

## **BOARD OF PARK COMMISSION MINUTES**

### **January 18, 2006**

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

**ITEM 1.**                      **APPROVAL OF MINUTES FOR DECEMBER 21, 2005**  
Debbie Deagen called the Board of Park Commission meeting to order at 5:00 p.m.

Bob Logar moved to approve the December 21, 2005 minutes. Patrick Finnegan seconded said motion. In board discussion, Ms. Deagen asked to clarify the minutes and include in Donna Gottsch's motion that the *Regional Park* master plan be completed before the implementation of existing FOR Parks plans. Motion passed unanimously.

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

**ITEM 3.**                      **DISCUSSION ITEMS**  
**Long Term Planning Committee (Debbie)**

**a) Discussion on Regional Park Master Plan:** Mike Harris hired HKM engineering to review the architectural design and conduct a facilities analysis to determine where stubs for sewer and water should be placed. Mr. Harris asked the board whether to conduct a facilities plan based on the design that currently exists or break it up in phases. The board agreed that breaking it up in phases would be the best option. Mr. Harris stated that HKM engineering will present numbers and a scope of work. Mr. Harris added that if the cost is under \$20,000 to conduct the study in phases, the county will not have to go through the Request for Proposals (RFP) process. Mr. Harris stated that to complete a full design would cost around \$75,000-\$80,000. Mr. Harris added that HKM may donate stubs for water and sewer. Mr. Harris added that to fund the study may involve a request to FOR Parks or the County Commission. Ms. Deagen visited with FORParks President Dick McConnen and there was a misunderstanding regarding the type of Master Plan requested by the board. Mr. Harris requested phasing to do the electrical, insurance, and maintenance and then build from the existing site plan. FORParks could assist with \$20,000. Ms. Deagen suggested working with FOR Parks and form sub-committees for each project and a committee that would define the Master Plan and maintenance for the park that would include a representative from the Board of Park Commissioners and FORParks.

Mr. Harris stated that construction on the four contractual projects in the Regional Park would begin in February.

**b) Discussion on Impact Fees:** Mr. Harris stated that Gallatin County hired a consultant to conduct a feasibility study on impact fees that will be available for review next week. Mr. Harris noted that Missoula County has a parks impact fee. Mr. Harris added, to be able to charge park impact fees, a level of service and service area needs to be defined and quantified to determine how many people use the park. Mr. Harris noted that this would help with the Countywide parks Master Plan. Mr. Clarkson suggested another funding option for parks, by including an option on state returns that allow people to donate an amount to parks in the county. Mr. Finnegan made a motion to have a Statement of Qualifications (SOQ) drafted by staff for a County Parks Master Plan. Mr. Clarkson seconded said motion. During board discussion, it was suggested that a committee will create a scope of work and score the SOQ's together. Ms. Deagen added that the key concept is determining individual service, or use a population base center or work with other jurisdictions to create countywide service. Ms. Deagen stated

that working with municipalities jointly for maintenance needs to be addressed (municipal analysis). Motion passed unanimously.

The board discussed meeting with other jurisdictions to introduce the Board of Park Commission and discuss the Regional Park and the Countywide Master plan.

Mr. Finnegan stated that he will request to be added on the agenda at the next Three Forks town council meeting that will be held on February 14<sup>th</sup>. Mr. Harris volunteered to attend the public meetings in each jurisdiction and help present and answer questions. Mr. Clarkson asked Mr. Harris to join him in West Yellowstone on February 16<sup>th</sup> and in Manhattan on February 20<sup>th</sup>. Those members representing Bozeman and Belgrade will meet initially with each Park Board. The board suggested Carol Collins meet with Big Sky Owners Association to find out the status on the Park District and Big Sky incorporation.

