



Livingston City Commission Agenda

May 21, 2024

5:30 PM

City – County Complex, Community Room

<https://us02web.zoom.us/j/87989608057?pwd=ZWZLK3pZQ3YzbEREaEgyNkZjMThMdz09>

Meeting ID: 879 8960 8057

Passcode: 338546

1. Call to Order

2. Roll Call

3. Public Comment

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

4. Consent Items

- A. APPROVAL OF MINUTES FROM MAY 07, 2024, REGULAR MEETING PG.4**
- B. APPROVAL OF CLAIMS PAID 5/02/24 - 5/15/24 PG.10**
- C. CONSIDERATION OF OPEN CONTAINER SPECIAL EXCEPTION REQUEST FOR TAP INTO MONTANA BREW FEST JUNE 22, 2024 PG.14**
- D. CONSIDERATION OF OPEN CONTAINER SPECIAL EXCEPTION REQUEST FOR THE 100th ANNUAL LIVINGSTON ROUNDUP PARADE JULY 2, 2024 PG.21**
- E. CONSIDERATION OF ACCEPTANCE OF A DONATED GAZEBO PG.27**
- F. TRANSMITTAL OF RESULTS FROM GATEWAY OVERLAY ZONE WORKSHOP PG.32**

5. Proclamations

- A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MAY 19 - 25, 2024 AS NATIONAL PUBLIC WORKS WEEK IN LIVINGSTON, MONTANA PG.58**
- B. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MAY 19 - 25, 2024 AS THE 50TH ANNIVERSARY OF NATIONAL EMS WEEK IN LIVINGSTON, MONTANA PG.60**
- C. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MAY 19 - 25, 2024 AS NATIONAL TRAVEL AND TOURISM WEEK IN LIVINGSTON, MONTANA PG.62**

6. Scheduled Public Comment

7. Action Items

- | | | |
|------------------|--|--------------|
| <u>A.</u> | PRESENTATION OF CITY MANAGERS RECOMMENDED FY 2025 BUDGET | PG.67 |
| <u>B.</u> | CONSIDERATION OF NEW CITY LOGO | PG.69 |
| <u>C.</u> | DISCUSSION OF DIRECTION REGARDING COMMISSION LISTENING SESSIONS | PG.77 |

8. City Manager Comment

9. City Commission Comments

10. Adjournment

Calendar of Events

Supplemental Material

Notice

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

File Attachments for Item:

A. APPROVAL OF MINUTES FROM MAY 07, 2024, REGULAR MEETING



Livingston City Commission Minutes

May 07, 2024

5:30 PM

City – County Complex, Community Room

<https://us02web.zoom.us/j/89623929038?pwd=eTFR0StrM1M2cHpUWGJzQkpDdUczUT09>

Meeting ID: 896 2392 9038

Passcode: 765777

1. Call to Order

Vice-Chair Nootz called the meeting to order at 5:34p

2. Roll Call

City Commission in attendance at start of meeting: Chair Kahle (Remote), Vice-Chair Nootz, Commissioner Schwarz, Commissioner Lyons, and Commissioner Willich

Staff in attendance: City Manager Grant Gager, Policy Analyst Greg Anthony, City Clerk Emily Hutchinson, Chief of Police Wayne Hard, Detective Jordan Brummel, Public Works Director Shannon Holmes, Parks Superintendent Mike Skaggs, Water and Sewer Superintendent Ryan Townsend, Water & Sewer Utility II Chuck Dilley, Planning Director Jennifer Severson

3. Public Comment

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

- Leslie Feigel stated she appreciates the final conclusion for the Car Show. She presented the 3rd film award they received, and will continue to support this industry. She will support the community through the Chamber of Commerce.
- Patricia Grabow stated the Livingston Downtown Building Owner and Business Association has voted for the organizations in town be more supportive of each other.

4. Consent Items

- A. APPROVAL OF MINUTES FROM APRIL 16, 2024, REGULAR MEETING** **PG.4**
- B. APPROVAL OF CLAIMS PAID 4/11/24 - 5/1/24** **PG.15**
- C. PLEDGED SECURITIES 3/2024** **PG.26**
- D. JUDGES MONTHLY REPORT 3/2024** **PG.30**
- E. APPOINTMENT OF ELIJAH ISALY TO THE HISTORICAL PRESERVATION COMMISSION**
PG.32
- F. APPOINTMENT OF BECKY MOORES TO THE CONSOLIDATED LAND USE BOARD** **PG.37**

Commissioner Lyons pulled consent item F for discussion.

Commissioner Schwarz pulled consent item E for discussion.

Motion to approve consent agenda items A- D was made by Commissioner Lyons and seconded by Commissioner Willich. The motion passed unanimously by the five members present.

Commissioner Lyons asked about process for appointment to Consolidated Land Use Board.

The City Manager stated when the Consolidated Land Use Board was created and bylaws adopted they established at that point that the appointment of members was done with the recommendation of the City Manager with Commissioner approval.

Motion to approve consent item F was made by Commissioner Schwarz and seconded by Commissioner Willich. The motion passed by the five member's presents.

Commissioner Schwarz pulled this item to recognize Elijah Isaly who is in the audience a welcome him to the Historic Preservation Commission.

Motion to approve consent item E was made by Commissioner Schwarz and seconded by Chair Kahle. The motion passed by the five members present.

5. Proclamations

A. A PROCLAMATION OF THE CITY COMMISISON OF THE CITY OF LVINGSTON MONTANA, DECLARING MAY 12-18, 2024 AS NATIONAL POLICE WEEK IN LIVINGSTON MONTANA

PG.43

Chair Kahle read the proclamation.

Chair Kahle thanked the Livingston Police Department for their hard work.

The City Manager thanked the Police Department as well for their hard work.

Commissioners Willich, Lyons and Schwarz thanked the Police Department.

Vice-Chair Nootz thanked the Chief of Police for his leadership.

B. A PROCLAMATION OF THE CITY COMMISISON OF THE CITY OF LIVINGSTON MONTANA, DECLARING MAY 18, 2024 AS NATIONAL KIDS TO PARKS DAY BY THE NATIONAL PARK TRUST IN LIVINGSTON MONTANA

PG.45

Chair Kahle read the proclamation.

Chair Kahle thanked the Parks and Rec Departments.

The City Manager thanked the Parks Department for their hard work on the parks.

Commissioner Willich, Lyons, and Schwarz thanked the Parks and Rec Departments.

Vice-Chair Nootz expressed that the community is happy to have met the Parks Superintendent.

6. Scheduled Public Comment

7. Action Items

A. UPDATE FROM THE CITY'S WATER DIVISION

PG.47

Vice-Chair Nootz called on the City Manager to introduce the item.

The City Manager stated this is not an action item just an update. He stated that the City has a new Water Superintendent and felt this was a great time for an update from Public Works Director Shannon Holmes and Water Superintendent Ryan Townsend.

Public Works Director Holmes gave a brief presentation along with Water Superintendent Townsend and Utility II Dilley

(Starts at Video Mark 27:10)

Public Comments were offered by:

- Lindie Gibson asked for clarification on 2 wells at the end of South 12th.
- Angela Devani stated she attempted to do the online survey for the pipes and it wasn't working so she hasn't completed it yet. She asked for alternate ways to get this done.

Vice-Chair Nootz asked for clarification on the wells at South 12th.

Water Superintendent Townsend stated Clarence St. is now River Dr. where the old water plant use to be. The old clinic well is by the Pendill Apartments. He stated there is a water lift station at the old clinic down on River Dr.

Vice-Chair Nootz asked about ways to get the pipe survey complete.

The City Manager stated the phone number for Public Works is 406-222-5667 to call and schedule a City staff member to come help with the pipe survey.

Commission Lyons stated he has learned a lot at this meeting and some takeaways are he is nervous about aging infrastructure and about the loss water and waste of energy of moving the water around the system.

Commissioner Schwarz asked if there is a plan for replacing the 4in mains and other lines.

The City Manager stated he and the Public Works Director and Finance Director discuss this annually and have discussed that rates were not sufficient to enable some of the access to capital they needed.

Vice-Chair Nootz asked about the cost of mains and if it included the cost of streets.

The City Manager stated it does not include street repair.

Vice-Chair Nootz asked about the app that that shows the wells if they can real time see if there is a problem.

Utility II Chuck Dilley stated yes it will send an alert about the issue.

6:55pm Commissioner Schwarz motioned for a 10 minute break seconded by Vice-Chair Nootz. Unanimously approved.

(Starts at Video Mark 1:22:28)

B. PRESENTATION OF PROPOSED WATER RESTRICTIONS

PG.62

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this presentation is a review of some draft water restrictions that he and staff have been working on for the last several months.

Public Works Director Holmes gave a brief presentation along with Water Superintendent Townsend and Utility II Dilley

(Starts at Video Mark 1:25:50)

Commissioner Schwarz clarified that these are proposed stages that will go into effect by the City Manager.

Commissioner Lyons expressed that he liked this plan to have ahead of time and feels it's a smart decision and the stages make sense.

Chair Kahle asked about stage 3 and asked about timing and consistency with stage 2.

Public Works Director liked the feedback and they feel comfortable with the even and odd watering in that stage.

Chair Kahle asked what happens to folks who are not following the rules.

The City Manager pointed out in Livingston Municipal Code section 13-65 that it provided the City Manager the ability to create restrictions and below that is 13-66 which shows the penalties associated with not following the staged restriction.

Vice-Chair Nootz agreed with Chair Kahle about time consistency in stages 2 and 3. She expressed concerns about how to get this information out to folks who do not use social media. She also suggested getting Sacajawea Park on the same watering schedule that the community would need to follow as a good reference point. She expressed that she liked the plan for staged water restrictions put in place by the City Manager and thought it was great for City staff to present it.

C. APPROVAL OF TWO CITY-COUNTY COMPACT CHAPTERS

PG.65

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this item is the consideration of two chapter in the City-County Compact and the two chapters or zero and one. Chapter Zero contains administrative provisions and Chapter One deals with the City-County Building at 414 E. Callendar.

Motion to approve action item C was made by Commissioner Schwarz and seconded by Commissioner Lyons.

Commissioner Schwarz asked if the percentages are the same as they have been.

The City Manager stated the one ratio that changed is on page 77 which is the operational cost going to 77% to County 23% to City.

The motion passed unanimously by the five members present.

8. City Manager Comment

The City Manager thanked the Commissioners and stated he learned a lot at the City Manager Conference and thanked staff that came to the meeting tonight.

9. City Commission Comments

Commissioner Willich – no comment

Commissioner Lyons was excited about how much he learned tonight.

Commissioner Schwarz expressed in reference to the Car Show he really wants everyone to be able to work together.

Vice-Chair Nootz asked about Commissioner Listening Sessions and would like to talk about it with the next agenda. Additionally she reminded the public that complaints about staff are best directed to the City Manager and complaints about the City Manager best directed to the City Commission.

Chair Kahle thanked City staff for all the information tonight.

10. Adjournment

7:40pm Commissioner Lyons motioned to adjourn the meeting seconded by Commissioner Schwarz. Unanimously approved.

Calendar of Events

Supplemental Material

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File Attachments for Item:

B. APPROVAL OF CLAIMS PAID 5/02/24 - 5/15/24

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ALPINE ELECTRONICS RADIO SHACK							
402	ALPINE ELECTRONICS RADIO	10303743	MOUSE	04/30/2024	14.99	14.99	05/03/2024
Total ALPINE ELECTRONICS RADIO SHACK:					14.99	14.99	
BALCO UNIFORM COMPANY, INC.							
3371	BALCO UNIFORM COMPANY, IN	79280-1	Uniform-HARD	04/30/2024	190.40	190.40	05/03/2024
Total BALCO UNIFORM COMPANY, INC.:					190.40	190.40	
BIG SKY COMMUNICATIONS INC							
10002	BIG SKY COMMUNICATIONS IN	86580	BATTERY	04/08/2024	196.00	196.00	05/03/2024
Total BIG SKY COMMUNICATIONS INC:					196.00	196.00	
CITY OF LIVINGSTON							
131	CITY OF LIVINGSTON	2024_04	Disbursement to City	05/01/2024	6,916.75	6,916.75	05/01/2024
Total CITY OF LIVINGSTON:					6,916.75	6,916.75	
ENERGY LABORATORIES, INC.							
424	ENERGY LABORATORIES, INC.	624549	Analysis parameter	04/18/2024	264.00	264.00	05/03/2024
Total ENERGY LABORATORIES, INC.:					264.00	264.00	
FARSTAD OIL							
3353	FARSTAD OIL	104217	Diesel 1000G	04/30/2024	3,315.00	3,315.00	05/03/2024
Total FARSTAD OIL:					3,315.00	3,315.00	
FITCH & ASSOCIATES LLC							
10005	FITCH & ASSOCIATES LLC	22-8404-03	PROFESSIONAL SERVICES	04/30/2024	13,743.75	13,743.75	05/03/2024
Total FITCH & ASSOCIATES LLC:					13,743.75	13,743.75	
FOREMAN CPO & SERVICES INC							
10005	FOREMAN CPO & SERVICES IN	663	CPO CLASS	04/17/2024	395.00	395.00	05/03/2024
Total FOREMAN CPO & SERVICES INC:					395.00	395.00	
FRONTLINE AG SOLUTIONS, LLC							
2516	FRONTLINE AG SOLUTIONS, LL	1120953	5GAL HYD	04/19/2024	120.00	120.00	05/03/2024
Total FRONTLINE AG SOLUTIONS, LLC:					120.00	120.00	
HAWKINS, INC							
470	HAWKINS, INC	6732114	Chlor cylinder	04/01/2024	100.00	100.00	05/03/2024
Total HAWKINS, INC:					100.00	100.00	
KENYON NOBLE							
776	KENYON NOBLE	13691	HOLE SAW	04/09/2024	56.98	56.98	05/03/2024
776	KENYON NOBLE	16953	2X4	04/10/2024	45.92	45.92	05/03/2024
776	KENYON NOBLE	1780	RETURN	04/15/2024	68.77-	68.77-	05/03/2024
776	KENYON NOBLE	1821	PALLET RETURN	04/16/2024	35.99-	35.99-	05/03/2024
776	KENYON NOBLE	24533	REMIX CONCRETE	04/15/2024	289.91	289.91	05/03/2024
776	KENYON NOBLE	645	RETURN	04/04/2024	79.95-	79.95-	05/03/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
776	KENYON NOBLE	6653	TURNBUCKLE	04/04/2024	297.90	297.90	05/03/2024
776	KENYON NOBLE	7447	BLACKTOP PATCH	04/04/2024	319.80	319.80	05/03/2024
Total KENYON NOBLE:					825.80	825.80	
LEHRKIND'S COCA-COLA							
2830	LEHRKIND'S COCA-COLA	2141896	WateER	04/30/2024	31.50	31.50	05/03/2024
Total LEHRKIND'S COCA-COLA:					31.50	31.50	
MISC							
99999	MISC	TK2023-0114.3	RESTITUTION	05/01/2024	31.25	31.25	05/01/2024
99999	MISC	TK2023-0139.3	RESTITUTION	05/01/2024	91.00	91.00	05/01/2024
99999	MISC	TK2023-0379	Bond Refund	05/03/2024	1,840.00	1,840.00	05/03/2024
99999	MISC	TK2023-0380	RESTITUTION	05/03/2024	2,812.98	2,812.98	05/03/2024
99999	MISC	TK2023-0380.2	Bond Refund	05/03/2024	1,055.00	1,055.00	05/03/2024
99999	MISC	TK2024-0049	Bond Refund	05/01/2024	1,090.00	1,090.00	05/01/2024
Total MISC:					6,920.23	6,920.23	
MOUNTAIN FRESH CLEANING							
10005	MOUNTAIN FRESH CLEANING	FB0000096	CLEANING	05/02/2024	2,800.00	2,800.00	05/03/2024
Total MOUNTAIN FRESH CLEANING:					2,800.00	2,800.00	
MURDOCH'S RANCH & HOME SUPPLY							
3688	MURDOCH'S RANCH & HOME S	171329065093	MAX BATTERY	04/16/2024	209.98	209.98	05/03/2024
Total MURDOCH'S RANCH & HOME SUPPLY:					209.98	209.98	
ONE VISION SOLUTIONS							
10003	ONE VISION SOLUTIONS	LPD-041725-R	RENEWAL COURTROOM VIDEO	04/26/2024	1,279.00	1,279.00	05/03/2024
Total ONE VISION SOLUTIONS:					1,279.00	1,279.00	
OPPORTUNITY BANK OF MONTANA							
3519	OPPORTUNITY BANK OF MONT	TK2023-0114.2	RESTITUTION	05/01/2024	107.85	107.85	05/01/2024
Total OPPORTUNITY BANK OF MONTANA:					107.85	107.85	
O'REILLY AUTOMOTIVE, INC							
2437	O'REILLY AUTOMOTIVE, INC	1558-346942	OIL	04/26/2024	5.99	5.99	05/03/2024
2437	O'REILLY AUTOMOTIVE, INC	1558-346952	OIL	04/26/2024	17.97	17.97	05/03/2024
2437	O'REILLY AUTOMOTIVE, INC	1558-346953	OIL	04/26/2024	17.97	17.97	05/03/2024
Total O'REILLY AUTOMOTIVE, INC:					41.93	41.93	
PACIFIC STEEL & RECYCLING							
3743	PACIFIC STEEL & RECYCLING	8693357	CHANNEL IRON	04/23/2024	137.31	137.31	05/03/2024
Total PACIFIC STEEL & RECYCLING:					137.31	137.31	
SAFETRAC							
3143	SAFETRAC	43647	CDL Services	05/01/2024	750.55	750.55	05/03/2024
3143	SAFETRAC	43782	EMPLOYMENT SCREEN	04/30/2024	425.30	425.30	05/03/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total SAFETRAC:					1,175.85	1,175.85	
UGSI CHEMICAL FEED							
10006	UGSI CHEMICAL FEED	ORD0028042	VALVE ASSEMBLY	05/01/2024	3,776.50	3,776.50	05/03/2024
Total UGSI CHEMICAL FEED:					3,776.50	3,776.50	
Grand Totals:					42,561.84	42,561.84	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

