

## **City of Livingston, City Parks and Trails Committee Agenda**

### **June 24, 2020**

The regular meeting of the Livingston Parks & Trails Committee is scheduled for Wednesday, June 24, 2020 at 6 pm at the Civic Center. This meeting will also be available via Zoom video conferencing. Jeanne-Marie Souvigney, Chair, will facilitate this meeting.

To join the meeting:

<https://us02web.zoom.us/j/82623251756?pwd=REQwWWY2UXVvNnE2Q3c3MmRHRTBaUT09>

Meeting ID: 826 2325 1756

Password: 127899

Or call in at: 1 669 900 9128

#### **1) Roll Call**

#### **2) Approval of Minutes**

Committee to review and approve May 27, 2020 minutes

#### **3) Old Business**

- Final approval of draft policy for naming parks and trails and establish a public comment process - Attachment A
- New Committee comments on latest [growth policy survey](#), **June 23 closing date has been extended**
  - Virtual meeting planned
  - Priority trail identification
- Continue discussion of approaches to pursue north side trails (Shelly) – Attachment B
- Updates:
  - Band shell mural - Sarah
  - Mayors Landing signs and improvements
  - Committee role regarding sports parks

#### **4) New Business**

- July potential partners meeting, GVL, TPL, PCEC – Connor, Rachael, Sarah
- Social Media for summer

#### **5) Public Comments**

#### **6) Committee Comments**

#### **7) Adjourn meeting**

## **City of Livingston, City Parks and Trails Committee**

### **Draft Minutes**

**May 27, 2020**

The regular meeting of the PTC performed over Zoom on Wednesday, May 27, 2020, Jeanne-Marie Souvigney facilitated this meeting.

**In attendance** – Jeanne-Marie Souvigney, Sarah Stands, Connor Cavigli, Carol Goosey, Shelly Prasek, Alison Shannon-Lier

Erica from PCEC present as a representative

**Excused** – Rachael Jones and Dorel Hoglund

### **Approval of Minutes**

Committee to review and approve February 26, 2020 minutes -Adjustments to February Meeting made by Jeanne Marie Souvigney, Stands moves to accept minutes, Goosey seconds

### **Old Business**

- Review and approve a draft policy for naming parks and trails and establish a public comment process (Attachment A) – reviewing document and approving language to move forward with the city
  - Importance of including the importance of renaming, including open green space, rec spaces
  - Agreed to keep more included rather than exclude
  - Souvigney moves to progress with city being the say if it's a feature or piece of equipment instead of having PTC involved
  - Exceptions – will adjust approval through Planning Direct followed by PTC approval then go to the city
  - Selection of Name Criteria – Stands moves to adjust wording to make this more inclusive rather than specific
  - Adjustments to monetary requirements, Stands moves and the committee agrees to move forward with it being more open including time spent volunteering in the community/monetary percentage but not necessarily a specific % but rather a significant percent
  - Souviney – do we continue the pattern of parks named after people and trails named after feature and locations? PTC agrees to maintain pattern for this time but also agrees it's to keep the ability for the City to change a name if the original person who is living performs an act that isn't consistent with the City's goals
  - Signage – PTC would like to work with City to develop a sign policy - more signage in general, consistent style and wording
  - Erica speaks on appreciating way-finding, consistent signage around the community that can be a source of pride in the community; as well as the importance of diversity and equity when naming parks and trails.
  - Souvigney recommends this is a starting point, and will move forward with a public meeting