#### **Subdivision Review Committee**

##### **a) Review of template/standards for Park and Trails Plan for developers to submit with**

**Preliminary Plat request-** Mr. Harris and Mr. Finnegan presented a draft template of the Park and Trails plan for developers to submit with preliminary plat. Some of the key guidelines for trails include the classification of trails, connectivity, presence of maintenance and transportation. Mr. Harris discussed the issue of maintenance and how to implement and follow-up. The board discussed requiring a timeline management plan for weeds and irrigation so that Homeowners Associations can follow up on it. Ms. Deagen suggested requiring signage for access specifying that it is a public park. Ms. Deagen also suggested requiring the developer to include a PDF version of the park plan for the Board of Park Commission to review prior to preliminary plat. Mr. Finnegan suggested specifying who is required to pay for the maintenance. Mr. Harris stated that the developers will be resistant. The board discussed including a segment of the trails plan in connectivity of other trails.

Mike stated he would take the criteria and have it completed by the next meeting. Ms. Deagen asked who would enforce covenants? Mr. Harris answered that covenants are considered a civil action. Ms. Deagen asked who has jurisdiction over enforcing weed violations? Mr. Harris answered that the County may enforce weed violations. Ms. Deagen asked about the memo sent to the County Commission asking that a process be established for a developer's submission of a parks and trails plan at time of subdivision request? Mr. Harris answered that he thought originally the subdivision regulations had to be amended to implement the parks and trails guidelines, but after speaking to Planning Director Jennifer Madgic, they will automatically be included subdivision review process. Mr. Harris will take the suggestions and have a finalized draft for approval at the next meeting.

**b) Report on Recreational Facilities on School Properties in Bozeman-**Ms. Thompson met with Bozeman School District Facilities Director Gary Griffith to discuss recreational facilities that could be included in our Parks and Trails Inventory. Ms. Thompson went through a list of recreational equipment and facilities offered at the public schools, including basketball courts, football and soccer fields, and playgrounds, noting that there are no baseball fields. Ms. Thompson discussed maintenance of these fields and the process of reserving school recreational facilities after hours.

#### **ITEM 4. ACTION ITEMS**

**Discussion on the Process of Determining Recreational Use on County-Owned Parks-**Arrowleaf Hills Homeowners Association submitted a petition requesting that their parkland be designated to non-motorized use. The homeowners association is currently not active and is seeking assistance from the county for weed maintenance. Mr. Harris noted a few issues that should be addressed including, how they want the park to be, hours, usage, weed maintenance, and the issue of renaming the park? Mr. Finnegan asked how to guarantee the homeowners association would remain active? Mr. Harris stated that the association would be required to set up an annual plan and report back to the board.

Mr. Finnegan moved that any submittals by a homeowners association regarding a county park include a master plan as a board policy. Mr. Logar seconded said motion. The board agreed to make it an internal policy and go by a case-by-case basis. Motion passed unanimously.

Mr. Finnegan moved to send the letter to Arrowleaf Hills including the two changes specifying that a master plan must be approved by a majority of the homeowners association and that it will involve a

public hearing to take comment as part of the process. Mr. Logar seconded said motion. Motion passed unanimously.

**ITEM 5.**                    **OTHER**

Ms. Deagen gave an update on the Belgrade to Bozeman Trail meeting regarding the proposed 8ft-wide (Class 1) separated bike path on the south side of Valley Center. This was originally a 12ft-wide bike path proposed by Montana Department of Transportation (MDT). Mr. Harris stated that Condemnation would be needed to purchase additional right-of-way for road widening and trail construction. Ms. Deagen added that there is funding for the eastern portion, but not the western portion of Valley Center, The Trails Plan's recommendation for connectivity was on either side of the interstate, along Valley Center and along Frontage Road.

**ITEM 6.**                    **SET AGENDA, MEETING TIME AND LOCATION**

The next Board of Park Commissioners meeting is set for Wednesday, February 15, 2006 at 5:00pm in the Courthouse Community Room.

**ITEM 7.**                    **ADJOURNMENT**

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