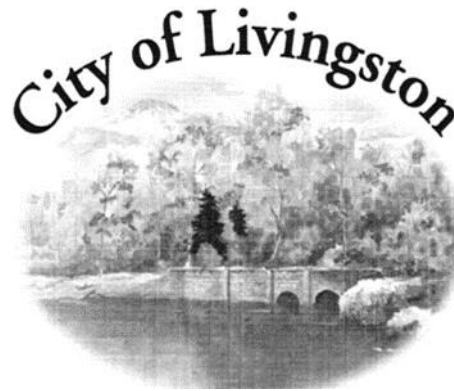
File Attachments for Item:

C. CONSIDERATION OF OPEN CONTAINER SPECIAL EXCEPTION REQUEST FOR TAP INTO MONTANA BREW FEST JUNE 22, 2024

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Consideration of Request for a Special Event Exception to City of Livingston Alcohol Consumption Restrictions

Recommendation and Summary

Staff is recommending the Commission approve an exception to the enforcement of restrictions on consumption of beer or liquor during the 2024 Tap Into Montana Brew Fest event on June 22, 2024, by adopting the following motion:

“I move to approve the request to create an exception to the enforcement of the restrictions on carrying or consuming alcohol during the 2024 Tap Into Montana Brew Fest event.”

The reasons for the recommendation are as follows:

- The Livingston Municipal Code allows the City Commission to provide exceptions for special events to allow public consumption of beer or liquor.
- The City has received a request from a special event operator for such an exception.

Introduction and History

The applicant has submitted a Special Event Permit for a beer tasting event in Miles Park. The event has been successfully hosted in past years and includes both music and food in addition to alcoholic beverages. The event organizer will provide security and ensure identification of all attendees.

Analysis

City departments have reviewed the request and are comfortable with the event as planned pending Commission approval of this waiver.

Fiscal Impact

Application fees will offset costs associated with the event.

Strategic Alignment

Growth Policy strategy 9.2.2.2. encourages the City to “Continue to provide public space and venues for community events and festivals.”

Attachments

- Attachment A: 2024 Brew Fest Application
- Attachment B: Liability Insurance Certificate

City of Livingston Special Event Permit Application

The City of Livingston Special Event Permit Application applies to City of Livingston Streets, Facilities, Parks and Trails; this does NOT include private property. Completed applications must be submitted **at least 6 weeks** prior to the event date. (8 weeks if requesting fee waivers, see Section 7 for eligibility)

Applications **are not considered complete** until the following items have been submitted:

- Signed Application
- Non-refundable application fee: \$50 resident / \$80 non-resident
- Refundable Deposit if utilizing any COL equipment or Facility
- Proof of Liability Insurance
 - \$1,500,000 and \$750,000 per occurrence
 - Fire Casualty and Property loss insurance on the premises in the minimum amount of \$500,000.00 with a loss payable provisions to the City.
- Proposed maps/layout of event
 - If run/walk, include locations of water stations/volunteers/traffic control devices

Application Information (should also serve as the event day contact)

Renter/Contact Name: Rachel Anderson

Organization: Tap into Montana Brew Fest

Email Address: cheers@tapintomt.com Tax ID Number: 81-5072247

Address: PO Box 1556 City, State, Zip: Livingston, MT 59047

Mobile Phone: 406-222-4475 Work Phone: 406-333-3040

Group insuring event: Markouture Inc., DBA M Design Group

Insurance Company: The Hartford Policy Number: 41SBMAF0349

Insurance Agent: Marsh & McLennan Agency Insurance Phone: 866-467-8730

Insurance Address: 3600 WISEMAN BLVD SAN ANTONIO TX 78251

Event Information

Name of Event: Tap into Montana Brew Fest Date of Event: June 22, 2024

Event Type: Brew Fest Approx # of Attendees: 750

Proposed Route(s) and/or Map(s) Attached: Time(s) of event: 2-7pm

Set up Begins: 9:30am	Event Begins: 2pm	Event ends: 7pm	Cleanup Complete: 8pm
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Please provide a brief description of your event: *(use additional sheet if you need more space)*
Tap into Montana Brew Fest. Featuring beer tasting from Montana breweries, live music, local food, a brewers Olympics and lots of fun. A portion of the proceeds from the event will benefit a local nonprofit.

Please identify any safety / security issues:

All staff and breweries are all trained with safe server training to identify underage or over served individuals. All attendees will be ID'ed prior to entry - special wristbands required for all attendees who will be consuming beer. We have hired security officers on hand at the event.

Do you plan for your event to:

Have food: Yes If yes, have you contacted the Park County Sanitarian at 406-222-4145 and followed all requirements? We will have food trucks and will require them to be fully in compliance.

Accumulate waste: Yes If yes, please notate your disposal plan (We recommend 1 – 96 Gallon can per 200 people): We will use your trash cans and have them dispersed throughout the park.

The City of Livingston will supply additional trash cans for your event, if utilizing, please notate quantity:

_____ Mon – Fri, 7am – 4pm: \$20 for first can; \$10 per additional can

5 Mon – Fri, 4pm-10pm; Saturday & Sunday: \$30 for first can; \$15 per additional can

Need restrooms: No If yes, how do you plan to accommodate? (We recommend one toilet per 250 people) We will be providing additional portal potties + hand washing station for the event

Need electricity: Yes If yes, what for and what source do you plan to use?

Music on stage @bandshell, devices for POS for ticketing and merchandise + food vendors

Utilize parking: Yes If yes, how do you plan to accommodate?

We will reserve the spaces on the park side of the civic center for breweries and vendors.

Utilize City park/facility/space: Yes If yes, please name the space and provide record of reservation. Contact the Recreation Department at 406-223-2233 to reserve.

We are renting the Miles Park Bandshell and surrounding park area.

Use a stage, bleachers, tents or other temporary structures: Yes

If yes, please attach a drawing of proposed location(s) and sizes. \$30 irrigation locate fee applies when in parks.

***Utilize Cones, A-frames or Barricades from the City of Livingston:**

Candlestick Cones: 0 @ \$3 each A-Frames: 0 @ \$7 each Barricades: 0 @ \$12 each

Construction Fencing: 0 @ \$15 / 100 feet

**When rented individually these items do require a \$100 refundable deposit upon return of items*

Street Closure: Yes If yes, please notate number of streets* in accurate space provided as well as on the route map

0 Mon – Fri, 7am – 4pm: \$110 each (up to 2 streets) \$50 per street over 2

0 Mon – Fri, 4pm-10pm; Saturday & Sunday: \$200 each (up to 2 streets) \$100 per street over 2

**A street is considered one city block. Permit Holder understands responsibility to notify ALL residents / businesses affected by closure*

Alcohol to be served at event: Yes If yes, describe the location of sales, liquor license to be used and measures to insure proper ID for purchases and persons supervising the operation:

Each individual brewery will be pouring their own beer. All representatives are required to be alcohol server trained.

Liquor Liability Attached as described in Section 7

Proof of Alcohol Server Training as described in Section 7

Requests for special animal policy considerations as described in Section 7: No

If yes, please describe:

Will the event require camping or temporary housing: NO If yes, have you the Park County Sanitarian at 406-222-4145 to set up a temporary housing plan and answer the following questions:

_____ Date(s) Camping will occur _____ Location of camp site(s) _____ Number of campers
_____ Number of tents _____ Location of tent(s) _____ Fire Ring(s) needed? *(must be authorized by Fire Dept)*

Please describe plan for water/sanitation facilities and parking:

Agreement to the City of Livingston Special Event conditions. Application hereby agrees to comply with the City of Livingston Special Event Conditions (Policy & Fee Schedule – Section 7). Upon signing this application, the applicant agrees not to violate any state or city codes in the presentation of the requested special event.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Livingston, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person from all liability claims, actions or judgements which may arise from the activity. Applicants also agree to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Livingston from all losses arising out of its activity, including damages of any kind or nature.

I, Rachel Anderson hereby agree to the terms of insurance as set forth by the City of Livingston for my special event, and realize I must attach proof of insurance with this document in order for my application to be considered complete.

Rachel Anderson

Digitally signed by Rachel Anderson
Date: 2024.03.21 08:51:48 -06'00'

_____ **Responsible Party (must have authority to sign)** **Date**

_____ **City of Livingston City Manager** **Date**



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

March 21, 2024

For Informational Purposes
201 S MAIN ST
LIVINGSTON MT 59047-3016

Account Information:

Policy Holder Details :	Markouture DBA M Design Group
--------------------------------	--------------------------------------



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2024

19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH & MCLENNAN AGENCY LLC/PHS 41451323 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext):		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Markouture DBA M Design Group 201 S MAIN ST LIVINGSTON MT 59047-3016	INSURER A: Twin City Fire Insurance Company		NAIC# 29459
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			41 SBM AF0349	10/15/2023	10/15/2024	EACH OCCURRENCE	\$1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$1,000,000	
			MED EXP (Any one person)				\$10,000	
			PERSONAL & ADV INJURY				\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	
							AGGREGATE	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			41 SBM AF0349	10/15/2023	10/15/2024	Each Claim Limit Aggregate Limit	\$10,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
 201 S MAIN ST
 LIVINGSTON MT 59047-3016

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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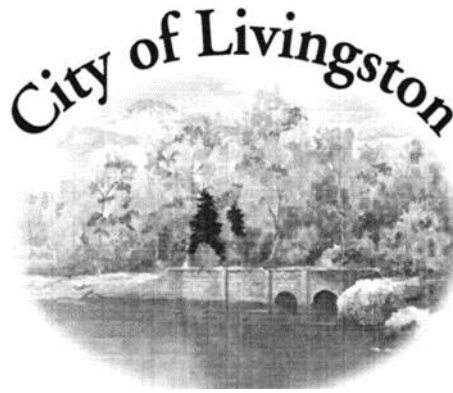
File Attachments for Item:

D. CONSIDERATION OF OPEN CONTAINER SPECIAL EXCEPTION REQUEST FOR THE 100th ANNUAL LIVINGSTON ROUNDUP PARADE JULY 2, 2024

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Consideration of Request for a Special Event Exception to City of Livingston Alcohol Consumption Restrictions

Recommendation and Summary

Staff is recommending the Commission approve an exception to the enforcement of restrictions on consumption of beer or liquor during the 2024 Livingston Roundup Parade event on July 2, 2024, by adopting the following motion:

“I move to approve the request to create an exception to the enforcement of the restrictions on carrying or consuming alcohol during the 2024 Livingston Roundup Parade.”

The reasons for the recommendation are as follows:

- The Livingston Municipal Code allows the City Commission to provide exceptions for special events to allow public consumption of beer or liquor.
- The City has received a request from a special event operator for such an exception.

Introduction and History

The applicant has submitted a Special Event Permit for a parade in downtown Livingston. The event has been successfully hosted in past years and includes a parade with both food alcoholic beverage vendors.

Analysis

City departments have reviewed the request and are comfortable with the event as planned pending Commission approval of this waiver.

Fiscal Impact

Application fees will offset costs associated with the event.

Strategic Alignment

Growth Policy strategy 9.2.2.2. encourages the City to “Continue to provide public space and venues for community events and festivals.”

