILITY LOCATE SERVICES		\$ 1,200	20%	\$ 240
344	UTILITIES-GAS/ELECTRIC		\$ 10,500	20%	\$ 2,100
361	REP & MAINT-GENERAL		\$ 10,000	20%	\$ 2,000
362	REP & MAINT-VEHICLES	EQUIPMENT SHARES	\$ 13,000	0%	\$ 40,470
368	R&M-COMPUTER/OFFICE MACH		\$ 4,551	20%	\$ 910
370	TRAVEL/LODGING/MEALS		\$ 750	20%	\$ 150
380	TRAINING SERVICES		\$ 1,000	20%	\$ 200
531	EQUIP RENTAL		\$ 5,000	20%	\$ 1,000
983	MAINLINE REPLACEMENT		\$ 20,000	20%	\$ 4,000
<b>COLLECTION AND TRANSMISSION</b>					
225	LABORATORY SUPPLIES		\$ -	0%	\$ -
940	CAPITAL OUTLAY		\$ -	0%	\$ -
960	INFRASTRUCTURE/WATER/SEWER		\$ -	0%	\$ -
<b>TOTAL:</b>					<b>\$ 220,971</b>

## Attachment B | Residential Stormwater Rate Comparisons

### Typical Single-Family Residential Monthly Stormwater Charge

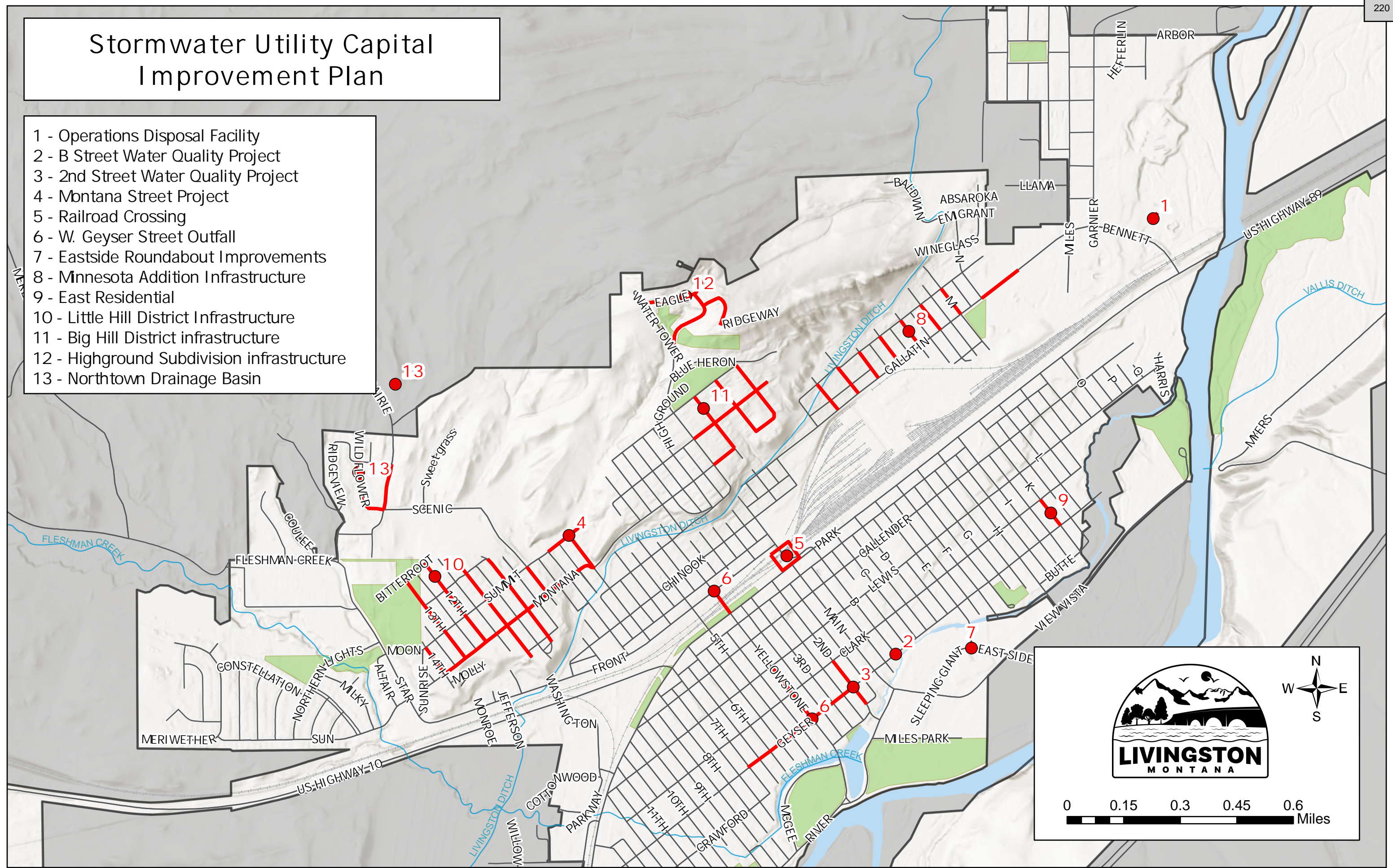


**Attachment C | Stormwater Utility Capital Improvement Plan Map**

*Please see the following page for a map of the City's proposed stormwater capital projects.*

