

City of Livingston, City Parks and Trails Committee Meeting Agenda – January 26, 2022

The monthly meeting of the Livingston Parks & Trails Committee is scheduled for Wednesday, January 26, 2022, at 6:00 pm. The meeting will be held by Zoom video conferencing. Jeanne-Marie Souvigney, Chair, will facilitate this meeting.

To join the Zoom Meeting:

<https://us02web.zoom.us/j/85650536273?pwd=Yk5Ia1dmakhHcXdTQWF5NkVZU3pJdz09>

Meeting ID: 856 5053 6273

Passcode: 398519

Call in: (669) 900-6833

- 1) Roll Call**
- 2) Agenda Review**
- 3) Approval of Minutes – 5 minutes**
 - Review and approve December 14, 2021, regular meeting minutes (*attachment*)
- 4) New Business – 1 hour 40 minutes**
 - Discussion with City Manager Mike Kardoes about parks and trails budget
 - Review of draft Trails and Active Transportation Plan – Don Kostelec (*link coming*)
- 5) Old Business – 10 minutes**
 - PTC 2021 Report to Commissioners, February 1 (*attachment*)
 - Updates:
 - Status of logo recommendation (*attachment*)
 - Park County F&PB Pedestrian Bridge over Fleshman Creek request
 - Social and other media
- 6) Election of officers for 2022 and PTC expectations**
- 7) Public Comments**
- 8) Committee Member Comments**
- 9) Adjourn meeting**

Note: Emails to the Parks & Trails Committee should be addressed to webmaster@livingstonmontana.org.

City of Livingston Parks and Trails Committee Meeting

Draft Minutes

December 14, 2021

The Parks & Trails Committee met over Zoom video conferencing at 4:30 pm.

1) Roll Call

- Connor Cavigli, Sarah Stands, Jeanne-Marie Souvigney, Alison Shannon-Lier, Carol Goosey, Clay Bolt, Rachel Jones (arrived late). Public: Tim Stevens

2) Agenda Review – No changes

3) Approval of Minutes

- Sarah Stands asked to make three corrections to the draft minutes from Nov. 17, 2021: She “communicated” with Mike Kardoes, not “met”; Shannon said they would leave as many dead trees as possible at MRVT; No Mow May report, “met” should be “meet”. *Motion to approve by Sarah Stands, seconded by Clay Bolt, unanimously approved*

4) New Business – No new business

5) Old Business

- Recommendation on logo design. Discussion by Committee. Public comment: Tim Stevens commented, thinks it’ll work well as a wayfinding logo. *Motion by Clay Bolt to recommend the logo to the city commission as designed, seconded by Carol, unanimously approved.*
- Suggestions for items to address in city communications policy presentation. Committee discussion. Jeanne invited further comments and will clarify process with Mike Kardoes.
- Budget discussion questions to be addressed in January meeting. Mike Kardoes and Shannon invited, Kardoes expected. Committee discussion; send additional questions to Jeanne to forward to Kardoes before our next meeting.
- Update:
 - Trails and Active Transportation Plan - Last edits due Friday, first draft will be reviewed by PTC and Planning Board in January. There will be an online story map available to the public.
 - Social and other media – slow, we will post a reminder to pick up dog poop in the next couple weeks.
 - Reminder: 2021 Summary for City Commission due Dec. 31. Jeanne will forward for any additional suggestions.

6) Public Comments

- Tim Stevens: Recommended we look at the Montana Access Project webinar about federal funding for ideas on applying for funding for Livingston in the future

7) Committee Member Comments

- Jeanne noted that she had received a call from Livingston Enterprise reporter John Carroll about Reservoir Park.