- Review and approve new Adopt-A-Trail Application from Betsy Mitchell – the Levy trail from 9<sup>th</sup> street to the Band Shell (Attachment B) Motion to approve Stands and second by Shannon-Lier
- Discuss possible approaches to pursuing north side trails (Shelly- discusses and reviews the northside map, HRDC parcels versus other private parcels and how it could possible connect with current Summit Trail.
  - Prasek recommends use of Watertower Park as a site for a fenced in dog park and/ or a playground, Shannon-Lier agrees, Souvigney recommends moving forward discussing with Shannon Holmes.
  - Also discussed moving forward with a natural trail near the fish and the P to make a loop that then connects the potential ravine trail to the Bitterroot Trail
  - Highground space – discussed potential ADA accessibility as well as a natural trail space
- Discuss options for band shell mural – Dorel requested looking into a new mural on the bandshell
  - Original deadheaders – Borneman and Gomez
    - the original budget was \$10,000 from local businesses however this was before COVID-19
    - Replacement of backdrop of bandshell needs to be replaced approximately \$300 and there are a couple locals who have volunteered to assist
    - A street scene would be great, please no more trout/deer or wildlife
    - Volunteers versus commissioning local artist
    - Budget – where is it coming from
    - How much should the public be involved
    - Next steps – return to City to follow up on resources as well as if City has any thoughts on what it should look like
      - Look at old drafts that were previously discussed
    - Gomez did discuss with previous artists how they felt about moving forward and they were ok with their art coming down
    - Stands brings up the roof and structural work, would a Grant be needed to address these priorities
- Updates:
  - Committee role regarding sports parks -
  - Growth policy – there is a 4 question survey looking at the character of Livingston
  - Alpenglow Trail paving application – not granted (\$100,000 request) so hospital not moving forward with this
  - Trails Map in Visitor Guide – the map of Parks and Trails is available in the guide
  - Green Acres Park – annexation has occurred, Souvigney will meet with Craig Carlson or Mary Jo Maryland to discuss what they need for caring for the park
  - City parks budget –
    - Refinishing two of the tennis courts (\$12,000)
    - Preliminary assessment for the lagoon (\$5,000)
    - Baulk Toilet at Meyers River View Trail (\$12,000)
    - Mayors Landing Improvement (\$5,000)

- Souvigney followed up about signage regarding etiquette and public access – request meeting with Shannon Holmes

### **New Business**

- Plans for week leading up to Trails Day, June 6 –
  - Post on social media – Press Release tomorrow, there will be bags available at Civic Center, grab a trail and leave the bags by Eric's off the Southeast Entrance of the civic center, post on social and request people to share pics of what they pick up
  - Social media Campaign for the Trail Week – dog poop pick up, respecting private property, trail stewardship, trail usage and staying on the trail
  - Include a letter to the editor
- Funding opportunities: Recreational Trails Program funding opens this fall (see <http://stateparks.mt.gov/recreation/rtpGrants.html>)
  - Cavgili spoke with Trails Director of GBLT to move forward working together on different opportunities to collaborate and different ideas to coordinate and share knowledge
  - PCEC would love to be included in a work session and definitely agrees that there is connections in nearby communities to utilize local philanthropy for funding for parks and trails
- Bozeman Trail Connector – Patricia Grabow provided Souvigney with historic documents that may be helpful with use in fundraising, will be stored in rec department

Meeting in June unclear if the meeting will be in person, will plan to follow up depending on City recommendations. And will discuss if a July meeting should be done since we didn't have a March or April Meeting.

### **Adjourn meeting**

**Motion to adjourn by Goosey, Cavgili seconds. Unanimous motion.**

DRAFT

June 2020

## Policy for Naming Livingston Parks, Trails and Recreation Facilities

### **Purpose**

The purpose of this policy is to establish a uniform procedure for the official naming and renaming of parks, open space, trails and recreational facilities to ensure that these public amenities are easily identified and located and given names that are consistent with the values and character of the area, neighborhood, or community served.

### **Policy**

It is the policy of the City of Livingston to rename or to name newly acquired or developed or unnamed public parks, open space, trails, and recreational facilities based upon the procedures set forth in this policy.

### **Naming Procedure**

#### Nominations

Names may be nominated by:

- a. the Livingston Public Works Director;
- b. the Livingston City Commission;
- c. the Livingston Parks & Trails Committee;
- d. Neighborhood Associations in the same locality as the park or facility; or
- d. Individuals or organizations.

#### Naming Process

The proposed name shall be submitted to the Parks & Trails Committee ("Committee") in writing, addressing the criteria in this policy, and describing any public outreach that has occurred regarding the proposed name. The Committee will review the application based upon the criteria in this policy and, after considering public comment under an action item on the Committee's public meeting agenda, will forward a written recommendation to the City Commission. The City Commission shall make the final decision at a public meeting by adoption of a resolution.

