

MEETING MINUTES
Gallatin County Board of Park Commissioners
September 21, 2005

ATTENDANCE: **Board of Park Commissioners Present:** Carol Collins, Vice Chairperson Patrick Finnegan, Rick Fink, Chairperson Debbie Deagen, and Jack Clarkson.
Absent: Donna Gottsch and Robert Logar. **Staff Present:** Christina Thompson and Michael Harris.

The Board of Park Commissioners and staff met with Carol Crowell at the Regional Park to hear about development plans for the Regional Park at 5:00pm prior to business.

Debbie Deagen called the Board of Park Commissioners meeting to order at 6:15 p.m.

ITEM 1. **APPROVAL OF MINUTES FOR AUGUST 17, 2005**

Carol Collins asked to amend the sentence in the approval of minutes to include the following change: The motion was made to approve draft by-laws with changes and note that final approval of the By-laws will be made at the *next* meeting.

Patrick Finnegan moved to approve the minutes with the change. Rick Fink seconded said motion. Motion passed unanimously.

ITEM 2. **PUBLIC COMMENT**-None.

ITEM 3. **CHAIRPERSON'S REPORT** - None

ITEM 4. **SUBCOMMITTEE REPORT** -None

ITEM 5. **OLD BUSINESS**

- **Review TPL Park Master Plan Contract (if time allows):** Continued

ITEM 6. **NEW BUSINESS**

- **Discussion of Subcommittee Formation (added item per Chairperson's request):** The Board discussed 3 subcommittees: Long Term Planning Committee, Subdivision Review Committee, Maintenance and Development Committee. Ms. Deagen noted that as long as a member of the Board of Park Commission chair these subcommittees, we could fold other people in to help, that have the skills and expertise. Ms. Deagen added that these subcommittees would be viewed as autonomous.

Mr. Finnegan asked if we could pull people from other organizations to help serve on our subcommittees. Ms. Deagen noted that if we could have at least 2 Park Commission members (one as chair) we could then go out and recruits others to serve, especially the members on the trails committee.

With the level of subdivisions that the Park Commissioners receives for review, Mr. Harris suggested requiring developers to sign an MOU for the Park and Trails plan, (executive summary, map, maintenance requirements, park guidelines and the covenants). This is similar to what the Weed Board requires in subdivision applications for their Weed Management plan. Mr. Harris

suggested designating himself to review all trails plans with the planning department and have the subcommittee review large subdivisions with many proposed trails. This will then allow the public to comment on the parks and trails plan at the Planning Board meeting and County Commission meeting.

Mr. Harris will have a list of all subdivisions that have been requested to provide a park maintenance plan and provide it to the subcommittee and if there are additional comments, Mr. Harris will add them to the application.

Mr. Finnegan moved to form 3 subcommittees. Ms. Collins seconded. Ms. Collins called for discussion and asked whether the board needs to form 3 committees or prioritize each one and take it from there. Mr. Finnegan stated that the board would need all three as active as the subdivision process will become. Motion passed unanimously.

Subdivision Review-Patrick Finnegan, Christina Thompson, Mike Harris
Long-term Planning- Chairperson Deb Deagen, Mike Harris
Maintenance/Development-Rick Fink, Mike Harris

Mr. Clarkson suggested having Net-meetings. Ms. Deagen suggested that due to the increase in gas prices, that the meetings be made as electronically feasible as possible.

The remaining board members will review the subcommittees and will choose a committee to serve on at the next meeting.

- **Subdivision Review Memo:** Mr. Harris presented a draft memo to the County Commission recommending that the Board of Park Commissioners become an advisory body on park and trail issues in new development. This memo will only apply to major subdivisions.

Ms. Collins moved to direct staff to make the changes to the Subdivision Review memo and forward the memo to the County Commission. Mr. Finnegan seconded said motion. Motion passed unanimously.

- **Review and Comment on Park's and Trails Plan for Proposed Spanish Meadow Major Subdivision:** Mr. Harris passed out information on Spanish Meadow Major. In the future, the board will need to address the right of way issue because many subdivisions we are reviewing have internal park and trails, but does not address pedestrian transportation needs or sidewalks. Mr. Harris presented a draft letter to the County Commission with comments and recommendations for the parks and trails plan prior to final plat approval. Mr. Finnegan made a motion to have staff forward this memo with changes. Mr. Fink seconded said motion. Motion passed unanimously.
- **Review and Comment on Park's and Trails Plan for Proposed Bull Run Major Subdivision:** The County Commission approved the preliminary plat for the Bull Run Major Subdivision and the County Commission requested that the developers work with the Board of Park Commissioners to review a parks and trails plan prior to final plat. Mr. Harris will set up a time in the future to meet with the developers to discuss a plan.
- **Approval of Claims:** Christina Thompson presented a claim for copies in the amount of \$290.70. Mr. Finnegan moved to approve the claims. Mr. Clarkson seconded said motion.
- **Discussion/Possible Resolution of Authorization for Establishing a Park Warden:** Forwarded to the Maintenance/development subcommittee.

ITEM 7.

SET AGENDA, MEETING TIME AND LOCATION

The next Board of Park Commissioners meeting will be on October 19th at 5:00pm in the Community Room.

ITEM 8.

ADJOURNMENT

Adjournment.

Respectfully Submitted,
Christina Thompson
Exec. Asst.
Gallatin County Commission