# Stormwater Utility Capital Improvement Plan

- 1 - Operations Disposal Facility
- 2 - B Street Water Quality Project
- 3 - 2nd Street Water Quality Project
- 4 - Montana Street Project
- 5 - Railroad Crossing
- 6 - W. Geysler Street Outfall
- 7 - Eastside Roundabout Improvements
- 8 - Minnesota Addition Infrastructure
- 9 - East Residential
- 10 - Little Hill District Infrastructure
- 11 - Big Hill District infrastructure
- 12 - Highground Subdivision infrastructure
- 13 - Northtown Drainage Basin



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**File Attachments for Item:**

**D. DIRECTION TO SUBMIT CONGRESSIONALLY DIRECTED SPENDING REQUESTS**



**DATE:** March 3, 2026  
**TO:** Chair Nootz and City Commissioners  
**FROM:** Grant Gager, City Manager  
**RE:** Staff Report for Congressionally Directed Spending Requests

**Recommendation and Summary**

The City Manager is requesting direction regarding the pursuit of Congressionally Directed Spending Requests. The following motion may be used by the Commission, if appropriate:

"I move to direct the City Manager to submit Congressionally Directed Spending Requests for the following three projects: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_."

The reasons for the request for direction are as follows:

- United States Senator Sheehy's office has released an application for Congressionally Directed Spending Requests.

**Introduction and History**

United States Senator Sheehy's office recently notified the City that it is accepting applications for Federal Fiscal Year 2027 Congressionally Directed Spending (CDS) requests. Pursuant to the guidelines, CDS funding is intended to be a one-time funding source for projects. The Federal fiscal year begins on October 1, 2026, and funding awards will not receive funds until after the appropriations bills are signed into law.

Pursuant to the guidelines, CDS provides funding for a specific recipient, location and purpose. The guidelines discourage applications that: cover salaries and benefits for employees; are for beautification purposes; or provide construction for buildings to conduct local government services.

The City Commission discussed possible submission of requests at its meeting on February 3, 2026. At that time, public comment was received in support of funding a new rail crossing as well as economic development efforts on a private parcel. Additionally, individual City Commissioners noted preference for items including a new rail crossing, disaster planning, a veteran's memorial, lagoon dredging and stormwater improvements.



Applications are due by March 15, 2026, and each entity is able to submit up to three (3) project applications. All projects require five (5) letters of support.

**Analysis**

City staff met with Senator Sheehy’s staff to understand the program as well as the likelihood of funding certain efforts. Based on that conversation, staff has prepared a list of potential requests.

**Fiscal Impact**

There is minimal fiscal impact associated with the Commission providing direction to staff or submitting requests.

**Strategic Alignment**

The CDS funding may help the Commission advance certain priorities and Growth Policy initiatives.

**Attachments**

- Attachment A: CDS Frequently Asked Questions
- Attachment B: List of Potential CDS Requests

**Attachment B**

List of Potential Congressionally Directed Spending (CDS) Requests

<b>Title and Brief Description</b>	<b>Type</b>	<b>Estimated Project Amount</b>
<u>Regional Water Project:</u> Replacement and expansion of water mains in the Green Acres, Montague and surround area.	Water	\$ 6 million
<u>West Geyser Street Stormwater:</u> Improvements to the stormwater system in the Geyser Street corridor between 2 <sup>nd</sup> and 7th Streets.	Stormwater	\$ 2.5 million
<u>New Ladder Truck:</u> Replacement for existing ladder truck	Public Safety	\$ 1.5 million
<u>Main/B Street Underpass Stormwater:</u> Improvements to the stormwater system in the vicinity of the Main/B Street underpass.	Stormwater Public Safety	\$ 750,000
<u>Public Safety Equipment:</u> Replacement of existing public safety equipment that is meeting the end of its useful life in both the Police and Fire Departments to include vehicles, equipment and tele-communications.	Public Safety	\$ 500,000



— U.S. SENATOR *for* MONTANA —  
**TIM SHEEHY**

### **Congressionally Directed Spending Requests (or “earmarks”)**

- Congressionally Directed Spending (CDS) is the Senate term for earmarks, while Community Project Funding (CPF) is the House term
- Accounts accepting CDS/CPF projects are determined by the Appropriations subcommittee and can change year to year
- They are funding *opportunities* for a specific recipient, in a specific location, for a specific purpose
  - “\$825,000 for the City of Columbus to replace a sewer main”
  - “\$2,500,000 for the Milk River Irrigation Project Joint Board of Control to modernize canal infrastructure”
  - “\$100,000 for the Treasure County Sheriff’s office to purchase new search and rescue equipment”

