

**PARKS & RECREATION BOARD
MEETING MINUTES
August 13, 2013
7:00 P.M.**

Chair Anne Koentopp called the meeting to order. Parks and Recreation Board Members in attendance were Anne Koentopp, Public Works Director Steve Klotz, Blaine Pederson, Doe Peterson, Josh Saitta. Board Member Pat Becker was absent.

Chair Koentopp asked for any additions or corrections to the July 16, 2013 Minutes. Board Member Peterson motioned to approve the minutes of the July 16, 2013 Minutes. Board Saitta Seconded the motion. All voted aye, motion carried unanimously.

PUBLIC FORUM

No members of the public were present. Therefore, no public forum was held.

DISCUSSION

Adopt a Park – Board Member Peterson stated that we are at a standstill until we have input from Public Works Director Klotz. Public Works Director Klotz stated he had been working on that. Chair Koentopp stated we would table that discussion until next meeting. Board Member Peterson stated that some of it might put a lot more work on the City and I would hate to have us decide on something that is going to put a lot more work on the Public Works department without having more input first.

“Welcome to Belgrade” in Clarkin Park – Chair Koentopp asked if this was updated after the Park and Recreation Board last met. We wanted the heading changed to Landscape Design Opportunity.

Board Member Peterson asked if there was an advertisement in the last newspaper.

Chair Koentopp stated that it was in the Belgrade News on August 6, 2013. The advertisement flyer for the Landscape Design Opportunity would need to be posted in view for the public and have extra flyers at the front desk of the City Office and at Wagner’s Nursery.

Board Member Peterson confirmed that the deadline was extended to the end of October.

Chair Koentopp stated we even talked about putting up a sign or roping off for Fall Festival to gain public attention. We talked about adding an aerial view picture of Clarkin Park to the advertisement.

Public Works Director Klotz stated that the photo would off of Google Earth. There could be two pictures on the advertisement to keep the advertisement to one page.

Chair Koentopp stated that Board Member Pederson was talking about getting the picture from the corner of the intersection.

Board Member Pederson stated that it would be tough to get a wider angle if we are going smaller on the pictures, but with the current picture, it is tough to visualize where the space is and what it includes.

Chair Koentopp and the Board agreed that the flyers should be left at the City Office, Library, Wagner's Nursery, Lee & Dad's, Albertson's, Rocky Mountain Supply, Kenyon Noble and at the Chamber of Commerce booth for the Fall Festival. Chair Koentopp asked when the flyers would be ready.

Public Works Director Klotz stated that the flyers could be finished within the next week.

Recommend Improvements to Kathy Hollensteiner Park – Public Works Director Klotz illustrated a diagram of Kathy Hollensteiner Park with the new climbing rock. Public Works Director Klotz stated that the quote for the rock is \$25,000 with the City digging the foundation. There will be a sidewalk through the park. The new sign will be pedestal style with metal and powder coating. It will say City of Belgrade, Kathy Hollensteiner Park. Mr. Hollensteiner would like to choose the colors.

Chair Koentopp stated that since Mr. Hollensteiner is paying for the sign he should have a say in the shape and colors. The Board members were all in agreement.

Board Member Saitta asked how large the climbing boulder would be.

Public Works Director Klotz stated that it would be like the one at the Depot downtown Bozeman. There is another similar climbing rock at the Bozeman Dinosaur Park.

Board Member Saitta asked if that would take care of what Mr. Hollensteiner wanted to spend.

Public Works Director Klotz stated \$25,000 is amount he wanted to spend this year.

Board Member Saitta asked how many children use the park as a thoroughfare to get to the new school.

Public Works Director Klotz stated that everyone that lives down DiMaggio and the Ball Park streets would use it as a short cut.

Board Member Saitta asked if there is enough traffic to warrant a sidewalk to take care of the wear on the park.

Public Works Director Klotz stated if you look at the park, there are paths worn through the park. We will curve the sidewalk to make it more appealing.

Chair Koentopp asked if Mr. Hollensteiner is going to pay for the sidewalks.

Public Works Director Klotz stated yes.

Board Member Saitta asked if there were going to be any lights on the circular portion of the sidewalk or on the sign.

Public Works Director Klotz stated that there could be lights installed. I would like to place low walking lights along the sidewalk that cuts through Lewis and Clark Park because that is a main walkthrough and it is very dark at night. People should not be in the park after dark, but the lights help to keep the park secure. Lighting would help the police when they patrol the park.

Board Member Peterson stated that in the fall and winter, it is dark as early as 6:00 PM and the parks do not close until 10:00 PM.