Attachments

- Attachment A: 2024 Livingston Roundup Parade Application
- Attachment B: Liability Insurance Certificate

City of Livingston Special Event Permit Application

The City of Livingston Special Event Permit Application applies to City of Livingston Streets, Facilities, Parks and Trails; this does NOT include private property. Completed applications must be submitted **at least 6 weeks** prior to the event date. (8 weeks if requesting fee waivers, see Section 7 for eligibility)

Applications **are not considered complete** until the following items have been submitted:

- Signed Application
- Non-refundable application fee: \$50 resident / \$80 non-resident
- Refundable Deposit if utilizing any COL equipment or Facility
- Proof of Liability Insurance
 - \$1,500,000 and \$750,000 per occurrence
 - Fire Casualty and Property loss insurance on the premises in the minimum amount of \$500,000.00 with a loss payable provisions to the City.
- Proposed maps/layout of event
 - If run/walk, include locations of water stations/volunteers/traffic control devices

Application Information (should also serve as the event day contact)

Renter/Contact Name: Leslie Feigel

Organization: Livingston Area Chamber of Commerce

Email Address: info@livingston-chamber.com

Tax ID Number: 81-0160223

Address: 303 E. Park St

City, State, Zip: Livingston MT 59047

Mobile Phone: 406-223-6603

Work Phone: 406-222-0850

Group insuring event: Lightfoot and Associates

Insurance Company:

Policy Number: 34SBAPP9189

Insurance Agent: Harper West

Insurance Phone: 720-261-2249

Insurance Address: 8354 Northfield Blvd Ste 3700, San Antonio, TX 78257

Event Information

Name of Event: 100th Annual Livingston Roundup Parade

Date of Event: July 2nd 2024

Event Type: Parade

Approx # of Attendees: 8K-10K

Proposed Route(s) and/or Map(s) Attached: YES

Time(s) of event: 3-5pm

Set up Begins: 1pm

Event Begins: 3pm

Event ends: 5pm

Cleanup Complete: 6pm

Please provide a brief description of your event: *(use additional sheet if you need more space)*

This is a wonderful historic parade with 3 announcer booths on the route as well as a judging booth. Autos and animals as well as all entry's are all previously signed up via waivers and will be visited prior to the parade by the Rules committee. This has been a safe and wonderful event for many years without any issues. We post the Rules via news and social regarding no chairs blocking sidewalks before 6am parade day and we chalk the route to keep the little ones safe. We don't allow candies to be thrown from the center of the route as they have to have walkers to get the candy out to the crowd over the chalk lines. We have the set up area's to the south around the high school and the park and the route gets pretty cleared up by 6pm as it usually ends by 5pm.

Please identify any safety / security issues:

We are eliminating protesting for attendees and some of the problematic entry's and the only safety concerns are keeping kids and adults out of the route. We will have the Governor in the Parade as well as other constituents and the governor will be in the parade start with his detail. I will be giving the information to our Sheriffs dept. and local Police as the organization gets closer so they can work with his detail.

Do you plan for your event to:

Have food: No If yes, have you contacted the Park County Sanitarian at 406-222-4145 and followed all requirements?

Accumulate waste: Yes If yes, please notate your disposal plan (We recommend 1 – 96 Gallon can per 200 people):

The City of Livingston will supply additional trash cans for your event, if utilizing, please notate quantity:

22 Mon – Fri, 7am – 4pm: \$20 for first can; \$10 per additional can

Mon – Fri, 4pm-10pm; Saturday & Sunday: \$30 for first can; \$15 per additional can

Need restrooms: Yes If yes, how do you plan to accommodate? (We recommend one toilet per 250 people)

We always use the Crazy Mtn Industries

Need electricity: No If yes, what for and what source do you plan to use?

Utilize parking: No If yes, how do you plan to accommodate?

Utilize City park/facility/space: No If yes, please name the space and provide record of reservation. Contact the Recreation Department at 406-223-2233 to reserve.

Use a stage, bleachers, tents or other temporary structures: NO

If yes, please attach a drawing of proposed location(s) and sizes. \$30 irrigation locate fee applies when in parks.

***Utilize Cones, A-frames or Barricades from the City of Livingston:** NO

Candlestick Cones: ___ @ \$3 each A-Frames: ___ @ \$7 each Barricades: ___ @ \$12 each

Construction Fencing: ___ @ \$15 / 100 feet

**When rented individually these items do require a \$100 refundable deposit upon return of items*

Street Closure: Yes If yes, please notate number of streets* in accurate space provided as well as on the route map

___ Mon – Fri, 7am – 4pm: \$110 each (up to 2 streets) \$50 per street over 2

___ Mon – Fri, 4pm-10pm; Saturday & Sunday: \$200 each (up to 2 streets) \$100 per street over 2

**A street is considered one city block. Permit Holder understands responsibility to notify ALL residents / businesses affected by closure*

Alcohol to be served at event: NO If yes, describe the location of sales, liquor license to be used and measures to insure proper ID for purchases and persons supervising the operation:

but during the closed area for parade only we request the alcohol container waiver. We will distribute over 21 id tags to the bars on the route.

Liquor Liability Attached as described in Section 7

Proof of Alcohol Server Training as described in Section 7

Requests for special animal policy considerations as described in Section 7: NO If yes, please describe:

No dogs on parade day downtown

Will the event require camping or temporary housing: **No** If yes, have you the Park County Sanitarian at 406-222-4145 to set up a temporary housing plan and answer the following questions:

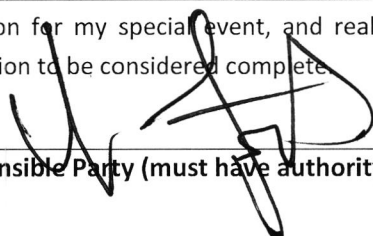
_____ Date(s) Camping will occur _____ Location of camp site(s) _____ Number of campers
_____ Number of tents _____ Location of tent(s) _____ Fire Ring(s) needed? *(must be authorized by Fire Dept)*

Please describe plan for water/sanitation facilities and parking:

Agreement to the City of Livingston Special Event conditions. Application hereby agrees to comply with the City of Livingston Special Event Conditions (Policy & Fee Schedule – Section 7). Upon signing this application, the applicant agrees not to violate any state or city codes in the presentation of the requested special event.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Livingston, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person from all liability claims, actions or judgements which may arise from the activity. Applicants also agree to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Livingston from all losses arising out of its activity, including damages of any kind or nature.

I, Leslie J Feigel hereby agree to the terms of insurance as set forth by the City of Livingston for my special event, and realize I must attach proof of insurance with this document in order for my application to be considered complete.



2-6-24

Responsible Party (must have authority to sign) **Date**

City of Livingston Parks & Recreation **Date**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **03/30/25**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER 720-261-2249 877-546-8204 Lightfoot & Associates LLC 8354 Northfield Blvd Suite 3700 San Antonio, Tx 78257	CONTACT NAME: Lightfoot & Associates LLC PHONE (A/C, No., Ext): 720-261-2249 FAX (A/C, No.): 877-546-8204 E-MAIL ADDRESS: harperwest@yahoo.com														
INSURED Livingston Area Chamber of Commerce 303 E Park Street Livingston, MT 59047	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : The Hartford</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Hartford		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34SBAPP9189	04/30/2023	04/30/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER														
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E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is listed as additional insured

CERTIFICATE HOLDER City of Livingston Montana 414 E. Callender Street Livingston, MT 59047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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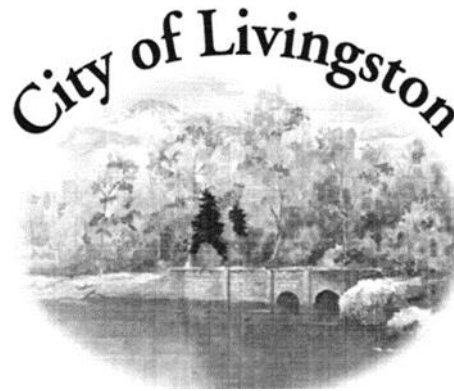
File Attachments for Item:

E. CONSIDERATION OF ACCEPTANCE OF A DONATED GAZEBO

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Consideration of the Donation of a Gazebo

Recommendation and Summary

Staff is recommending the Commission approve the acceptance of a donation by adopting the following motion:

“I move to approve acceptance of a donated Gazebo to be placed in Sacajawea Park.”

The reasons for the recommendation are as follows:

- The City of Livingston was approached by a community member regarding the donation of a gazebo to memorialize a loved one.
- The City and community member have worked to identify a suitable location.

Introduction and History

The City of Livingston was approached by a community member regarding the donation of a Gazebo to honor the memory of a relative who was a long-time Livingston resident. The City’s Parks Division has worked with the family to identify a location within Sacajawea Park, which was the location of many family celebrations.

Analysis

As shown in Attachment A, a new gazebo was contemplated in the existing Parks Master Plan between the two tennis court areas. In recognition of existing water infrastructure in that location, the site has been shifted closer to the parking area. Doing so will also make the gazebo more accessible from the parking area and Pompeii’s Playground.

Fiscal Impact

The donation covers all material and supplies required in the project. Certain incidental expenses may be incurred during the installation process including staff supervisory support.

Strategic Alignment

Growth Policy strategy 9.1.4.2. encourages the City to “Continue to secure funding sources to upgrade existing and provide new public facilities, and parks and trails.”

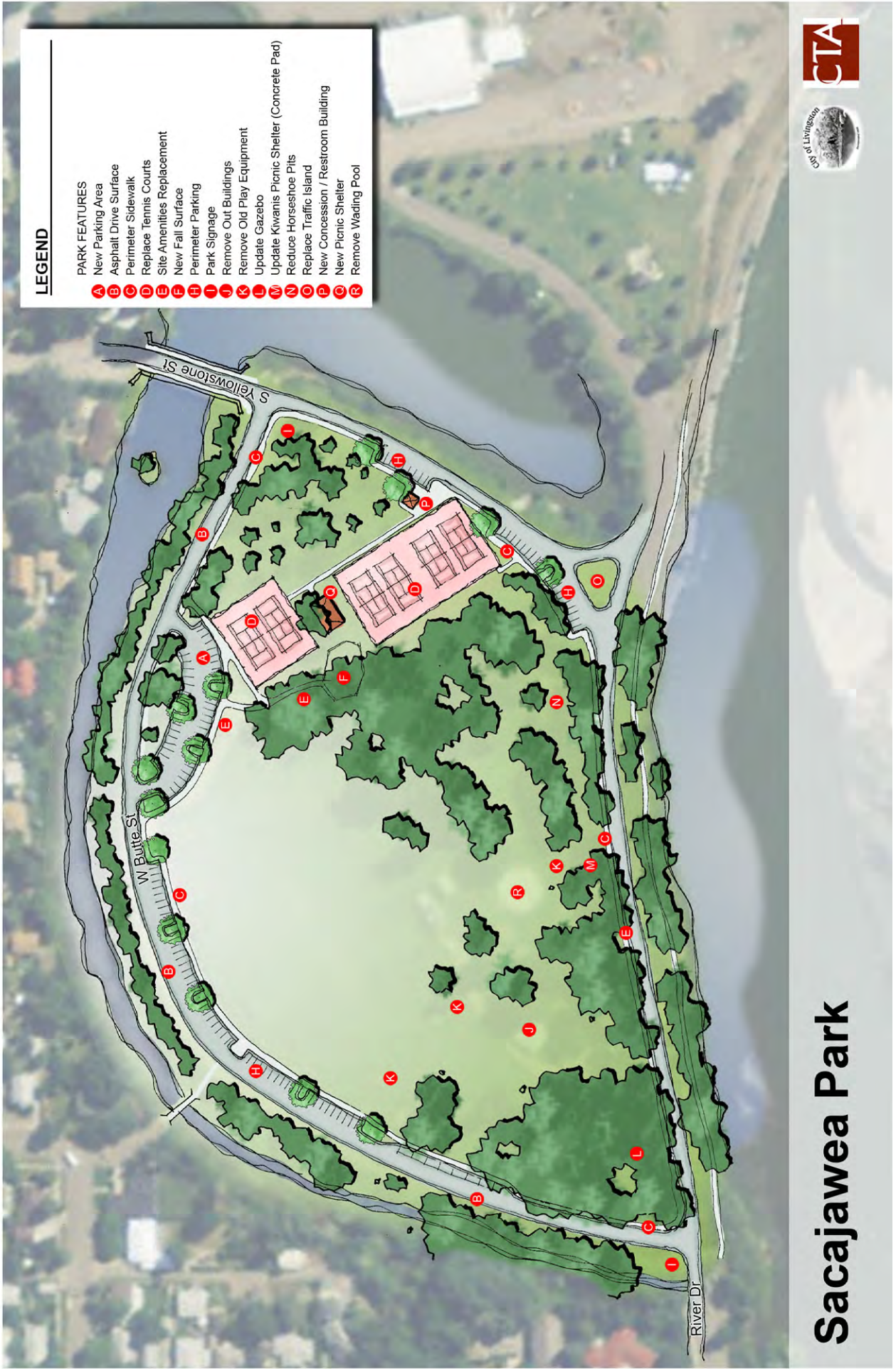
Attachments

- Attachment A: Parks Master Plan Map of Sacajawea Park
- Attachment B: Proposed Location of Gazebo

Sacajewea Park Cost Estimate

A. New Parking Area – Tennis	2300	SY	@	\$35.00	=	\$80,500.00
Storm Sewer	1	LS	@	\$10,000.00	=	\$10,000.00
Wheel Stops	65	EA	@	\$20.00	=	\$1,300.00
<i>D. Subtotal Tennis Court</i>						<i>\$91,800</i>
B. Asphalt Overlay	3500	SY	@	\$15.00	=	\$52,500.00
C. Perimeter Sidewalk	16,500	SF	@	\$5.00	=	\$82,500.00
D. Replace Tennis Courts						
Remove existing Asphalt	1872	SY	@	\$5.00	=	\$9,360
Install Post Tensioned Concrete (6 Courts)	16848	SF	@	\$10.00	=	\$168,480
Install Synthetic Surface for 6 courts	16848	SF	@	\$5.00	=	\$84,240
Lighting	6	EA	@	\$5,500.00	=	\$33,000
Fencing	1000	LF	@	\$27.00	=	\$27,000
Miscellaneous Work	1	LS	@	\$5,000.00	=	\$5,000
Concrete Pavement Sidewalk	11193	SF	@	\$5.00	=	\$55,965
<i>D. Subtotal Tennis Court</i>						<i>\$383,045</i>
E. Site Amenities Replacement	10	EA	@	\$2,000.00	=	\$20,000
F. New Fall Surface – Pompeys	190	CY	@	\$30.00	=	\$5,700
H. Perimeter Parking	1400	SY	@	\$35.00	=	\$49,000
I. Park Signage	1	LS	@	\$5,000.00	=	\$5,000
J. Remove Outbuildings (Demo)	7	EA	@	\$12,000.00	=	\$84,000
K. Remove old Playgrounds (storage)	1	LS	@	\$3,000.00	=	\$3,000
L. Update Gazebo	1	LS	@	\$5,000.00	=	\$5,000
M. Update Kiwanis Picnic Shelter (Concrete)	2500	SF	@	\$5.00	=	\$12,500
N. Reduce Horseshoe Pit Number (regrade)	1	LS	@	\$500.00	=	\$500
O. Replace Traffic Island	1	LS	@	\$20,000.00	=	\$20,000
P. New Concession/Restroom Building	1050	SF	@	\$130.00	=	\$136,500
Q. New Picnic Viewing Shelter	1	LS	@	\$30,000.00	=	\$30,000
R. Remove Wading Pool	1	LS	@	\$4,000.00	=	\$4,000
				Subtotal Priority Projects		\$5,700
				Design/Engineering @ 0%		\$0
				Total Priority Projects		\$5,700
				Subtotal Maintenance		\$3,500
				Design/Engineering @ 0%		\$0
				Total Maintenance		\$3,500
				Subtotal 10-Year Plan		\$839,345
				Design/Engineering @ 10%		\$83,935
				Total 10-Year Plan		\$923,280
				Subtotal-Long Term Goals		\$136,500
				Design/Engineering @ 10%		\$13,650
				Total-Long Term Goals		\$150,150
				Project Total Sacajewea Park		\$1,082,630