8) Adjourn meeting - *Alison motioned to adjourn, Carol seconded, approved unanimously at 5:18 pm.*

Account Number	Account Title	07/21-12/21 Current Period Actual	2021-22 Current year Actual	2021-22 Current year Budget	Unearned or Unexpended	Percent Earned/ Expended
GENERAL FUND						
ROAMING CREW						
PARKS OPERATING						
1000-455-460430-231	REP & MAINT SUPPLIES	3,042.30	3,042.30	.00	3,042.30-	.00
1000-455-460430-236	FUEL/OIL/DIESEL	4,082.41	4,082.41	9,180.00	5,097.59	44.47%
1000-455-460430-255	SAFETY & RISK MANAGEMENT	59.99	59.99	500.00	440.01	12.00%
1000-455-460430-333	MEMBER/REGISTRATION FEES	.00	.00	500.00	500.00	.00
1000-455-460430-341	UTILITIES-GAS/ELECTRIC	6,512.70	6,512.70	15,000.00	8,487.30	43.42%
1000-455-460430-350	PROFESSIONAL SERVICES	618.86	618.86	1,500.00	881.14	41.26%
1000-455-460430-361	REP & MAINT-GENERAL	25,021.11	25,021.11	26,000.00	978.89	96.24%
1000-455-460430-362	REP & MAINT-VEHICLES	5,640.88	5,640.88	4,080.00	1,560.88-	138.26%
1000-455-460430-393	WEED CONTROL	.00	.00	4,080.00	4,080.00	.00
1000-455-460430-401	SPRINKLER MAINTENANCE	756.48	756.48	4,080.00	3,323.52	18.54%
1000-455-460430-402	TREE MAINTENANCE	25,231.75	25,231.75	8,160.00	17,071.75-	309.21%
1000-455-460430-512	INSURANCE ON BUILDINGS	2,403.00	2,403.00	2,403.00	.00	100.00%
1000-455-460430-513	INS ON VEHICLES & EQUIP	1,084.00	1,084.00	1,084.00	.00	100.00%
1000-455-460430-940	CAPITAL OUTLAY	29,080.04	29,080.04	95,000.00	65,919.96	30.61%
Total PARKS OPERATING:		103,533.52	103,533.52	171,567.00	68,033.48	60.35%
ROAMING CREW Expenditure Total:		103,533.52	103,533.52	171,567.00	68,033.48	60.35%
Total ROAMING CREW:		103,533.52	103,533.52	171,567.00	68,033.48	60.35%
Total Expenditure:		103,533.52	103,533.52	171,567.00	68,033.48	60.35%
Net Total GENERAL FUND:		103,533.52-	103,533.52-	171,567.00-	68,033.48-	60.35%
Net Grand Totals:		103,533.52-	103,533.52-	171,567.00-	68,033.48-	60.35%