Public Works Director Klotz stated that we have talked about what the hours should be before such as half hour after sunset and an hour after sunrise.

Grant Writer, Melissa Lewis - Public Works Director Klotz described the Community Transportation Enhancement Program (CTEP) to the Board. It has been around a long time. The City is allocated a certain amount of money that builds up in our account and after a certain amount of years, you can lose that money. It would go back into CTEP if not used. Typically, we do projects with that funding. There is another program to build sidewalks very similar and funded from the same source, which is the Safe Walk to School Program. When we do a sidewalk program or project it is funded by CTEP as well as Safe Walk to School and the City pays the match. That program is gone at the end of the 2014 fiscal calendar.

We have \$230,000 built up in our CTEP fund. If we do not have a project submitted by the end of this September for building in the fall we will lose about \$136,000. What we have to think about now is there is a 13% match required. If we did the entire \$250,000, we would have to come up with a \$25,000 match. I am working on a project to submit.

We did not receive a Safe Walk to School Grant. We did apply for one, but were not awarded the grant. That is something that we should get when we do the CTEP. That will take care of many of the routes that are intermittent sidewalks and put sidewalks in through all the different areas a main chunk for people to walk to schools and get downtown. We would have a complete sidewalk down Jackrabbit. We would put a sidewalk in along Madison from the intersection of Broadway and Madison in front of the CIA Insurance Agency. We would have a complete sidewalk on Oregon all the way up to Yellowstone. Across from the Middle School on Jackrabbit there is a walk path and it connects with the neighborhood, but it just stops. That sidewalk would go all the way down to 13th Street. We have a little bit on Spooner across from the new park but there is a gap from Mayfair down to Bandit Field and this would tie it up.

CTEP and Safe Walk to Schools are going away and they are going into one big program called Community Transportation Enhancement. We will have to compete for that money. They are going to have four million dollars a year for projects and they try to spread it around to different size towns but this first year they have eight million. We are going to put in for three different projects. Melissa Lewis is very familiar with the program. She knows everyone on the board personally. Her husband works for Max Baucus. She is from Helena. She has gotten many other grants for other communities. She got the funding for the big reservoir in eastern Montana. The three projects that we are purposing to put in for the Transportation Enhancement money is linking the parks. We want path or sidewalk through all the parks.

Public Works Director Klotz illustrated the purposed paths and/or sidewalks through the parks. The other project is three way stop at the Northern Pacific intersection. You could drive through the stop without noticing it. There is nothing on the south side of the street so your brain tells you that you can drive at about 85 mph. Everyone did go 85 mph so the City put in a stop sign. Now everyone blows through the stop sign, which makes it even more dangerous. On Arizona, we have the same three-way stop where you do not expect one. These two intersections will get a design for traffic calming including stripping, stop signs, stop bars, stop ahead signs, and perhaps a bulb-out. You have to do something to increase the sense of inherent risk to the driver. It will have to be narrowed a bit. When you see an obstacle, you slow down, such as a rumble strip. The plan is to make the two intersections safer. The third project would be to put a path around the Belgrade Sports Complex, with laps equaling a particular distance. It would also serve to connect the fields, softball field to soccer field.

Board Member Saitta asked if that would be a hard-pack gravel type material.

Public Works Director Klotz stated we would like to have asphalt.

Board Member Pederson asked what is happening along Dry Creek.

Public Works Director Klotz stated that is our forced-main project and illustrated the project on the white board.

Chair Koentopp if the parks are being charged for the grant writer.

Public Works Director Klotz stated the \$350 for professional services in the budget is when we hire someone such as landscape architect.

Chair Koentopp stated that Public Works Director Klotz brought this before the City Council. Melissa Grant normally charges \$2,000 per grant written, but since she is doing all three for \$2,500 total.

Public Works Director Klotz stated that in this budget year we are struggling to come up with a match. We may get the grants, but we have to come up with a match. What is nice about the Transportation Enhancement Program is once we submit it, and they approve it and fund it we do not do anything. They go out to bid, they hire a contractor, and they oversee the entire project.

Park Budget – Chair Koentopp stated she had called the City as soon as she saw the park budget. On page two of two, under fund: In 2009-2010, it was \$59,574, in 2010-2011 \$58,396, in 2011-2012 \$91,534, and in 2012-2013 \$110,561. This year the budget proposed is \$76,583. I asked why we are losing \$30,000 in Parks. If you look at salary and wages that has been \$19,083, \$18,876, \$23,890, \$21,026, \$39,315 and this year \$22,760. We did not use the entire \$39,315 in 2013-2014 so it was dropped down to the \$22,760.