- LEGEND**
- PARK FEATURES**
- A New Parking Area
 - B Asphalt Drive Surface
 - C Perimeter Sidewalk
 - D Replace Tennis Courts
 - E Site Amenities Replacement
 - F New Fall Surface
 - H Perimeter Parking
 - I Park Signage
 - J Remove Out Buildings
 - K Remove Old Play Equipment
 - L Update Gazebo
 - M Update Kiwanis Picnic Shelter (Concrete Pad)
 - N Reduce Horseshoe Pits
 - O Replace Traffic Island
 - P New Concession / Restroom Building
 - Q New Picnic Shelter
 - R Remove Wading Pool



Sacajawea Park



Proposed Location



Parks Master Plan Location

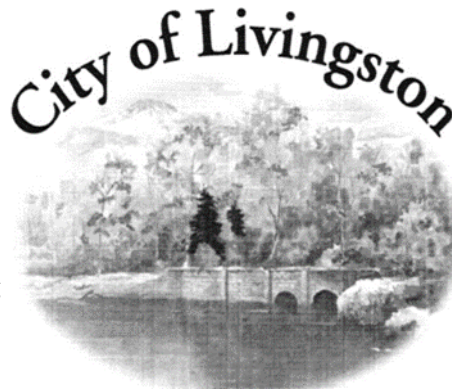
File Attachments for Item:

F. TRANSMITTAL OF RESULTS FROM GATEWAY OVERLAY ZONE WORKSHOP

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chair
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
Quentin Schwarz
Torrey Lyons
James Willich

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Transmittal of Summary and Recommendations Memo from the Livingston Gateways Visioning Workshop

Recommendation and Summary

Staff is transmitting a Summary and Recommendations memo for the Gateways Visioning Workshop held on February 26, 2024. The Commission is recommended to receive and file the results by adopting the following motion:

“I move to receive and file the Livingston Gateways Visioning Workshop Summary and Recommendations memo.”

The reasons for the recommendation are as follows:

- Recommendations included in the memo further several Growth Policy Goals, Objectives and Strategies related to community character, design guidelines and entry points into Livingston.
- The memo will inform the City’s efforts to identify the locations of Community Gateways and establish standards for new and redevelopment within these Gateway Districts.

Introduction and History

In 2021, the City adopted a Growth Policy that included recommendations for the establishment of Community Gateways at key entry and exit points at the periphery of City limits. These Gateway Overlay Zones are included in the Future Land Use Map in the Growth Policy; however, to date, no Gateway Districts have been established or incorporated into the Zoning Code. The Gateways Visioning Workshop served to continue community discussion around Gateways that originated during the creation of the Growth Policy.

Analysis

Although locations for Community Gateways were never mapped or codified, Building Design Standards were established prior to adoption of the 2021 Growth Policy which comprise Section 30.46 of the Zoning Code.

In the coming year, the City will embark on a comprehensive Zoning Code Update process to align the Zoning Code with the guidance and recommendations found in the Growth Policy. Included in the Gateways Visioning Workshop memo is the recommendation that, while the Code Update is underway, the City should utilize the existing Building Design Standards in Section 30.46, along with Growth Policy guidance, as a tool to encourage development in Gateway Areas that contributes to the vision of the community and reflects the unique character of the City of Livingston.

The enclosed memo provides a framework for how the City will proceed in establishing Gateway Overlay Districts and will promote implementation of goals, objectives and strategies in the Growth Policy related to community gateways, as noted under the Strategic Alignment section of this Staff Report, below.

Fiscal Impact

There is no fiscal impact to the City that will result from the receipt and filing of this memo.

Strategic Alignment

Recommendations outlined in the memo support the following goal, objective and strategies as identified in the 2021 Growth Policy:

Goal 2.1: Preserve and enhance Livingston’s unique community character.

Objective 2.1.1: Establish community gateways to indicate entrances into Livingston and celebrate its character.

Strategy 2.1.1.1: Identify key roadway and non-motorized entry points – or Gateways – into Livingston.

Strategy 2.1.1.2: Review, update, and enforce the policies, procedures, and building design guidelines in Livingston’s gateways.

Strategy 2.1.1.3: Explore adopting design overlay zones in gateways.

Strategy 2.1.1.4: Develop effective wayfinding signage for locals and tourists to easily find destinations, trails and parks, and parking within and nearby gateways.

Attachment

A: Livingston Gateways Visioning Workshop Summary & Recommendations Memo dated May 15, 2024



Workshop Summary & Recommendations Memo

5.15.2024

Prepared By:



In Collaboration With:



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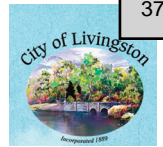
Executive Summary:

Consultants from Crescendo Planning & Design and Robert Peccia & Associates were tasked with conducting a workshop to assist City of Livingston Staff in engaging their community on the topic of Gateways into and out of the community. This topic - expressed more broadly at the time as Gateway Overlay Zones - was one of many discussed at a high-level during the 2021 Growth Policy effort, and it has been a common theme in the community input received in the on-going Downtown Master Plan process. As the Downtown Master Plan nears completion, and the City looks to update its Zoning Code, it was identified as an important conversation to revisit and elaborate upon.

Main takeaways from the visioning workshop are as follows:

- Workshop participants expressed generally consistent support for many of the types of Gateway Treatments discussed and shown during the workshop, including in the expression of the level of appropriateness of the examples shown from other communities; however, in the large group discussion format, and in the small group exercises, there was also a clear desire to find ways to express gateways in Livingston, without compromising the rural/open space character at the City's edges.
- Identity and authenticity - often challenging attributes to define and gain consensus on - were consistently high priorities in all conversations, with the greatest consensus revolving around expressions of the history of the City of Livingston, and of the lands and nature upon which the City is now located.
- Many participants expressed frustration around the character of development along the edges of town at the highway entrances/exits, particularly in comparison to the rich architectural character of the Downtown and the neighborhoods in Livingston. This was often linked with a concern that the "first impression" of Livingston for highway users not only does not live up to the City's reputation, and is not compelling enough to encourage a visit.
- Of the 3 primary groupings of Gateway Treatments explored - Signage, Public Art & Landscaping; Land Use, Building Form & Articulation; and Roadway Changes - the greatest support was shown for a mix of the first two groupings. Generally, at the Western edge of the City, there was a preference for using Signage to signal the arrival to Livingston, with a more well-designed mix of uses as one moves east into the City; at the Southern edge of the City, there was a strong desire for higher quality development and a greater mix of Land Uses to signal the Gateway into the City, along with select locations for Signage, Public Art & Landscaping; and at the Eastern edge of the City, there was a preference for the use of Signage, Public Art & Landscaping, coupled with non-motorized trail access, and a celebration of the natural open space before one moves west into the City.

Recommendations for potential implementation actions, based upon the inputs gained in the workshop, are included on the final pages of this document.



Workshop & Presentation Overview:

On Monday, February 26th, 2024, from 5:00 - 7:00 pm, the City of Livingston hosted a public “Gateways Visioning Workshop” in the Ballroom of the Shane Lalani Center for the Arts. Approximately 35 community members were in attendance, in addition to City staff and members of the consultant team.

The workshop began with introductory remarks from City Manager Grant Gager, who thanked everyone who made the trip (in the snow and wind) to participate in the event. The City Manager emphasized the importance of the workshop as a continuation of a conversation that had started during the 2021 Growth Policy effort, and has continued into the on-going Downtown Master Plan effort, mentioning that as the City plans to update its Zoning Code, and implement other recommendations from the Growth Policy, this would be an important step in determining how best to do so.



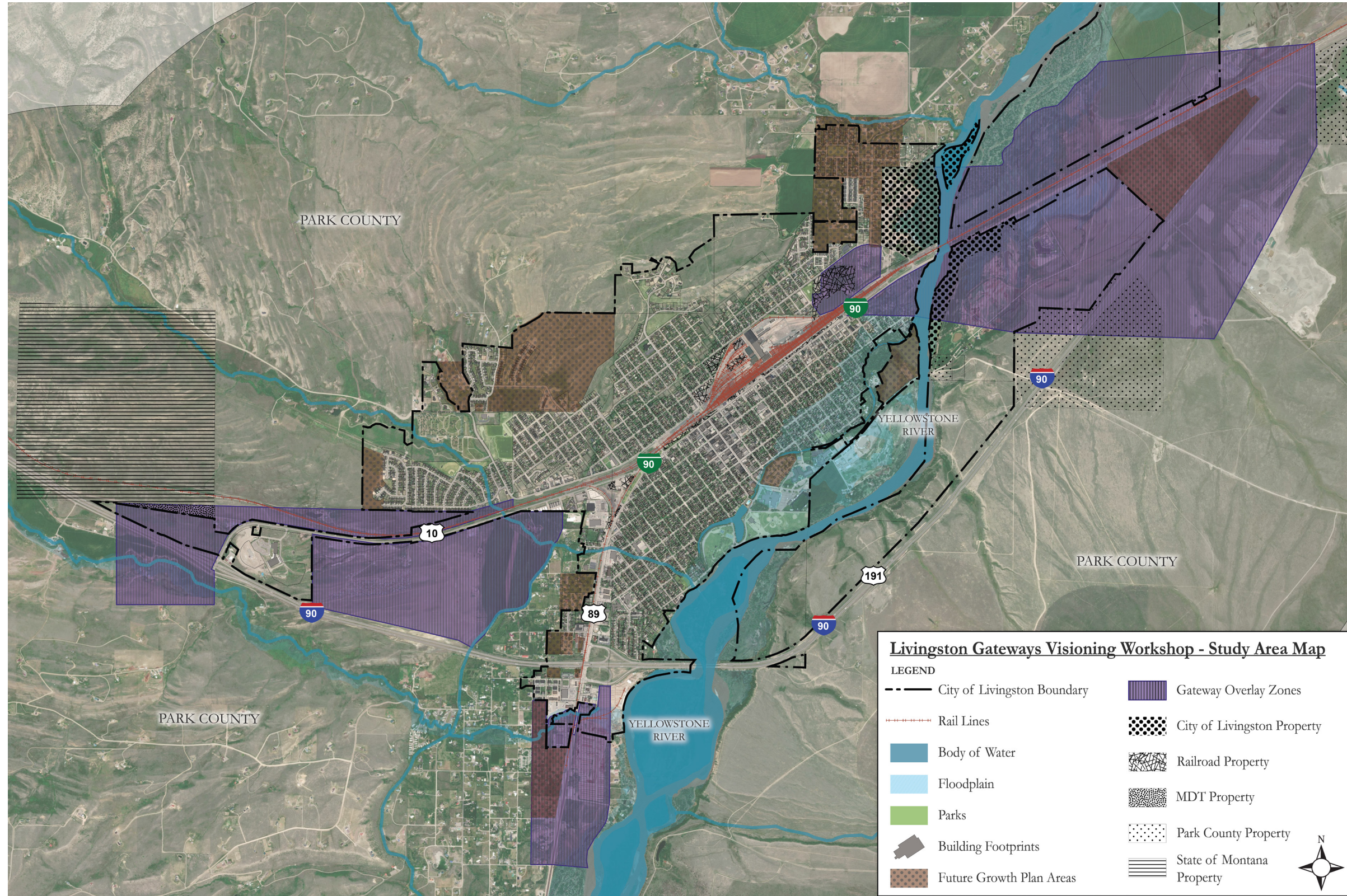
Andy Rutz, with Crescendo Planning & Design, then gave a 35-minute presentation highlighting some of the various types of Gateway treatments that peer communities to Livingston and/or other Montana communities have implemented in their cities and towns. Building this shared understanding amongst all participants

was critical to helping to achieve the overall goal of the workshop - to better understand the common gateway elements that the Livingston community desires. The presentation first reflected on Livingston’s history as the Gateway to America’s First National Park, highlighting how that relationship has evolved with the changing modes of transportation - the loss of passenger rail, build out of the highways, and the resulting modern-day gateways being defined as the highway-adjacent entry points into Livingston. The presentation then acknowledged the recent policy direction from the Growth Policy around Gateway Overlay Zones - three of which were identified (**see map on the following page**), but lack regulatory mechanisms to implement a Design Overlay District at those locations; the Building Design Standards that exist in Chapter 30 of the Zoning Code, but are not mapped to be applicable at any Gateway locations; and the on-going community conversations about Gateways that have occurred relative to the Downtown during its Master Plan process. Finally, the presentation provided examples of Gateway treatments organized into three types:

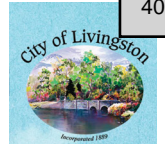
- Signage, Public Art & Landscaping
- Land Use, Building Form & Articulation
- Roadway Changes

For each type, an indication of the Type of Implementation (Physical Investment, Regulatory, and/or Infrastructure) was provided, a high-level timeline for implementation (Short-to-Long-term); and an identification of typical barriers to implementing each type of treatment. In addition, each type was then illustrated with a series of photos or renderings showing how specific communities have implemented such treatments.