### **Typical Timeline**

- While each year’s timeline varies depending on Committee guidelines and past years’ funding (or Continuing Resolutions), we anticipate the Office of Senator Sheehy to release applications in early spring, with an early-March deadline.
  - Each project application will then undergo extensive review and consideration.
  - We will notify applicants in the late spring if your project was submitted by Senator Sheehy to the Senate Appropriations Committee.
  - *The Committee then determines which projects will be funded. Not all requests submitted by Senator Sheehy will receive funding.*
- Applicants are encouraged to contact the office ([Appropriations@sheehy.senate.gov](mailto:Appropriations@sheehy.senate.gov)) as early as possible for their mandatory, 15-minute project consultation call.

*All deadlines, guidance, and requirements are subject to change in accordance with the Senate Appropriations FY27 Guidance*

## **Things to Remember**

- Only **non-profit** organizations and local, state, and Tribal governments are eligible to submit projects.
  - For-profit companies and corporations are not eligible.
- CDS is intended to be a **one-time** funding source.
- Successful projects will not receive funds for **up to a year (or more)** after the appropriations bills are signed into law.
- Once a successful project is included in a final spending package, you will have to complete a grant application with the agency before the funds are disbursed.
- Projects must comply with permitting and regulatory hurdles in order to receive funds.
- CDS funds *cannot* be used to reimburse expenses completed before final agency approval.
- Every year the fiscal situation is different. We will help you adjust your funding request to an appropriate level.
- Some subcommittees require matching funds – please read the guidance.
- Applicants are discouraged from applying for projects that
  - Cover salaries and benefits for employees
  - Are for beautification purposes
  - Provide construction for jails, detention facilities, election facilities, or buildings to conduct local government services
- Projects should have broad community support
  - Applicants will be required to submit a minimum of 5 letters of community support with their application
- **CDS is a funding opportunity, not a guarantee.**

## **Resources**

- To view projects submitted by Senator Sheehy in FY26, please visit our website: <https://www.sheehy.senate.gov/services/appropriations-cds-requests/>
- To view general guidance and projects approved by the Senate Appropriations Committee, please visit the Senate Appropriations website: <https://www.appropriations.senate.gov/fy-2026-appropriations-requests-and-congressionally-directed-spending>

## **Questions or Interest in Applying?**

Please contact Meredith Moore at [Appropriations@sheehy.senate.gov](mailto:Appropriations@sheehy.senate.gov)

*All deadlines, guidance, and requirements are subject to change in accordance with the Senate Appropriations FY27 Guidance*

**File Attachments for Item:**

**E. DISCUSSION REGARDING CITY EXTERNAL COMMUNICATIONS**



**DATE:** March 3, 2026  
**TO:** Chair Nootz and City Commissioners  
**FROM:** Grant Gager, City Manager  
**RE:** Discussion of City Communications

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**Recommendation and Summary**

The City Manager is providing background information to facilitate a Commission discussion related to City communications practices. As such, no motion is requested nor required from the Commission.

The reasons for the information are as follows:

- The City Commission identified improving public communications as a high priority at its January 14, 2026, work session.
- The Commission has also discussed holding “town hall” meetings.

**Introduction and History**

On January 14, 2026, the City Commission held a work session to identify its 2026 priorities. At that meeting, the Commission identified improving public communications as a high priority. As part of that conversation, and in subsequent discussions, the City Commission expressed interest in holding “town hall” meetings.

**Analysis**

The City of Livingston communicates in a number of ways, as shown in Attachment A to this staff report.

The conduct of “town hall” meetings outside of regular City Commission meetings is allowable under state law with appropriate public notice and planning. To assist the City Manager in developing a plan for “town halls,” direction is requested from the Commission related to the scheduling, location, and content of such meetings. Specifically, the City Manager would appreciate direction on each of those items as follows:

- Schedule: On what days of the week or month would the Commission like to hold meetings and at what time (e.g. second Tuesday, weekdays/weekends, days/evenings)



- **Location:** Where would the Commission prefer to hold the meetings. Possible locations include the Community Room, Northside Fieldhouse, Shane Center, Senior Center, School Facilities or other locations in the City of Livingston. The Commission could also select locations outside of the City including the Park County Fairgrounds.
- **Content:** Aside from a topic of discussion, how would the City Commission like to conduct the meetings (e.g. structured question and answer, facilitated conversation).

### **Fiscal Impact**

There is no fiscal impact arising from this departmental update.