Public Works Director Klotz stated that the years listed from 2009 through 2013 were dollars actually spent. The budget is what is allocated to spend and it was dropped down to what is more realistic.

Chair Koentopp stated that \$17,000 was taken out in wages. That is really the biggest chunk. Down in account 410 Concrete and Clay there is nothing funded.

Public Works Director Klotz stated that the 100's are salary, 200's are operating supplies. When you put this budget together, you put line items in that you want to track. Under 400's that has just been broken out. I do not need to track those so I have been putting zero in there. I increased raw materials, which includes concrete, top soil, wood products and such. Sometimes the expense is coded into those other line items and that is why it shows up. Account 930 are big capital items and 940 is machinery and equipment.

Chair Koentopp pointed out that account 940 was decreased by \$12,500 and 930 was reduced by \$8,000 down to zero. We are not going to be building much this year.

Public Works Director Klotz the \$2,500 was for trashcans. I had \$15,000 in the preliminary budget, but it has all been cut. Cash in lieu is for when people subdivide and come into the City. By state law when you subdivide land must be given to the City for parks or cash instead. In some instances, we do not want the parkland so then they have to give us cash. That money has to be spent on park improvements in the general area of the subdivision that donated it. We are small and we only have one splash park that everyone uses. We can use cash in lieu on the splash park and be okay with that.

Chair Koentopp stated you had \$11,125 for water guns but you have removed that.

Public Works Director Klotz stated he never had the funds allocated for that. I had that in the 900 accounts where it should be. I think someone is trying to fund it out of that because there was some money in there, but we removed it from there.

Chair Koentopp stated that our cash in lieu is still \$51,000 so when we are ready to start developing the park and we need funds it is there. It is a one-time shot and we are not going to get too many more parks in Belgrade so we have been tight with that money.

Board Member Saitta asked if there is a timeline on the cash in lieu.

Chair Koentopp stated that it had been sitting there for several years. The biggest chunk was from Las Campanas.

Public Works Director Klotz stated that Las Campanas gave us two more parks. As far as park improvements, everything that is done to the parks, we are going to do. We are not going to hire anyone to come in. With Mr. Hollensteiner's money, we will actually have a very good year in the parks.

Chair Koentopp stated that we still need some improvements on the splash park equipment. Two guns were taken out and the cost of replacement is \$11,000. Public Works Director Klotz stated that at Lions Park there was a concession stand. It has not been used for quite some time. I took it out of that park, we purpose to put it in Lewis, and Clark Park and the revenues from that concession stand could pay for some splash park expenses.

Board Member Peterson asked if we would let groups rent the concession stand.

Public Works Director Klotz stated the way we would get the most revenue is if we hired someone that sat over there and sold ice cream and candy, but we will probably put it out for bid and have the vendor pay us a fee. I hope that we can earmark those funds to go back into the splash park. We could make a mint at the park. Hundreds of people come to the park. If we had an ice cream stand or pop stand, we would do well. There is a lot of profit in pop and snow cones.

Board Member Peterson stated that it would be nice to give some non-profits the opportunity to make a little money and just run it for you.

Public Works Director Klotz stated we will put it up and people can bid on it or say it is available for people to bid to have the right to sell. Right now, the ice cream truck comes and parks over there. We have all the people from the County in the park and it would be an opportunity for them to contribute to the expense.

Chair Koentopp stated that people are coming from as far as Gardiner, several summer camps come from Bozeman and we are paying for it out of our City funds. The Belgrade City taxpayers are paying for it. Parents are paying for camps for their children to attend, the camps bring children to Splash Park and Splash Park is free.

Board Member Saitta stated that has been an issue in Bozeman with people using city parks to run programs. They can take over an entire park if you have 50 people pull up on a bus. I was watching the Commission Meeting in Bozeman and they actually turned town the idea of a splash park, which was a recommendation in addition to fixing Bogart for another few years and a bigger aquatic facility, but the Commissioners decided against a splash park. The estimated cost was \$250,000.

Chair Koentopp stated that Bozeman has seen how successful our Splash Park is.

Board Member Saitta stated he was shocked that the Commissioners felt that it would be just a concrete pad with little sprinklers in a few years and no one will use it. I think that they were comparing it to the pool. They are a crisis with their pool situation but it is a completely different kind of thing. That will ensure we will have more people buying candy at our park.

Chair Koentopp stated that with the amount of people coming to Splash Park the concession stand will make a profit.

Public Works Director Klotz stated that we have brought the stand to the shop and we will fix it up this winter.