Study Area Map showing the Western, Southern & Eastern Gateway Overlay Zones, as established by the Growth Policy



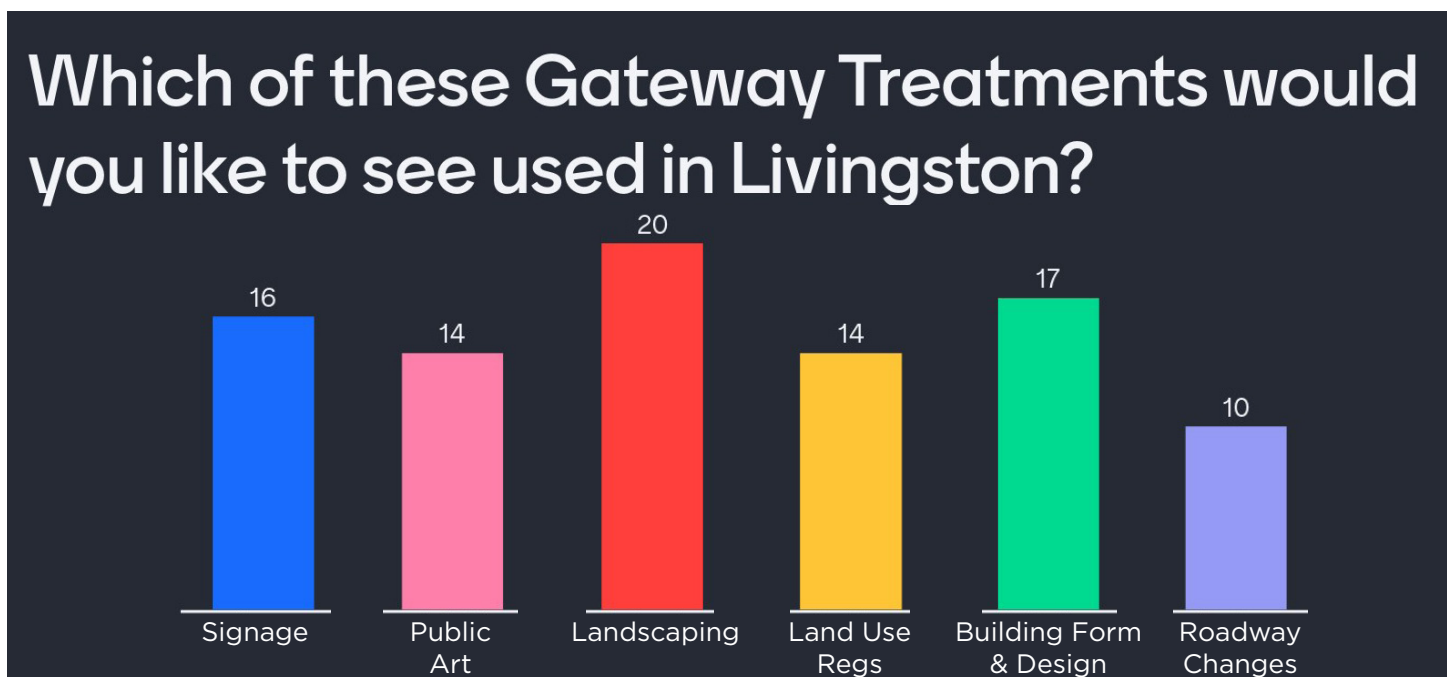
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Mentimeter Polling Results:

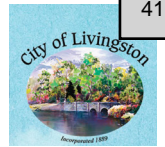
Following the presentation, a polling questionnaire - utilizing the same example imagery used in the presentation - was given to attendees using the Mentimeter online polling platform. There was consistent participation from about 25 attendees in the polling exercise. In the questionnaire, facilitators collected input on those participants' preferences for each of the various types of gateway treatments that were presented. Results from that questionnaire are shown in this section of the document.

Reflecting back on the various Gateway Treatments shown during the presentation - Signage, Public Art, Landscaping, Land Use Regulations, Building Form & Design Standards, and Roadway Changes - participants were first asked to identify those that they would like to see used in Livingston, and were allowed to select as many options as they supported.



As shown in the graphic above, there was strong support for Landscaping, Building Form & Design Standards, Signage, Public Art, and Land Use Regulations, with over 50% of participants indicating their support for using those types of Gateway Treatments in Livingston. Roadway Changes were the type of treatment that received the least support, but still received support from about 40% of participants.

Next, participants in the polling exercise were asked to, "Help us gauge the appropriateness of specific treatments for Livingston." This visual preference exercise was done through the use of a red-yellow-green scale to indicate their opinions on the appropriateness of specific Gateway Treatment examples shown in precedent imagery. As shown on the following pages, participants generally expressed support for each example, with the most reservations coming on the larger scale pylon-type signage as a Gateway Treatment.



Mentimeter Polling Results (Cont.):

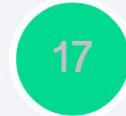
Is this type of Gateway treatment worth exploring in Livingston?



Red



Yellow



Green

Location of example treatments shown: Big Sky, MT and Cut Bank, MT

Is this type of Gateway treatment worth exploring in Livingston?



Red



Yellow



Green

Location of example treatment shown: West Glacier, MT

Mentimeter Polling Results (Cont.):

Is this type of Gateway treatment worth exploring in Livingston?



4

Red

10

Yellow

12

Green

Location of example treatment shown: Columbia Falls, MT

Is this type of Gateway treatment worth exploring in Livingston?



8

Red

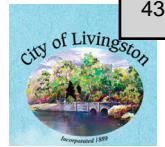
13

Yellow

4

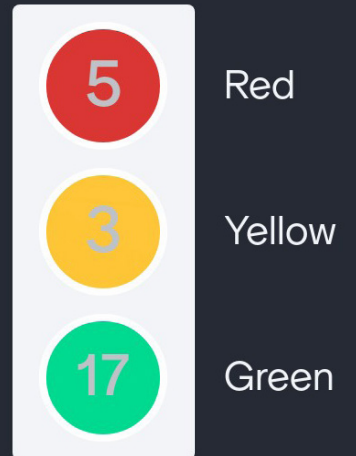
Green

Location of example treatments shown: Frederick, CO



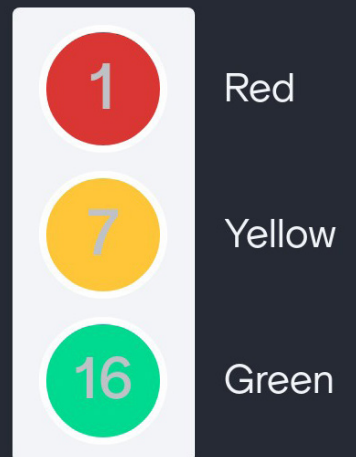
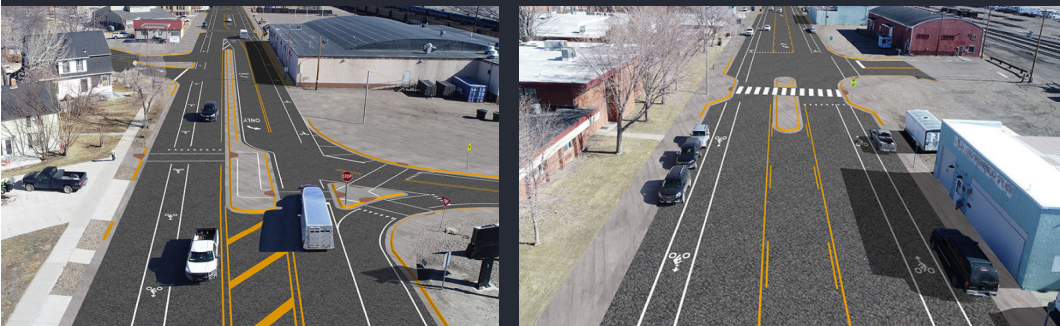
Mentimeter Polling Results (Cont.):

Is this type of Gateway treatment worth exploring in Livingston?



Location of example treatment shown: Carbondale, CO

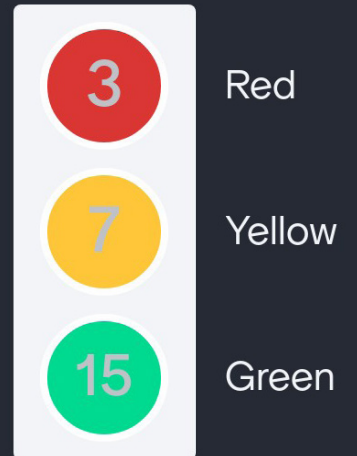
Is this type of Gateway treatment worth exploring in Livingston?



Location of example treatments shown: Glendive, MT

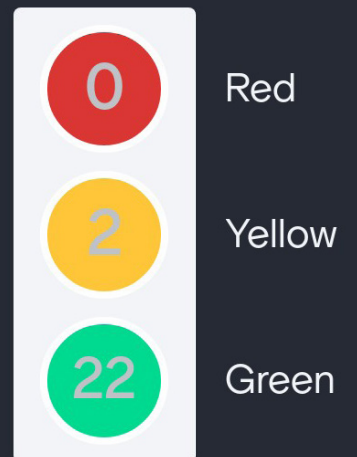
Mentimeter Polling Results (Cont.):

Is this type of Gateway treatment worth exploring in Livingston?



Location of example treatments shown: Bozeman, MT and Helena, MT

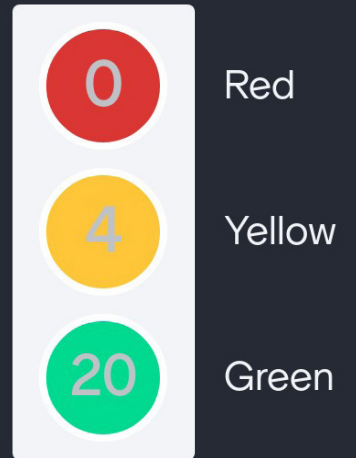
Is this type of Gateway treatment worth exploring in Livingston?



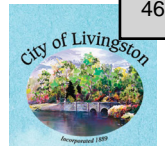
Location of example treatments shown: Whitefish, MT and Lewistown, MT

Mentimeter Polling Results (Cont.):

Is this type of Gateway treatment worth exploring in Livingston?



Location of example treatments shown: Lyons, CO



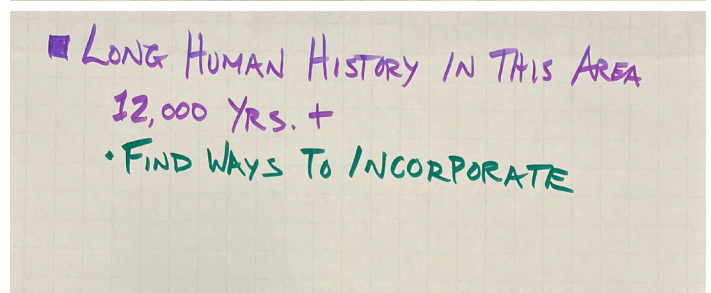
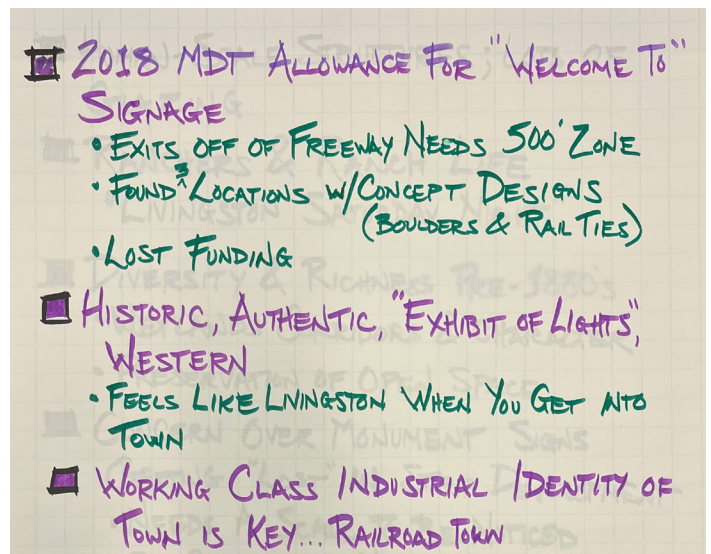
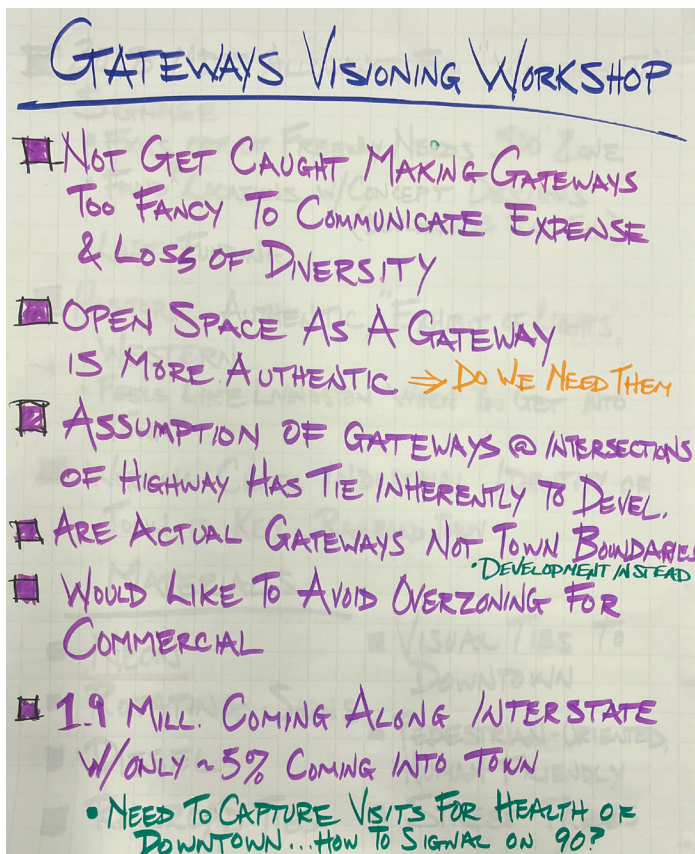
Large Group Visioning Discussion:

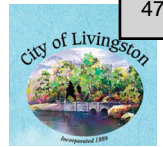
For the next 25 minutes, workshop participants engaged in a large group visioning discussion, which was facilitated by the consultant team, and focused primarily on two topics:

- An opportunity for attendees to provide greater detail and insight into their initial impressions of the various Gateway Treatments that were presented, and to elaborate on which may, or may not, be appropriate to explore further for Livingston. Community members were also encouraged to contribute ideas they may have for Gateway Treatments - whether seen elsewhere, or unique to Livingston - that were not presented. Photos of the notes that were taking during this portion

of the discussion are shown below. Common themes expressed during this portion of the discussion included:

- Despite general support for the appropriateness of Gateway Treatments shown in the visual preference exercise, some question as to whether the best “Gateway Treatment” for Livingston may simply be the vastness of the open space around the City boundaries, before one encounters development, and that perhaps Gateway Treatments should be viewed as the beginnings of development itself;
- A desire to ensure that the character of any Gateway Treatments communicate authenticity rather than