### **Strategic Alignment**

The City Commission identified department updates as a high priority at its January 14, 2026, work session.

### **Attachments**

- Attachment A: Current City Communications
- Attachment B: Results of Park County Planning Board Communications Outreach

# CITY COMMUNICATION METHODS

	In-Person	Video	Print	On-line	Phone	Email	Mail
Commission/Board Mtg	X	X	X	X	X		
Open House	X	X					
Farmers Market	X						
Message Boards	X						
Social Media Sites				X			
Website				X			
Newsletters			X	X		X	
Surveys	X		X	X			
Press Releases			X	X		X	
Text Notifications (Nixil)					X		
Door Hangers	X						
Mailers/Flyers			X	X		X	X
Public Events	X						
Private Events	X						
Interviews	X	X	X	X			
Legal Notices	X		X	X			
Public TVs (Civic Center)		X					



## Park County Public Engagement Policy

Adopted by the Park County Commission on September 28, 2023

The following is a list of policies adopted by the Park County Commission (based upon a recommendation from the Park County Planning Board) for the purpose of enhancing public engagement and participation in future public processes:

**Park County Website:** Planning Staff will work with the IT Department to implement recommendations for improving the Park County Website, with the primary goal of making information more easily accessible by members of the public., and easy for folks to sign up for email notifications. This work should be ongoing and revisited on a regular basis.

**Planning Board Regular Meetings:** The Park County Planning Board will hold regular, monthly meetings in the Community Room of the City/County Complex, while also allowing for remote/online participation. Regular meetings will take place the third Thursday of each month, starting at 5:00pm. Notice of the meetings will be placed on the County website, and agendas for each meeting will be made available to the public online and emailed to anyone signed up to receive email notification. In addition, the Planning Board will provide information so residents know how to sign up for email notifications for any County Board/Committee agenda.

**Subdivision Review:** Given the statutory requirements set forth for Subdivision Review under the Montana Subdivision and Platting Act and the local Subdivision Regulations, the Board will continue to follow the required review process for all subdivisions in Park County. All public notices will be conducted in accordance with the provisions outlined in State Statute and the Subdivision Regulations, and the Planning Board By-laws.

**Special Planning Board Meetings:** When applicable, the Planning Board may hold special meetings in communities throughout Park County—these meetings will typically take place in areas which have a unique or special interest in the agenda item or topic at hand. These may include; holding a public hearing/meeting for a subdivision in the area in which the subdivision is being proposed; holding public meetings in communities which have requested the Planning Board attendance to hear area concerns, provide training, or to accommodate specific topics of concern to the community residents. All special meetings will be noticed in the same manner as regular meetings, however, additional notice practices will be considered and utilized when applicable, such as; noticing in a local publication or

newsletter; placing flyers in local public areas; notifying local groups/organizations to help spread awareness of upcoming meetings. The Planning Board will determine if/when special meetings are necessary, and will determine the best location to hold the special Board meeting.

**County Policy Considerations:** For broader policy considerations, such as County-Initiated Zoning, Decay or Litter Ordinance or Growth Policy Development, the Planning Department Staff, with assistance from the County Attorney’s Office, will develop a Draft Public Process and submit to the Planning Board for review/consideration. The Planning Board will then forward a recommendation to the Park County Commission. The Park County Commission will make the final determination regarding process and notice requirements, and will ensure the process is followed. Any Public Process created shall meet all Statutory Provisions prior to implementation.

The following processes should be considered, in addition to any Statutory requirements:

- Publish Draft Policy on County Website and make available in written form in various community locations, such as area Chamber of Commerce(s), Public Library(s), County offices, etc.
- Publish complete Public Process on County website
- Publish Public notifications/information in community newsletters, including Cooke City/Silvergate Newsletter, Gardiner Newsletter, Shields Valley E-News.
- Publish Public notifications/information to the County website
- Publish Public notifications/information on County social media sites
- Posters/Flyers in public areas of each community, including, but not limited to; Post Office; Grocery Store; Community Centers; Green Box Sites; Community Message Boards, Fire District Offices, Bulletin Boards.
- Utilize County Road-Signs to notify area residents of upcoming meetings.
- Hold Public Meetings/Hearings in various locations throughout the County—these meetings should be available for in-person and online attendance, if possible, and should be held at times best suited for public participation.
- Encourage written public comments, emailed comments and comments submitted through an online comment form (to be placed on the County website).
- Develop and post Frequently Asked Questions (FAQ) to County website
- Develop and post/make available background information which helps educate the public as to why the policy is being considered.
- Develop a Final Decision Document which describes the final decision, and the process leading up to the decision, and place on County website.

**County Communications:** The Park County Commission will consider funding opportunities to hire a professional facilitator to aid the County in administering/facilitating of public processes, meet folks in areas where they reside and convey public sentiment back to the County Board/Commission.