Account Number	Account Title	07/21-12/21 Current Period Actual	2021-22 Current year Actual	2021-22 Current year Budget	Unearned or Unexpended	Percent Earned/ Expended
GENERAL FUND						
ROAMING CREW						
PUBLIC WORKS ADMIN						
1000-455-430100-220	OPERATING SUPPLIES	1,061.16	1,061.16	1,300.00	238.84	81.63%
1000-455-430100-224	JANITOR CONTRACT/SUPPLIES	500.00	500.00	1,000.00	500.00	50.00%
1000-455-430100-346	INTERNET SERVICE	.00	.00	1,400.00	1,400.00	.00
1000-455-430100-350	PROFESSIONAL SERVICES	145.80	145.80	.00	145.80-	.00
1000-455-430100-357	SOFTWARE SERVICES	.00	.00	500.00	500.00	.00
Total PUBLIC WORKS ADMIN:		1,706.96	1,706.96	4,200.00	2,493.04	40.64%
CEMETERY OPERATING						
1000-455-430930-341	UTILITIES-GAS/ELECTRIC	107.00	107.00	2,300.00	2,193.00	4.65%
1000-455-430930-357	SOFTWARE SERVICES	450.62	450.62	1,080.00	629.38	41.72%
1000-455-430930-361	REP & MAINT-GENERAL	111.92	111.92	4,500.00	4,388.08	2.49%
1000-455-430930-362	REP & MAINT-VEHICLES	654.95	654.95	1,000.00	345.05	65.50%
1000-455-430930-393	WEED CONTROL	.00	.00	2,000.00	2,000.00	.00
1000-455-430930-401	SPRINKLER MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
1000-455-430930-402	TREE MAINTENANCE	4,665.00	4,665.00	5,500.00	835.00	84.82%
1000-455-430930-512	INSURANCE ON BUILDINGS	66.00	66.00	66.00	.00	100.00%
Total CEMETERY OPERATING:		6,055.49	6,055.49	17,946.00	11,890.51	33.74%
ROAMING OPERATING						
1000-455-430950-110	SALARIES AND WAGES	124,450.80	124,450.80	257,216.00	132,765.20	48.38%
1000-455-430950-120	OVERTIME	6,547.44	6,547.44	8,000.00	1,452.56	81.84%
1000-455-430950-141	UNEMPLOYMENT INSURANCE	598.93	598.93	1,485.00	886.07	40.33%
1000-455-430950-142	WORKERS' COMPENSATION	1,883.62	1,883.62	3,863.00	1,979.38	48.76%
1000-455-430950-143	HEALTH INSURANCE	19,595.87	19,595.87	43,968.00	24,372.13	44.57%
1000-455-430950-144	F.I.C.A.	8,025.68	8,025.68	16,741.00	8,715.32	47.94%
1000-455-430950-145	P.E.R.S.	10,169.45	10,169.45	19,118.00	8,948.55	53.19%
1000-455-430950-148	CLOTHING ALLOWANCE	2,100.00	2,100.00	4,800.00	2,700.00	43.75%
1000-455-430950-151	MEDICARE	1,876.99	1,876.99	3,915.00	2,038.01	47.94%
1000-455-430950-346	INTERNET SERVICE	326.12	326.12	601.00	274.88	54.26%
1000-455-430950-347	CELLULAR PHONE	505.04	505.04	1,380.00	874.96	36.60%
1000-455-430950-368	R&M-COMPUTER/OFFICE MACH	1,256.38	1,256.38	2,400.00	1,143.62	52.35%
1000-455-430950-370	TRAVEL/LODGING/MEALS	.00	.00	500.00	500.00	.00
1000-455-430950-380	TRAINING SERVICES	120.00	120.00	1,250.00	1,130.00	9.60%
1000-455-430950-510	LIABILITY INSURANCE	15,161.00	15,161.00	14,967.00	194.00-	101.30%
Total ROAMING OPERATING:		192,617.32	192,617.32	380,204.00	187,586.68	50.66%
PARKS OPERATING						
1000-455-460430-231	REP & MAINT SUPPLIES	3,042.30	3,042.30	.00	3,042.30-	.00
1000-455-460430-236	FUEL/OIL/DIESEL	4,082.41	4,082.41	9,180.00	5,097.59	44.47%
1000-455-460430-255	SAFETY & RISK MANAGEMENT	59.99	59.99	500.00	440.01	12.00%
1000-455-460430-333	MEMBER/REGISTRATION FEES	.00	.00	500.00	500.00	.00
1000-455-460430-341	UTILITIES-GAS/ELECTRIC	6,512.70	6,512.70	15,000.00	8,487.30	43.42%
1000-455-460430-350	PROFESSIONAL SERVICES	618.86	618.86	1,500.00	881.14	41.26%
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1000-455-460430-362	REP & MAINT-VEHICLES	5,640.88	5,640.88	4,080.00	1,560.88-	138.26%
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1000-455-460430-402	TREE MAINTENANCE	25,231.75	25,231.75	8,160.00	17,071.75-	309.21%
1000-455-460430-512	INSURANCE ON BUILDINGS	2,403.00	2,403.00	2,403.00	.00	100.00%

Livingston Parks & Trails Committee 2021 Report to City Commission

December 31, 2021

Below are summaries of significant activities in which the PTC engaged in 2021. Members are Jeanne-Marie Souvigney, Chair; Rachael Jones, Vice-Chair, Connor Cavigli, Secretary; Carol Goosey, Alison Shannon-Lier, Sarah Stands and Clay Bolt, along with Commissioner Dorel Hoglund.