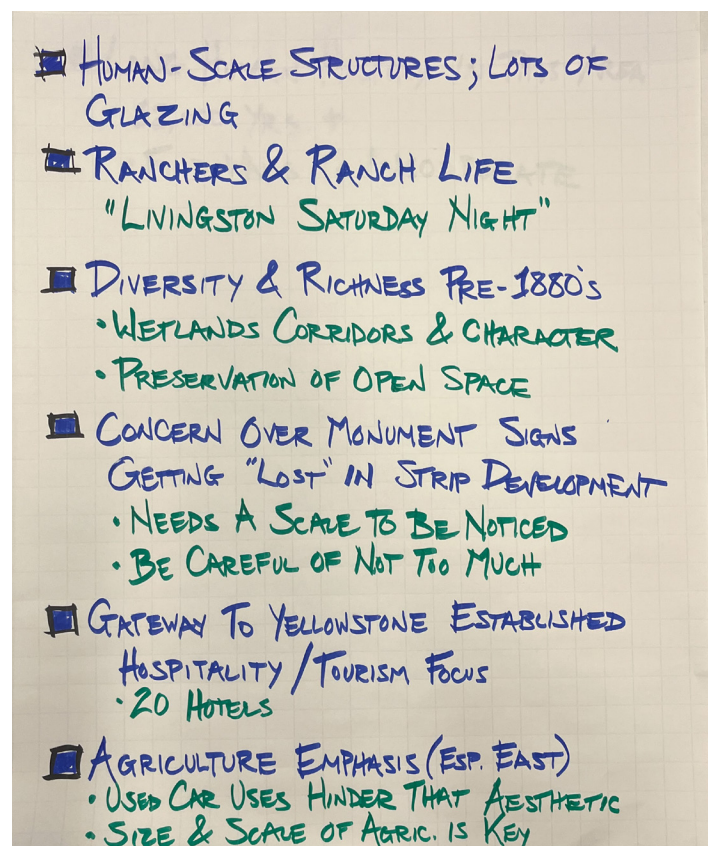
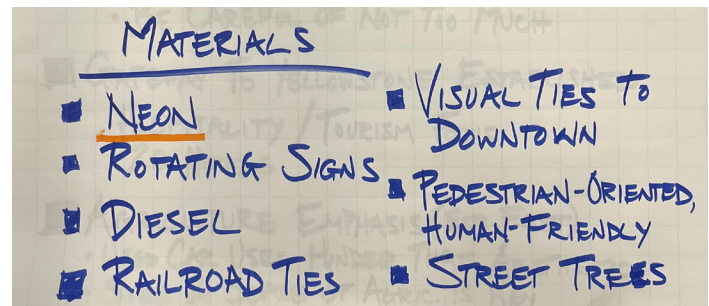




Large Group Visioning Discussion (Cont.):

- affluence and/or homogeneity;
- The benefit that clear Gateway Treatments could bring to increased visitation of the Downtown;
- A call for any Gateway Treatments to express and acknowledge unique traits of Livingston's identity, such as the railroad, and the long history of human settlement in the area that far predates the establishment of the City of Livingston;
- One community member also pointed out an effort that was undertaken in 2018 to create custom-designed "Welcome to Livingston" gateway signage. That effort was said to have identified 3 locations for the signage, with each location pre-approved by MDT for installation. Each sign was schematically designed, and the character of those signs included the use of boulders and railroad ties to emphasize Livingston's identity. Unfortunately, the signs were never installed, but support was expressed by other workshop participants to see if conversations around those concepts could be revisited.
- As the first topic began to touch on the desired identity of any Gateway Treatments, workshop participants were asked to provide ideas for specific materials or other identity elements that would help ensure that any Gateway Treatments felt authentic to the City of Livingston. Photos of the notes that were taking during this portion of the discussion are shown at right. Common themes expressed during this portion of the discussion included:

- An emphasis on human-scale design elements, both in the overall size of any treatment, and in materiality;
- A desire to emphasize - through materiality - the City's railroad, ranching and agricultural history, the character of the wetlands corridors, and links to Yellowstone National Park and the vibrant Downtown; and
- The need for a balance of visibility and not a dominant appearance.



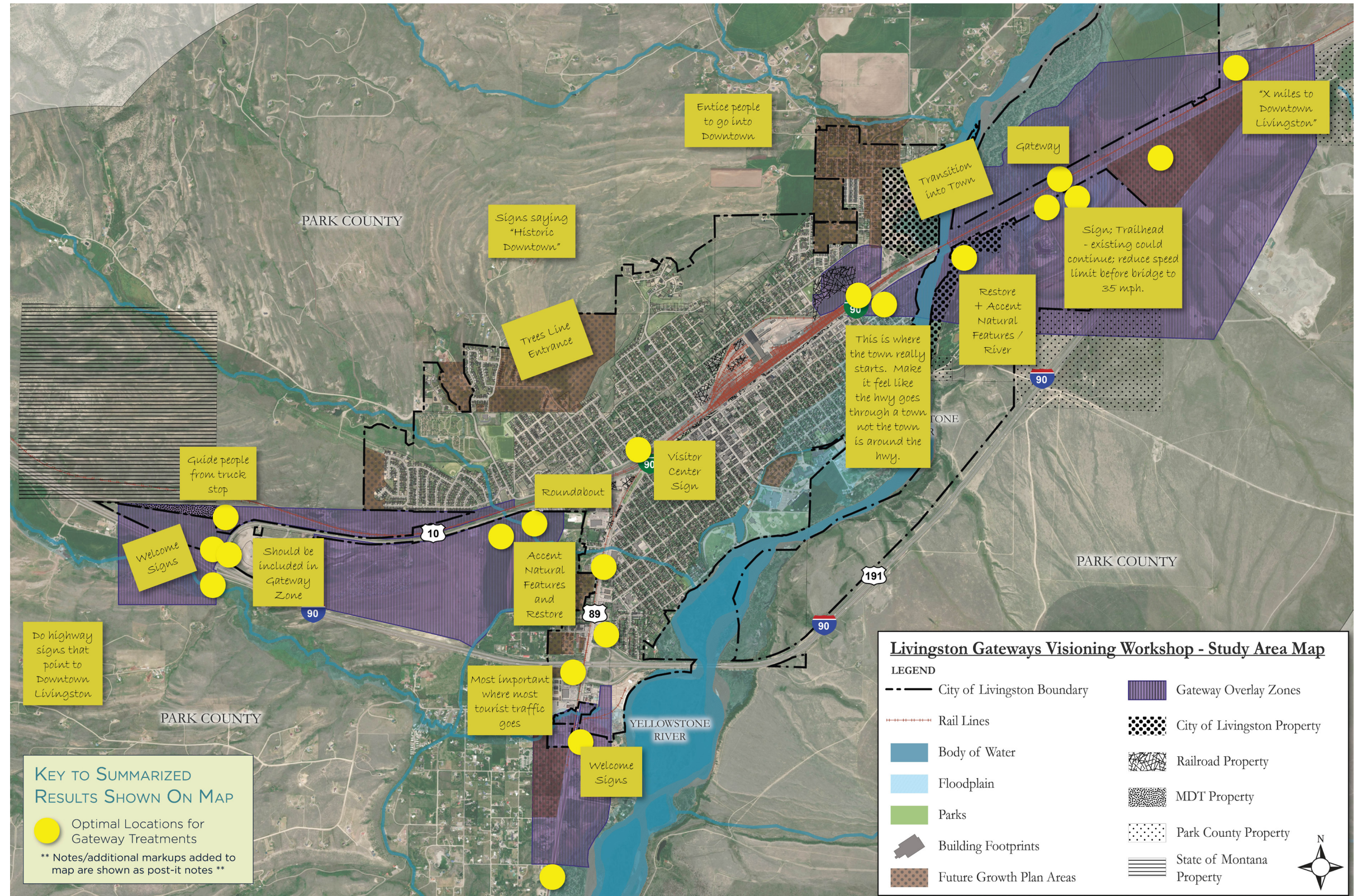
Small Group Exercises & Highest Priority Desires Expressed By Workshop Participants:

Finally, workshop participants were given an overview of a series of 3 small group, map-based exercises that were to be conducted during the last 45 minutes of the workshop.

Participants were asked to sit at small tables and work with a group of their choosing to complete the 3 exercises. The group sizes varied from four to eight people. While group members worked together to complete each exercise, a pair of consultant team facilitators dropped by each table intermittently to help move conversations along, answer any clarifying questions, and to encourage all participants to actively populate the maps with notes, markups, dots, etc.

The first exercise asked participants to simply identify optimal locations for Gateway Treatments on a large-scale map, showing the full extent of the City of Livingston's boundary, along with Future Growth Plan Areas and Gateway Overlay Zones, as mapped in the Growth Policy. Workshop participants were asked to use a colored dot to identify those locations, and were encouraged to add post-it notes with any specific place-based comments or additional details on their responses.

The map at right shows a consolidated set all of the inputs received from each small group. Highest priority locations expressed tended to be at the I-90 exit to the West, locations where more concentrated development exists when entering the City from the highways, and at the Eastern City Boundary.

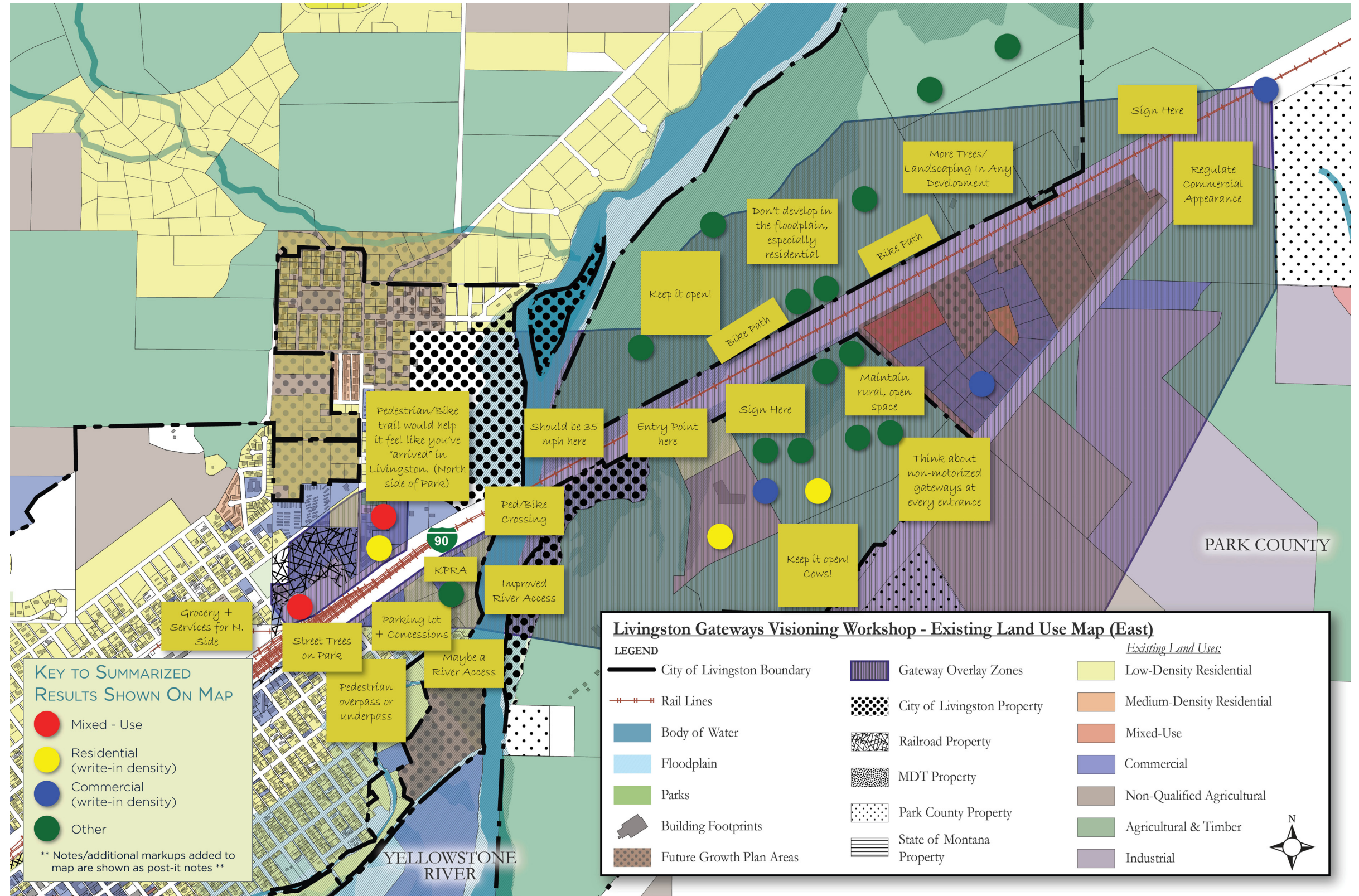


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Small Group Exercises & Highest Priority Desires Expressed By Workshop Participants:

The second exercise asked participants to discuss and identify desired Land Uses, and/or optimal locations for specific types of Gateway Treatments, using a combination of colored dots and hand-written notes. The base map for this exercise was a map of the Existing Land Uses on the Eastern side of the City. Future Growth Plan Areas and Gateway Overlay Zones, as mapped in the Growth Policy were also shown, as well as City, County, State, and Railroad property ownership, for context.

The map at right shows a consolidated set all of the inputs received from each small group. Detailed information on entry point/signage locations on the Eastern edges of the City were indicated, as well as a strong desire to retain much of the open space/natural character at the edges of the City Boundary, and buffering development around the hospital. More mixed-use development was envisioned as you cross the river, and a desire for commercial development standards Opportunities for non-motorized trail facilities, with better river access as a Gateway Treatment were expressed.