Board Member Peterson asked where in the park the concession stand would be placed.

Public Works Director Klotz stated that it would be right by Splash Park near the parking lot.

Chair Koentopp asked if we have teams actually playing soccer at the park.

Public Works Director Klotz stated that people would walk over to the concession.

Chair Koentopp stated that you could have a vendor for the soccer games in the fall and spring and have coffee and rolls.

Board Member Saitta asked if it is a metal building.

Public Works Director Klotz stated that it a wood building. We will rebuild and paint the building.

Fall Festival Request - Chair Koentopp stated that last Tuesday, she received an email from Deb Youngberg who is head of the Belgrade Chamber. She stated I wonder if the

Park and Recreation Board would like to apply for the Fall Festival raffle profits. I was thinking that we could use the money to help with signage and then add to the band shelter/gazebo fund. I would really like to see that go into Lewis and Clark and put the skate park somewhere else. That is such a family-friendly park and I really hate to see some much space used right in the middle of the park for the skate park. I think that it would be better over in Sunnyside Park. If we could get the gazebo built, we could have music at the Fall Festival or maybe a few times during the summer. Manhattan uses theirs a ton. I need to know right away because I need to have the tickets printed.

Chair Koentopp stated that when she was first on the Park Board they tried to raise money to put in a gazebo or band shell where the skate park is now planned. You would use the hill for sitting on and listening. We tried to raise money, we got up to \$1,800, and then it went nowhere. We found later that money is still sitting in the Chamber of Commerce in a fund somewhere. Nevertheless, the Skate Park went before the City Council and was approved. Unless we change it, that is where the skate park will be built. I wrote her back and said thanks, but we have not had our Park Board meeting yet and we did not have near enough money to build the gazebo. I told her she is welcome to present to the City, but we have already chosen that as the Skate Park site. She wrote back yesterday and stated that we have chosen the Friends of Belgrade Music for the Belgrade Raffle this year, but keep this in mind for future items. Ten years ago when we proposed the gazebo and maybe a removable band shell there was not enough money raised and nothing ever happened. Belgrade Music is getting the funds from the raffle and I just wanted to follow up.

Board Member Peterson stated I do not know how likely it is that they are going to raise enough money to build the skate park.

Chair Koentopp stated that the skate park is like the gazebo you get so far, but it is not enough.

Public Works Director Klotz asked how much had been raised for the skate park.

Board Member Peterson stated that \$10,000 between all the different fundraisers and a grant for \$15,000 so we were at \$25,000. Skate parks cost about \$190,000 and that is with Spawn. Morey from Belgrade Youth Forum is trying to get things going again and do some grant writing, but he and I were the only ones to show up at the meeting. I am willing to help, but not do it all. There is just not enough motivation out there for it. I was hoping that the grant writer could help.

Board Member Pederson asked if the money raised up to this point for the skate park could be used to hire the grant writer for their cause. There are other small towns with skate parks and they have Mountain Dew advertising plastered everywhere. Is there a company out there willing to pay for a skate park as long as you put their name everywhere? I have seen two or three of those.

Chair Koentopp stated that she went to the one by Town and Country Market in Bozeman. There were kids everywhere it was very busy. I still think that Lewis and Clark Park is a good place for it.

Board Member Peterson stated that it was not just for skating, it is a multiuse park. It is nice if we could keep that area open just in case we can get more funding and get it going.

Chair Koentopp stated that if the gazebo people come out of the woodwork we would have a fight for it, but I do not see that happening right now. We have plenty of room on the north side of the park. We could do a gazebo now that it is all grass.

Board Member Saitta stated that he did not love that location. I agree with Ms. Youngberg for several reasons. One reason is that you cannot expand if we put a skate park there. It would be cost effective to add instead of building a second park. It is such a nice park you do not have many intimate green and treed areas in town. There is some space between Splash Park and the old tennis courts. I know there has been some opposition from residents but they are pretty far from where the skate park would be. Overall, skate parks are not noisy in my experience and they are seasonal. The splash park is noisier than a skate park. I am not in agreement with the noise argument. There is a bit of a stigma with skaters and vandalism. Anyone who skates knows that if you graffiti or spray paint on your surface it becomes twice as slippery and does not ride as well. I cringe at turning a nicely manicured grass and treed area into concrete even though it would be aesthetically pleasing using Spawn Ranch. For me, aesthetics are not as important as a park that rides well and that performs well. If it looks nice, that is a plus. What is going to draw people and keep people coming back is a good riding park not necessarily one that looks artistic. Not to say that Spawn Ranch is not the way to go, being close to the street and catching an eye having an aesthetically pleasing design I understand the drive there. I came in after approval of the location.

