

**PARKS AND RECREATION
BOARD MEETING MINUTES**

**July 16, 2013
7:00 P.M.**

Chair Anne Koentopp called the meeting to order. Parks and Recreation Board Members in attendance were Anne Koentopp, Pat Becker, Blaine Pederson, Josh Saitta and Doe Peterson.

Chair Koentopp asked for any additions or corrections to the June 10, 2013 Minutes. Board Member Peterson motioned to approve the June 10, 2013 Minutes. Board Member Becker seconded. All voted aye, motion carried unanimously.

DISCUSSION

Adopt a Park – Chair Koentopp asked Board Member Peterson to discuss the project and said the Park Board will need to make some decisions. Board Member Peterson stated that the underlined items in the program information papers should be focused on first. An area to Adopt is a section that should have more definition such as a certain area of the park, trails or just a playground at the Park. Board Member Becker thought they should just stay with the whole park idea at this time. The consensus of the Park Board Members was to leave the areas to adopt as Parks and Trails. There is a list of what volunteers can do and Board Member Peterson thought that Public Works Director Steve Klotz should provide guidance of what volunteers will be able to complete. She also thought the City should decide if they will assign the tasks that need to be completed by the volunteers. They discussed whether a deadline should be established for applications and to establish a commitment time period of one year. The Park Board decided to remove the evaluation period section; they did not feel it was needed. There is a section in the application for tracking hours, and Board Member Peterson explained if there is a record of hours it could assist the City in receiving grants. As Board Member Peterson researched the project further she did decide it would create more work for the City to review and manage the program. There is also a recognition incentive included in the project guidelines to have a plaque placed in the adopted park with the volunteers name on it. There should be a minimum amount of hours worked in an adopted park prior to a plaque being installed. Board Member Peterson thought there should be some sort of liability waiver for volunteers to sign. Chair Koentopp will have the City Attorney review the Adopt a Park program application.

“Welcome to Belgrade” idea for Clarkin Park – Chair Koentopp showed the Park Board Members a final contest form for the “Welcome to Belgrade” design contest. Board Member Pederson suggested having a photo that shows more of the area to be designed. Board Member Peterson suggested the title for the criteria page as, “Landscape Design Opportunity”. Board Member Becker suggested having two photos with one being a bird’s eye view of the area to be designed. He also thought the area could be roped off when the fall festival is held to show the area to be designed. The flyers could also be available at Wagner’s Nursery since they are providing a gift certificate for the project.

Recommend Improvements to Kathy Hollensteiner Park – This item was not discussed since Public Works Director Steve Klotz was not present.

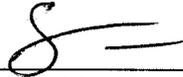
Continue to put metal signs in parks – The Park Board discussed adding a metal sign to Clarkin Park near the parking lot to identify the park.

Add a sign in Lewis & Clark Park “Future Home of Skatepark” – Board Member Peterson stated she is helping out with the Skate Park Committee again since there has been interest shown in

starting the grant writing process. The sign would have a photo of the proposed design with a name and phone number to contact someone with their interest. She said that Debe Youngberg from the Belgrade Chamber has attended a Belgrade Youth Forum meeting and has voiced her concern regarding how many other activities are already going on at the park and whether this is the best location for the Skate Park. Board Member Peterson just wanted to make sure that the Park Board liked the idea of installing a sign in the park at that location. That will give the public an opportunity to weigh in on the idea as well after a sign is installed. The Park Board liked the idea of putting up a sign. Board Member Becker asked if they should put something in the newspaper about the Skate Park. Board Member Peterson would like to wait to make sure the commitment is there from all the volunteers.

The next Park Board Meeting was scheduled for Tuesday, August 13, 2013.

Meeting adjourned.



Steve Klotz, Public Works Director