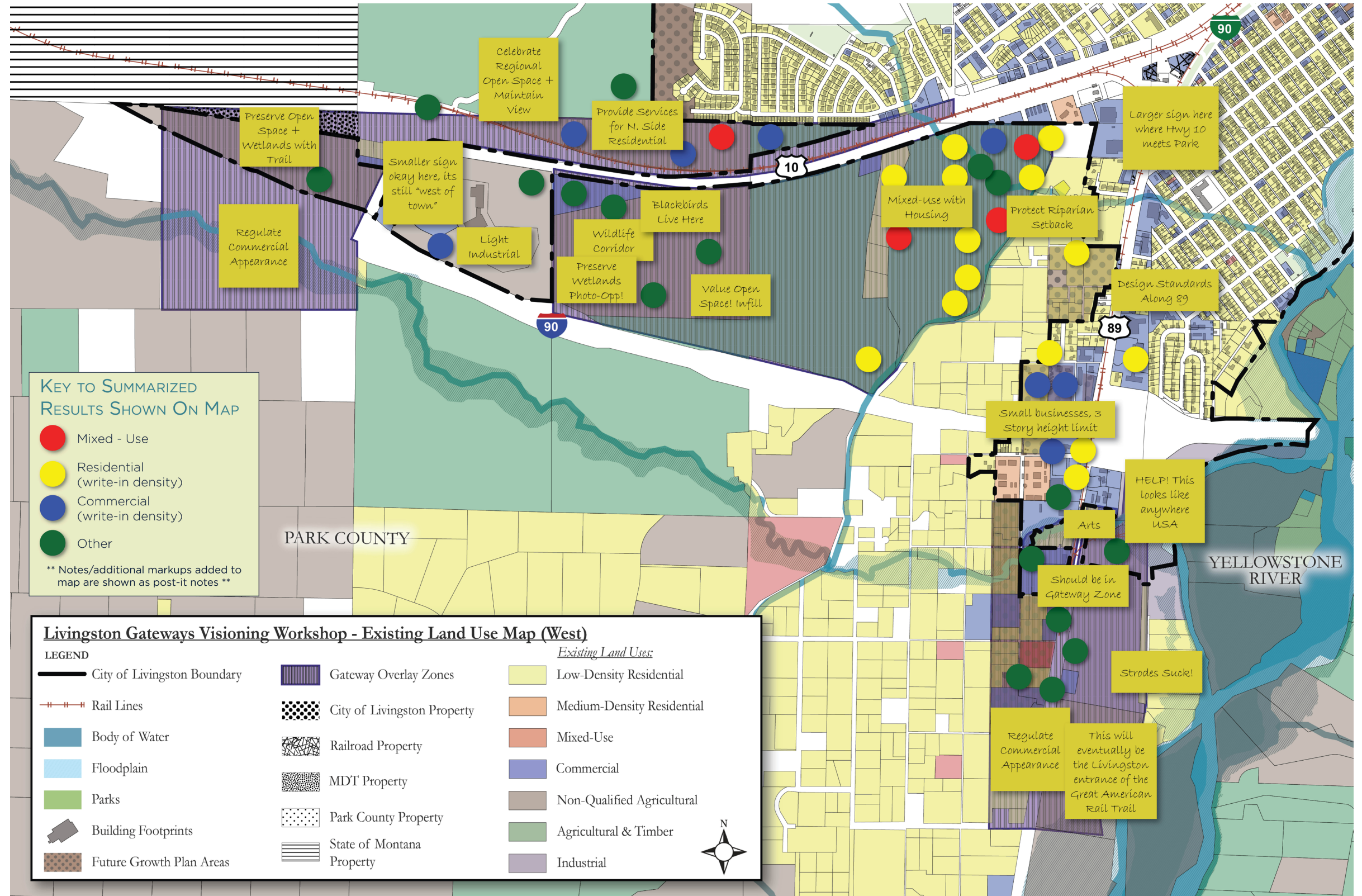


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Small Group Exercises & Highest Priority Desires Expressed By Workshop Participants:

The third, and final exercise asked participants to continue the discussion and identification of desired Land Uses, and/or optimal locations for specific types of Gateway Treatments, using a combination of colored dots and hand-written notes, but this time, on the Western and Southern sides of the City. The base map for this exercise again included Future Growth Plan Areas and Gateway Overlay Zones, as mapped in the Growth Policy, as well as City, County, State, and Railroad property ownership, for context.

The map at right shows a consolidated set all of the inputs received from each small group. On the South side, strong desire for character defining development and regulation was expressed with a desire for some arts-oriented uses in addition to some lower density commercial and residential. On the West side, participants saw the opportunity to preserve some of the open space/wetlands areas at the City boundaries, while introducing some more mixed-use, neighborhood serving uses, and housing as one moves east along Hwy 10 toward where it meets Park.



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Recommendations for Potential Implementation Actions:

Based upon the feedback gained from the Gateways Visioning Workshop, combined with a knowledge of best practice approaches to establishing community-oriented Gateway Treatments, the following potential implementation actions are recommended to be further explored by the City of Livingston. They are organized by the three groupings of Gateway Treatment types discussed during the workshop, and each has an indication of a short-medium-long-term timeline in which it could be implemented.

Signage, Public Art & Landscaping

- The City should revisit the work done in 2018 to conceptually design and locate “Welcome to Livingston” monument signage - using a motif of boulders and railroad ties. If MDT support and/or approvals at that time (assuming locations were within state highway ROW) still hold true, this could represent a “quick win” opportunity in implementation.
- If prior local/state support and/or approvals are no longer applicable, it is recommended that the City use the previous design concepts as a “basis of design,” and establish - with input from a small group of stakeholders (i.e. a Task Force) - a palette of additional materials and character-defining features that reflect the identity elements articulated during the workshop.
- A distinction should be made between Citywide Gateway elements and Downtown Gateway elements. While they can share similar aesthetic attributes, they have different intended audiences. Citywide Gateway elements of these types should be prioritized at the Western, Southern, and Eastern boundaries of the City - orienting themselves to highway and/or non-motorized users. The City should specifically explore Citywide Gateway signage at the Southern end of the City to encourage visits by travelers coming from Yellowstone, who may otherwise get right on the interstate and head toward Bozeman, etc.
- The City should explore the viability of additional signage - potentially of a more billboard/advertisement nature - along I-90 to announce the approach to the City of Livingston, and the amenities within the City, with greater prominence.
- The inputs received in this workshop should be incorporated into the Downtown Master Plan - particularly the desire to have additional Gateway Treatments closer to the perceived “entry points” into the Downtown (which will be identified in the Downtown Master Plan). Given greater support for Public Art in the Downtown - proximate locations, those types of Gateway Treatments should be reserved for Downtown Gateway demarcations.
- Landscaping should be incorporated, whenever possible, and should utilize native species, in all Gateway Treatments.
- **Implementation timeline:** Short-Term, if approvals for signage locations and placement are in place/not required Medium-Term, if MDT or railroad approvals, determination of signage locations, property/easement acquisitions are still required.

Recommendations for Potential Implementation Actions (Cont.):

Land Use, Building Form & Articulation

- Based upon policy direction in the adopted Growth Policy, and supported by the feedback received in this workshop, the City should assess whether the Building Design Standards in the Chapter 30 Zoning Code requirements (Section 30.46, in particular) should be applicable to the Gateway Overlay Zones identified in the Growth Policy.
 - If they are deemed to be desired, the upcoming Zoning Code Update process should revisit those Building Design Standards to ensure that they are uniquely calibrated to those Gateway contexts - with a particular emphasis in material usage, mass & scale, and building articulation, to be reflective of the existing character of the City of Livingston. A Gateway Overlay Design District should then be mapped - using the Gateway Overlay Zones as guidance - to make those Building Design Standards applicable to new development proposals.
 - If a Gateway Overlay Design District is not established in all Gateway Overlay Zones identified in the Growth Policy, particular priority should go toward establishing one at the Southern edge of the City, as it is the most likely area for infill development potential that could embody a less auto-oriented Gateway character.
 - Given the feedback in this workshop, there was interest in seeing a greater mix of uses at the Western and Southern “entry points” into the City (though not at the City Boundary on the West side).
- The City should use the Zoning Code Update process to explore changes to the Highway Commercial Zone District and/or introduce a new Gateway-oriented Zone District, to encourage less auto-oriented uses, and ones that are more reflective of the existing character and scale of the City of Livingston.
- While the Zoning Code Update process is underway, the City should utilize the existing Building Design Standards in Section 30.46 of the Zoning Code, along with Growth Policy guidance around Gateways, and the inputs received in this workshop, to encourage property owners and developers to modify incoming development proposals to embody these Gateway attributes. Although the Design Standards in the Zoning Code are not mapped to be applicable in these Gateway areas, they can still serve as a helpful tool in helping developers and property owners contribute to the community’s vision in these Gateway areas.
 - **Implementation timeline:** Short-Term, in prioritizing the conversation(s) in the Zoning Code Update process, and working with development applicants in the interim to achieve the existing intent of the Building Design Standards. Medium-Term in implementing the Zoning Code and regulatory changes. Long-Term is seeing corresponding development investments respond to any new regulatory changes.

Recommendations for Potential Implementation Actions (Cont.):

Roadway Changes

- Based upon the feedback gained in this workshop, major Roadway/Infrastructure Changes as Gateway Treatments should be minimized, given the magnitude of such an effort, and the long-term nature of implementation - from an approvals, funding, and construction standpoint.
- The City should explore opportunities to incorporate, enhance, or better define non-motorized trail connections adjacent to roadways along the Hwy corridors leading into the Gateway Overlay Areas. These features can then serve as clear Gateway elements into the City, especially when combined with Signage, Public Art, and/or Landscaping. This approach is particularly applicable to the Southern and Eastern edges of the City.
- If a more significant Roadway Change were to be explored, the locations that generated the most interest in this workshop would be near the intersection of Hwy 10 and Park, or near the Southern edge of the City Boundary. Each was discussed as a potential location for a roundabout. Such a significant infrastructure change, would also provide opportunities to incorporate Signage, Public Art, and/or Landscaping, and would also likely call for enhanced Building Design Standards around the intersection to better define and enclose that entry feature into the City.
- **Implementation timeline:** Medium-Term, for enhancements to existing non-motorized trail connections. Long-term for major Roadway/Infrastructure Changes, given the need for a robust design process, corresponding approvals, identification of funds, and construction timeline.

File Attachments for Item:

**A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA,
DECLARING MAY 19 - 25, 2024 AS NATIONAL PUBLIC WORKS WEEK IN LIVINGSTON, MONTANA**



Proclamation

of the Livingston City Commission

Declaring May 19-25, 2024 as National Public Works Week in the City of Livingston

WHEREAS, the City of Livingston, Montana, recognizes the crucial role that Public Works plays in the lives of its residents, ensuring the functionality, safety, and comfort of our community; and

WHEREAS, the diligent efforts of the dedicated men and women of the Water & Sewer, Solid Waste, Parks, Street, and Water Reclamation departments contribute immeasurably to the well-being and prosperity of our city; and

WHEREAS, during National Public Works Week, we honor and express our gratitude to the 35 individuals who comprise these departments for their unwavering commitment to excellence and service to our community; and

WHEREAS, their tireless work ensures the provision of clean water, effective waste management, well-maintained streets and parks, and sustainable environmental practices, enhancing the quality of life for all residents of Livingston; and

WHEREAS, the 2024 theme of National Public Works Week is “Advancing Quality of Life for All,” highlighting the dedication of public works professionals to improving the well-being and accessibility of essential services for every member of our community; and

WHEREAS, the City of Livingston encourages all residents to join in recognizing and thanking our public works professionals for their invaluable contributions to our city;

NOW, THEREFORE, BE IT RESOLVED on behalf of the Livingston City Commission, I, Karrie Kahle, Chair, do hereby declare May 19-25, 2024, to be:

NATIONAL PUBLIC WORKS WEEK IN LIVINGSTON, MONTANA

Further, I encourage community members to join in celebrating the accomplishments of service of our public works departments and to reflect on the vital role they play in maintaining our community’s infrastructure and well-being, advancing the quality of life for all.

Signed this ___ day of May, 2024.

Karrie Kahle, 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 MAY 19 - 25, 2024 AS THE 50TH ANNIVERSARY OF NATIONAL EMS WEEK IN LIVINGSTON, MONTANA



Proclamation of the Livingston City Commission

Declaring May 19-25, 2024 as the 50th Anniversary of National EMS Week in the City of Livingston

WHEREAS, the City of Livingston, Montana, recognizes the vital importance of Emergency Medical Services (EMS) in safeguarding the health and well-being of our residents; and

WHEREAS, EMS professionals have been frontline responders, providing vital care and assistance in times of medical crisis, not only within the City of Livingston but extending across all of Park County; and

WHEREAS, Livingston Fire & Rescue, comprised of 38 dedicated individuals, represents the epitome of professionalism and selflessness in delivering emergency medical care; and

WHEREAS, within Livingston Fire & Rescue, 15 full-time employees are Licensed Paramedics, equipped with advanced skills and knowledge to administer critical care interventions, while 20 part-time employees are certified Emergency Medical Technicians (EMTs), trained to provide essential pre-hospital care; and

WHEREAS, it is noteworthy that some Paramedics within Livingston Fire & Rescue have achieved the status of Critical Care Paramedics, delivering the utmost standard of pre-hospital care obtainable in the United States, and proudly serving as the sole entity in Montana to offer this level of care; and

WHEREAS, several of these devoted individuals have served or are presently serving as flight medics, extending their expertise in both private and military applications, thereby enhancing the continuum of care provided to our community and beyond; and

WHEREAS, the theme for this year’s National EMS Week, “Honoring Our Past,” serves as a reminder to recognize and pay tribute to the trailblazers and pioneers whose dedication and sacrifice have shaped the landscape of EMS, paving the way for the exceptional standard of care we uphold today;

NOW, THEREFORE, BE IT RESOLVED on behalf of the Livingston City Commission, I, Karrie Kahle, Chair, do hereby declare May 19-25, 2024, to be:

NATIONAL EMS WEEK IN LIVINGSTON, MONTANA

Further, Let us come together as a community to honor the legacy of our EMS professionals, past and present, and express our profound gratitude for their unwavering commitment to preserving life and ensuring the health and safety of our community.

Signed this ___ day of May, 2024.

Karrie Kahle, Chair
Livingston City Commission

Emily Hutchinson,
City Clerk

File Attachments for Item:

C. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING MAY 19 - 25, 2024 AS NATIONAL TRAVEL AND TOURISM WEEK IN LIVINGSTON, MONTANA



Proclamation of the Livingston City Commission

Declaring May 19-25, 2024 as National Travel and Tourism Week in the City of Livingston

WHEREAS, the travel industry is essential to the success of every industry and will continue to be a critical part of Livingston, Montana’s economy, development, and workforce; and

WHEREAS, travel is an economic powerhouse for every state and destination across the country, with an economic output of \$2.8 trillion, supporting 15 million American jobs; and travel spending supports vibrant and safe communities in Livingston, Montana, and across the United States by generating \$89 billion in state and local tax revenue in 2023 to support essential services, such as educations, emergency response, public safety, and more; and

WHEREAS, travel enables success for all industries – including manufacturing, agriculture, defense, healthcare and more – by driving sales growth, innovation, education, and operations that power our economy, our nation, and Livingston, Montana.; and

WHEREAS, tourism is the largest economic driver in Park County, non-residents spending in Montana exceeds \$5 billion annually, Park County generates up to \$500 million annually in tourism revenue, and direct bed tax funds collected in Livingston supporting local tourism programs exceed \$200 thousand annually.; and

WHEREAS, America’s travel industry cannot be globally competitive without maximizing growth in leisure, business, and international inbound travelers; increasing travel to and within the United States drives our economy to a more prosperous future and connects America; and

WHEREAS, small businesses account for more than 60% of leisure and hospitality employment; and travel is an essential industry and we must continue to communicate that growing travel leads to economic growth, benefits businesses, fosters mutual understanding, and connects the nations; and

NOW, THEREFORE, BE IT RESOLVED on behalf of the Livingston City Commission, I, Karrie Kahle, Chair, do hereby declare May 19-25, 2024, to be:

NATIONAL TRAVEL AND TOURISM WEEK IN LIVINGSTON, MONTANA

Further, I urge citizens of Livingston, Montana, to join me in recognizing the essential role this industry plays in Livingston, Montana.

Signed this ___ day of May, 2024.