#### Exceptions to Naming Procedure:

Exceptions to the naming procedure include:

- a. Public parks or trails dedicated with new subdivisions and developments, which can be named by the developer using the criteria in this policy as a guideline, subject to Planning Board approval as indicated on the final plat or plan, which approval shall be forwarded to the Committee for recommendation to the City Commission;
- b. Capital campaigns for the purpose of naming rights through donations, in which case the City Manager shall establish guidelines and rules as well as amounts for the capital campaign, as needed and on a case-by-case basis; the City Manager shall

- provide the City Commission with a written recommendation for the capital campaign guidelines and rules and the City Commission shall make the final decision at a public meeting by adoption of a resolution;
- c. Parks, trails or recreational facilities for which a competition is held to determine the naming or renaming, in which case the Committee shall establish guidelines and rules for the contest, subject to approval by the City Commission;
  - d. Parks, trails or recreational facilities, as well as memorial and honorary benches in city parkland, with existing capital campaigns, donor or user agreements, Memorandums of Understanding or naming recognition policies.

Selection of Name – Criteria:

1. It is the policy of the City to choose names for public parks, trails and recreation facilities based upon the following criteria:
  - a. Neighborhood, geographic or common usage identification;
  - b. Natural or geological features;
  - c. An outstanding feature of the facility;
  - d. An adjoining subdivision, street or school, except that no park shall be given the same name as an existing school site or public facility except where the sites abut one another;
  - e. An historical figure, place, event or other instance of historical or cultural significance; or
  - f. An individual, family or organization that has made significant positive contributions to parks, trails, recreation, open space or the culture of the community and:
    - 1) was an outstanding community leader who made significant civic contributions to the City or gave highly productive support to the Parks Department; or
    - 2) was an outstanding regional or statewide leader who contributed significantly to the promotion of parks, trails, recreation or land conservation; or
    - 3) has made a significant financial donation or contribution of land for the particular park, trail or recreational facility and the name has been stipulated as a condition of the donation; or
    - 4) has established a maintenance endowment covering a significant share of the projected maintenance cost for 20 years and the name has been stipulated as a condition of the donation; and
    - 5) has no significant conflicts with the sentiments of the community or goals and priorities in the Parks & Trails Master Plan, the City of Livingston Strategic Plan, or other City Proclamations.
2. A suggested individual or family name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, trail, recreational facility, or parks, trails and open space system overall.

3. Parks, trails and recreational facilities shall not ordinarily be named after living individuals. This may be allowed at the discretion of the City Commission when a combination of other criteria or circumstances exist for the individual to be honored.
4. Suggested names should not be those which have been overly recognized previously. Names that duplicate or that are similar to existing parks, trails, or other facilities in the City system should be avoided to prevent confusion.
5. It is the preference of the City that parks may be named after individuals (or dogs) and that trails should not be named after individuals unless the trail is associated with a park.

### **Naming smaller park features**

A facility within a park (e.g. playground, picnic shelter, ball field, etc.) can be named separately from the park subject to these same criteria. Requests for the official naming of smaller park features may be honored at the discretion of the Livingston Public Works Director and forwarded for review and recommendation by the Committee and adoption by the City Commission. However, it is preferred that these types of donations or features are honored with recognition plaques, markers or memorials designed and adopted along with or as modifications to an individual park or trail plan.

### **Renaming Procedure**

A name selected for a park, trail or recreation facility should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this policy. A request to rename a park, trail or recreational facility must be accompanied by a petition or documentation with justification for the name change. Efforts to change a name will be critically examined to ensure that renaming the park, trail or recreation facility will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park as well as the following considerations:

- a. Parks, trails or recreation facilities that have been named by deed restriction shall not be considered for renaming.
- b. Parks, trails or recreation facilities named after individuals shall not be changed unless it is found that the continued use of their names would not be in the best interest of the community due to conflicts with the sense of the community, goals and priorities in the Parks & Trails Master Plan, City of Livingston Strategic Plan or other City resolutions and actions.

### **Signage**

The City will strive to identify all City parks, trails and recreational facilities with appropriate signage specifying the name and any characteristics specific to that location. The signage will be designed according to the existing City sign standards to ensure consistency. Until such time as a standard sign policy is adopted which addresses sign placement, orientation, size, materials, design, logos and uniform language, the signs will, to the greatest extent possible, be complimentary to existing sign practices, reflect pride in our community, shall not permit corporate logos, and shall be of high quality, vandalism resistant materials that are able to withstand harsh environments.