Projects funded by the Commission

- **Trails and Active Transportation Plan**: Last year, the PTC identified the Trails and Active Transportation Plan as the most significant project moving forward. Throughout 2021, the PTC Chair, on behalf of the PTC, served on the T&AT steering committee, provided significant comment and reviewed draft chapters of the report. The PTC expects to review the full draft in late January.
- **Reservoir Park**: Pursuant to an allocation to develop Reservoir Park approved by the Commission, during the summer and fall of 2021 PTC members solicited public comment on the development of the park area, using the 2012 Parks & Trails Master Plan recommendation as an initial starting point. The PTC subsequently unanimously recommended to the Commission in November that the City develop Reservoir Park with consideration for the expressed public priorities (natural kids play space, natural open space, a fenced dog park, a kids bike skills course), over a multi-year period, with appropriate attention paid to areas of concern raised by the public. The PTC looks forward to working with the City on this project, including exploring ideas for funding ongoing maintenance and improvements.
- **Parks and Trails System Branding and Signing**: The PTC worked with a local contractor, approved by the Commission, on development of a parks and trails system-wide logo that would easily identify Livingston's outdoor recreational assets. A PTC recommendation is expected to go to the Commission in early 2022.
- **Pedestrian bridge across the Yellowstone River**: The PTC recommended, and the Commission approved, joining Park County and LHC in funding a Preliminary Engineering Report for a pedestrian bridge across the Yellowstone River at Mayors Landing. The PER includes background research, environmental level compliance activities, a topographical survey, preliminary hydraulic analysis, design and cost alternatives.

Other significant activities

- **No Mow May**: The PTC, with support and funding from the City, launched a No Mow May (NMM) initiative to support Livingston's pollinator species—particularly spring bees and butterflies—in the form of dandelions and other naturally occurring wildflowers on public and private grounds. NMM test plots were located in several local parks. Flyers were passed out to local businesses and some yard signs were available to residents interested in participating by not mowing their yards for the month of May. Livingston is the first city in Montana to designate a NMM initiative, helping to position Livingston as a leader in native bee conservation in the state of Montana. The PTC hopes to continue this program in subsequent years. A separate report is available.
- **Adopt A Trail/Park**: This fall, we revised the Adopt A Trail/Park program to provide team accountability (regular reporting) and opportunity for recognition (signage). We currently have seven AAT teams. We hope to develop Adopt A Trail/Park recognition signs in 2022 for teams that are meeting the program requirements. A more detailed AAT report will be forthcoming.

We had significant community involvement in 2021:

- The PTC forwarded recommendations on certain issues following requests from the City and/or Commission:
 - The PTC received a presentation about replacing the **flagpole** in the triangle area at Sacajawea Park from the City Manager and was subsequently asked for a recommendation by the Commission. After a public meeting in April and consideration of public comment, the PTC unanimously recommended an illuminated flag and flagpole of the same size be placed at the same location if a flag was to be installed there, improvements to the triangle area and noted a discussion with the American Legion of the nearby military services memorial.
 - The City asked the PTC for a recommendation on the proposed abandonment of a section of **Summit Street** ROW. After a public meeting in August, at which there was unanimous public opposition to the abandonment, the PTC recommended the Commission deny the abandonment.
 - We provided a requested letter of support for the City's **TA grant application** for pedestrian improvements to downtown Livingston.
 - In June, the PTC made its unanimous recommendation that the Commission approve the **Growth Policy**, following our submission of five sets of comments during the drafting phase in 2020.
- Several entities were advised by Public Works to speak with the PTC and in each case, we received a presentation at public meeting and provided PW with our recommendations:
 - In April, we heard from the manager of the **American Legion** team about challenges at **Jack Weimer Park**. We provided our recommendation regarding restricting dog access to the park, signing, security and fundraising.
 - In May, supporters of a proposed **Ranger Station Skate Shop** near the skate park made a presentation. We provided a letter of support for the concept to the City, noting opportunities for mentorship, benefits to skate park users, questions about whether added security was necessary and questions from supporters about insurance requirements.
 - In June, residents of **Green Acres** presented at our meeting, which we summarized for PW, noting areas where residents requested clarification (dogs, curfew, speed limit) and identified potential park priorities (bathroom, playground equipment and trees).
- After **HRDC** indicated support for a PTC-proposed **trail easement** on their property on the north side, City staff invited PTC to suggest a location for a trail. PTC provided that information to City staff and a couple PTC members were recently asked to join City staff and HRDC to discuss the trail.
- We conducted a noticed public meeting, held onsite and at our regular meeting, to solicit public comment on the future of the wooded land behind the roping arena at **Mayors Landing**. The PTC forwarded its recommendation, which focused on cleaning up the water contamination, fencing and maintenance of the natural area, to City staff.
- The PTC supported **Wishberry Hollow** fairy village at Myers River View Trail in August and members helped with planning and management of the event.
- PTC supported LHC's successful revised grant request to pave **Alpenglow Trail** to meet ADA requirements and create two ADA-accessible parking spots at the Myers River View Trail parking lot. That project is expected to proceed in 2022.
- We participated in discussions about the future of the **woodlot** by PHS and the skatepark.
- We communicate with members of the **Tree Board** on work along trails and in parks and will continue that work in 2022.
- We received a presentation from the **Park County Fairgrounds and Parks Board**, continuing the discussion of areas where cooperation among our two boards could occur.
- We distributed our **parks and trails map**, which again was printed in the summer visitor guide.
- We continually engage in **social media** which generates substantial support.

Account Number	Account Title	07/21-12/21 Current Period Actual	2021-22 Current year Actual	2021-22 Current year Budget	Unearned or Unexpended	Percent Earned/ Expended
1000-455-460430-513	INS ON VEHICLES & EQUIP	1,084.00	1,084.00	1,084.00	.00	100.00%
1000-455-460430-940	CAPITAL OUTLAY	29,080.04	29,080.04	95,000.00	65,919.96	30.61%
Total PARKS OPERATING:		103,533.52	103,533.52	171,567.00	68,033.48	60.35%
SWIMMING POOL AND SPLASH PARK						
1000-455-460445-222	CHEMICALS	9,832.52	9,832.52	13,000.00	3,167.48	75.63%
1000-455-460445-341	UTILITIES-GAS/ELECTRIC	12,468.62	12,468.62	20,000.00	7,531.38	62.34%
1000-455-460445-361	REP & MAINT-GENERAL	1,115.00	1,115.00	9,000.00	7,885.00	12.39%
1000-455-460445-540	STATE FEE ASSESSMENTS	346.48	346.48	1,800.00	1,453.52	19.25%
Total SWIMMING POOL AND SPLASH PARK:		23,762.62	23,762.62	43,800.00	20,037.38	54.25%
ROAMING CREW Expenditure Total:		327,675.91	327,675.91	617,717.00	290,041.09	53.05%
Total ROAMING CREW:		327,675.91	327,675.91	617,717.00	290,041.09	53.05%
Total Expenditure:		327,675.91	327,675.91	617,717.00	290,041.09	53.05%
Net Total GENERAL FUND:		327,675.91-	327,675.91-	617,717.00-	290,041.09-	53.05%
Net Grand Totals:		327,675.91-	327,675.91-	617,717.00-	290,041.09-	53.05%