Karrie Kahle, Chair
Livingston City Commission

Emily Hutchinson,
City Clerk

2023 THE MONTANA TRAVEL INDUSTRY



12.5 MILLION VISITORS SPENT \$5.45 BILLION



SPENDING CATEGORIES

Food & Beverage
\$1.4B

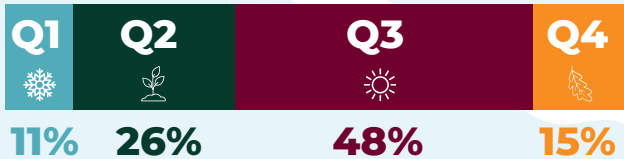
Lodging
\$1.1B

Transportation
\$1.6B

Shopping
\$600M

Outfitter/Guide
\$500M

WHEN ARE TRAVELERS COMING TO MONTANA



Average tax burden reduced on every Montana household by tourism

\$414M
STATE AND LOCAL TAXES

48,340
JOBS SUPPORTED



5 NIGHTS SPENT ON AVERAGE

\$1.5B
EMPLOYEE COMPENSATION (DIRECT)



1-IN-12
MONTANA WORKERS

AVERAGE TRAVEL PARTY SIZE
2.3

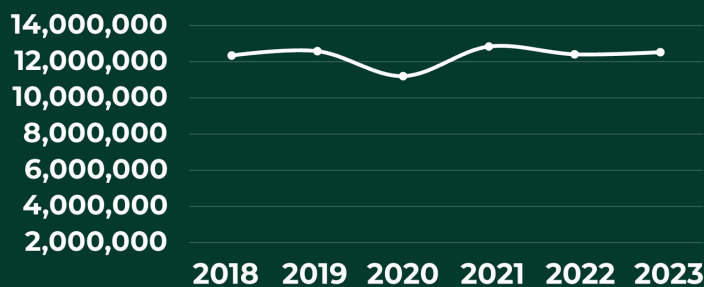


\$4.8B
INDUSTRY OUTPUT (DIRECT)

SUPPORTED BY
OUT-OF-STATE TRAVEL

69% Montana residents agree that the overall benefits of tourism outweigh the negative impacts

NUMBER OF VISITORS TO MONTANA



TOP ACTIVITIES



SCENIC DRIVING (42%)



DAY HIKING (34%)



WILDLIFE WATCHING (28%)



NATURE PHOTOGRAPHY (26%)



The Institute for Tourism & Recreation Research (ITRR) conducts travel and recreation research in Montana, primarily focusing on the nonresident travel survey conducted throughout the state. ITRR's mission is to provide leadership, direction, and information to assist the tourism and recreation industries in making informed decisions about planning, marketing, policy, and management. www.itrr.umt.edu



2023 THE MONTANA TRAVEL INDUSTRY

OUTDOOR RECREATION IS A \$1.1 TRILLION ECONOMIC POWERHOUSE, FUELING 5 MILLION JOBS NATIONWIDE

Source: Outdoor Industry Association, 2023

96% OF MONTANA RESIDENTS AGREE THAT OUTDOOR RECREATION IS IMPORTANT TO THEIR QUALITY OF LIFE



Montana's outdoor recreation economy

GREW 14%

from 2021-22



Source: Bureau of Economic Analysis, 2023



Outdoor recreation makes up 4.3% of the state GDP making Montana #3 in the U.S. for GDP



2.8 million airport visitors in 2023, a 9.7% increase from 2022

Five ITRR survey kits were used in 2023 in Whitefish, Kalispell, Butte, Gardiner, and Livingston

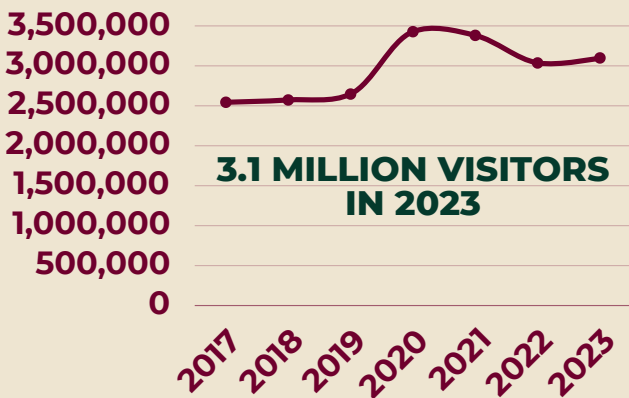


MONTANA NATIONAL PARK SYSTEM VISITATION

- YELLOWSTONE NP – 4.5 MILLION
- GLACIER NP – 2.93 MILLION
- LITTLE BIGHORN BATTLEFIELD NM – 227,000
- BIGHORN CANYON NRA – 218,000
- BIG HOLE NB – 55,000
- GRANT-KOHR'S RANCH NHS – 27,000



MONTANA STATE PARK VISITATION



In 2023, ITRR surveyed close to 10,000 nonresidents and nearly 18,000 residents. This extensive research initiative aims to deliver in-depth quarterly analyses that shed light on the economic impact, travel patterns, and recreational trends within the state.



Established in 1987, ITRR, based at the W.A. Franke College of Forestry and Conservation at The University of Montana-Missoula, conducts and disseminates valid, reliable, and objective research designed to assist Montana public agencies, businesses, and non-profit firms who provide visitor services or manage parks, recreation areas, and other facilities used by visitors. We are proud to celebrate 37 years of providing leadership, direction, and information to assist the tourism and recreation industries. www.itrr.umt.edu



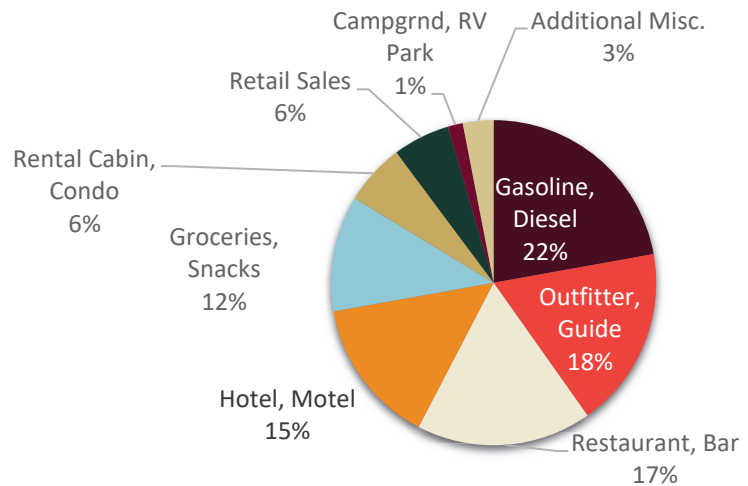
2022 Nonresident Traveler Expenditures & Economic Contribution in Park County

Table 1 - Total Nonresident Spending in Park County*, ⬡

Gasoline, Diesel	\$74,807,000
Outfitter, Guide	\$60,783,000
Restaurant, Bar	\$58,780,000
Hotel, Motel	\$49,044,000
Groceries, Snacks	\$38,852,000
Rental Cabin, Condo	\$20,613,000
Retail Sales	\$19,108,000
Campgrnd, RV Park	\$5,006,000
Made in MT	\$4,771,000
Lic., Entrance Fees	\$4,327,000
Misc. Services	\$728,000
Farmers Mkt	\$253,000
Vehicle Repairs	\$198,000
Auto Rental	<i>Insufficient sample size</i>
Transp. Fares	<i>Insufficient sample size</i>
Gambling	<i>Insufficient sample size</i>
TOTAL	\$337,272,000



Percent of Nonresident Travel Spending in Park County



2022 Contribution of Nonresident Traveler Expenditures in Park County

- 2022 estimates of spending in Park County by nonresident visitors to the state totaled over \$337 million.
- This \$337 million in local spending directly supports \$299 million of economic activity in the region, and supports an additional \$97 million of economic activity, indirectly.
- The total contribution of nonresident spending to the regional economy was \$396 million.

Table 2 - 2022 Economic Impact	Direct	Indirect	Induced	Combined
Industry Output	\$299,004,000	\$56,401,000	\$40,365,000	\$395,770,000
Employment (# of jobs)	3,140	394	297	3,832
Employee Compensation	\$101,328,000	\$10,688,000	\$9,819,000	\$121,835,000
Proprietor Income	\$2,135,000	\$2,756,000	\$1,400,000	\$6,291,000
Other Property Type Income	\$14,545,000	\$7,260,000	\$10,669,000	\$32,474,000
State & Local Taxes^	\$7,691,000	\$1,875,000	\$2,186,000	\$11,752,000

Direct impacts result from nonresident traveler purchases of goods and services; **Indirect impacts** result from purchases made by travel-related businesses; and **Induced impacts** result from purchases by those employed in travel-related occupations.

Industry Output is the value of goods & services produced by an industry which nonresidents purchase. **Employment** is full- and part-time average annual jobs. **Other Property Type Income** consists of payments for rents, royalties and dividends.

*Data is collected at the state level. The two-year average of expenditures (2022 \$s) was used to help account for small and varying sample sizes at the county level.

⬡ Expenditure category totals may not add to overall total due to rounding. ^ Comparison to previous years is not advised.

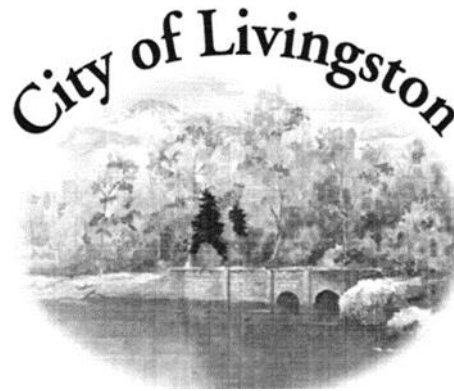
File Attachments for Item:

A. PRESENTATION OF CITY MANAGERS RECOMMENDED FY 2025 BUDGET

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Transmittal of City Manager’s Recommended Budget

Recommendation and Summary

The City Manager is transmitting a copy of the recommended budget for fiscal year 2025 which runs from July 1, 2024, to June 30, 2025. This report is to transmit the budget which will be presented in summary form by the City Manager during the May 21, 2024, meeting of the City Commission. As such, there is no required or requested motion.

The reasons for the recommendation are as follows:

- The Montana Code Annotated provides that the City Manager shall prepare and present a budget for approval by the City Commission.
- The new fiscal year is approaching and a budget is needed to provide for operations in the new fiscal year.

Introduction and History

Subpart 12 of Part 3 of Chapter 3 of Title 7 of the Montana Code Annotated provides that the City Manager shall “prepare and present the budget to the commission for its approval and execute the budget adopted by the commission[.]”

Analysis

Enclosed with this report is a copy of the City Manager’s Recommended Budget for fiscal year 2025. The Commission will be asked to contemplate and consider approval of the Budget Resolution at the June 4, 2024, Commission meeting.

Fiscal Impact

When adopted, the City of Livingston budget will provide funding for City operations and projects in fiscal year 2025.

Attachments

Attachment A: [City Manager’s Recommended Budget](#)

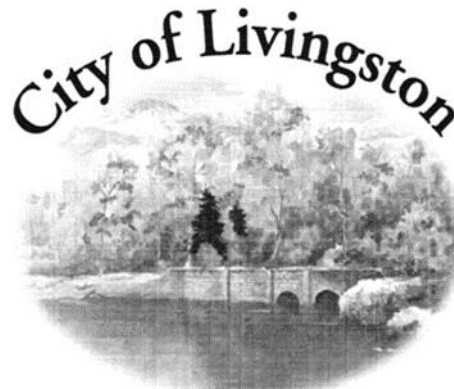
File Attachments for Item:

B. CONSIDERATION OF NEW CITY LOGO

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report Seeking Approval of a New City Logo

Recommendation and Summary

Staff is seeking Commission approval of a new logo. If one of the presented logos is acceptable to the Commission, the following motion may be used.

“I move to approve logo option _____ as the City of Livingston’s official logo.”

The reasons for the update and request for direction are as follows:

- The Abbi Agency was awarded a contract for logo and branding services at the May 16, 2023, City Commission meeting.
- The Abbi Agency, City staff and the Commission have worked collaboratively to develop a new logo for the City of Livingston.

Introduction and History

At the Commission’s direction, the City of Livingston released a Request for Proposals for branding and logo development services. At the May 16, 2023, City Commission meeting, a contract was awarded to the Abbi Agency and City staff has worked with their team since then to develop logo concepts. Recently, City staff and the Abbi Agency have worked to refresh the current and prior City logos to provide more options for the Commission to consider.

Analysis

The City Commission provided direction at its November 21, 2023, meeting regarding several logo options. The Abbi Agency has since worked to refresh the current and prior logos.

Fiscal Impact

The FY 2024 budget includes funding for this project.

Strategic Alignment

Strategy 6.2.3.1 of the Growth Policy is to develop a coherent and unique marketing strategy and branding that is consistent through all media. A reproducible logo is critical to effective branding.

Attachments

Attachment A: Revised Logo Concepts Document

LIVINGSTON, MONTANA

LOGO IDENTITY PHASE 2



LIVINGSTON LOGOS



CONCEPT 1 — B&W



CONCEPT 2 — B&W



LOGO COMPARISON



Concept 1



Concept 2



Phase 1 Concept 1



Phase 1 Concept 2

THANK YOU

CONTACT

hwalter@theabbiagency.com

775.323.2977

theabbiagency.com

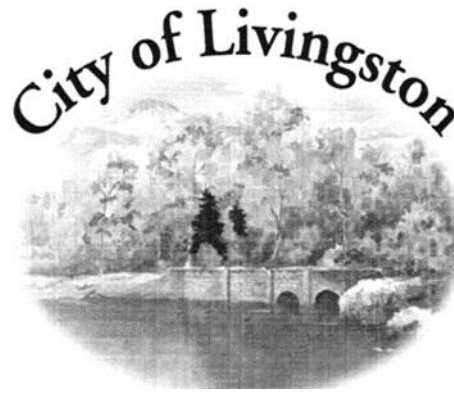
File Attachments for Item:

C. DISCUSSION OF DIRECTION REGARDING COMMISSION LISTENING SESSIONS

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: May 21, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Direction Regarding City Commission Listening Sessions

Recommendation and Summary

Staff is seeking direction from the City Commission regarding the conduct of listening sessions with the public outside of City Commission meetings. Direction from the Commission is appreciated and will be used to help schedule the sessions.

The reasons for the request for direction are as follows:

- Two members of the City Commission discussed an interest in reviving community listening sessions at the April 16 meeting.

Introduction and History

During the April 16, 2024, City Commission meeting Commissioners Schwarz and Nootz expressed a preference to conduct City Commissioner listening sessions. The Commissioners indicated that such session have been held in the past with success. The Commissioners have also been present at staff-led outreach events such as the Farmers Market to engage with constituents.

Analysis

City staff is prepared to make arrangements for hosting of listening sessions. In order to do so, direction is requested on dates and times that the Commission would like to hold sessions. Additionally, to help reserve appropriate spaces, direction is also appreciated on specific topics that may be the subject of listening sessions.

If more than 2 Commissioners will be present at a meeting, such a meeting would be subject to the Montana Open Meetings Law and require appropriate notices, agendas and minutes to be prepared.

Fiscal Impact

The FY 2024 budget includes funding for the City Commission to conduct its operations.

Strategic Alignment

Engaging the community is critical to the effective delivery of government services.

Attachments

None