Board Member Peterson stated the biggest push in that particular park for not having it behind Town Pump or the side of Town Pump was just to have it more visible in hopes that it would be user friendly for all ages and not be hidden somewhere and enabling of bad behavior. The hill was also part of the design. If we are going to write for grants, Spawn Ranch for that area is what we are going with. If there is any question of allowing it in that park, we should really discuss that again.

Chair Koentopp asked when the new tennis courts come into fruition what is the City going to do with the old tennis courts.

Public Works Director Klotz stated he did not know. I think they should be torn out. Acting City Manager Clark has talked about using half of it for basketball, but that surface is not good for anything. It needs repaving.

Chair Koentopp stated the skate park might be more visible where the old tennis courts are. We went through a lot to get it presented in front of the City Council and there was opposition to that.

Public Works Director Klotz stated we just need to give it a few years and come back to it.

Council Member Peterson stated her son is now into biking and he has asked if the City could get a BMX track.

Public Works Director Klotz stated that would be much less expensive than a skate park.

Board Member Peterson stated she told her son to get his friends together and talk to someone who designs BMX parks and figure out what it would cost do it and present at a Park Board meeting and we will see if the Park Board wants to let you put one in at the Sports Complex. It would be a dirt track. It would be a lot cheaper.

Public Works Director Klotz stated that in Bozeman the kids design it themselves. They take a backhoe and dump dirt and the kids come out with shovels and shape it.

Board Member Saitta stated if that happened it might be nice to have a BMX track and a skate park in the same area. Then it would make more sense to put something in Prescott or the Sports Complex. It would attract the same group.

Board Member Pederson stated that could certainly go with the Sports Complex. Think about the number of people who are going to be frequenting that place. Whether they are into it or not they are going to tell other people about it.

Board Member Peterson stated that maybe the Sports Complex would be a better place. Initially we had talked about that, but at that time, it was not happening. We thought we did not want to put a skate park in the middle of a field where no one is around.

Chair Koentopp now all of a sudden everyone wants to get in there.

Board Member Peterson stated the tennis courts are going to be there. We are going to build more and have trails leading to it. If there is feasibility of a BMX track, it might be nice to have a skate park at the Sports Complex.

Chair Koentopp stated to keep it in mind it is not going to happen tomorrow. We do not have the money now.

Board Member Peterson stated that it could still go in the park with a hill.

Public Works Director Klotz stated that he thought they could whip those designs out in an afternoon.

Board Member Peterson stated we could construct a hill out there and build it that way.

Tennis Courts - Chair Koentopp stated that she had not been to any meetings since the big one with the School Board Members and Athletic Director. Is there any new information?

Public Works Director Klotz stated I think that the school has asked to put six courts in instead of five now. The donor said no, just the five. Morrison and Maierle are drawing up plans.

Chair Koentopp stated the donor is the owner of the CA Ranch, which is up on Springhill and they have property out past Manhattan. She is doing all of the work we do not have to go out for bid. It is her baby. We just okay the spot and which way to go and she will build it. Can they build it this fall, within 60 days?

Public Works Director Klotz they can build it quickly. The pad is quick to build. There will need to be some pit running and put some cushion gravel on top. That is quick and easy then it is just a matter of paving it. Then you have tennis experts come in and they put the topping on and do the striping. It is flat work for the majority of the project.

Chair Koentopp stated that other than the grass around the courts we would have to put in the sprinklers and the grass.

Public Works Director Klotz stated the sprinklers are stubbed in. We will put in a walk bridge across the ditch with fencing on both sides. The only thing they are waiting on is an agreement on maintenance.

Chair Koentopp stated she understood that the school is going to be responsible for the maintenance. They are talking about getting the bathrooms up and going.

Public Works Director Klotz stated that the donor was going to pay for some of that as well.

Board Member Saitta asked if there would be lighting for the tennis courts.

Chair Koentopp stated no lighting is allowed because it is so close to the airport.

Public Works Director Klotz stated that there could be parking lot lights, but nothing that could interfere with aviation.

OLD BUSINESS

Nothing reported.

FOR YOUR INFORMATION

The next meeting will be Tuesday September 10, 2013 at 7:00 PM

Fall Festival is on September 21, 2013

Public Works Director Klotz stated that some of the Transportation Enhancement money could be spent on the Welcome Signs and entrances to Belgrade.

Meeting adjourned at 8:24



Steve Klotz,
Public Works Director