

**MISSOULA PARKS AND RECREATION BOARD MEETING**

**April 9, 2013**

**Regular Board Meeting**

**12:00 – 2:00 pm**

**600 Cregg Lane**

**Headwaters**

Attended by:

Park Board Members: Johanna Eisenmann, Susan Ridgeway, Norma Nickerson, Chris Ryan and John O'Connor, Dale Harris

Absent: Ross Mollenhauer

Others, Joel Deason, G4S Technology and Jim Habeck

Staff: David Selvage, Morgan Valliant, and Donna Gaukler

Approval of minutes of meeting from March 2013

John moved to approve with the following correction – that Chris Ryan did not attend the March meeting. All members voted in favor of the motion, the motion carried.

Announcements:

Gaukler: Run for the Trees will be held on Saturday, the 2013 spring and summer brochure is available.

Public/Guest comments:

Habeck asked a question related to Parks staff involvement with Central Park. Gaukler answered she is involved with the process.

Action Items:

Referral – Caras Toole HIEM Service Line easement (David Selvage)

Selvage staff report -HIEM has retained G4S Technology (a.k.a. contractor) to plan, design and oversee installation of a new fiber optic line that will connect to the University of Montana. The U of M and Saint Pats Hospital have submitted letters of support for the project. The proposed new fiber optic line appears to have benefit for City residents as well as all western Montanans because of the critical patient health data that can be shared via the Hospital Information Exchange of Montana.

The proposed alignment (see map exhibit), crosses Caras Park overhead, then across the Clark Fork River overhead using an existing pole in Caras Park (next to the Riverfront Trail North on the COE certified levy) to an existing Northwest Energy Pole on parkland adjacent to the Missoulian. The line installation will be done with small equipment. The request is made as there is no other way to get across Caras Park. The construction will cause minor delay for trail users. Staff is not worried about any asphalt damage to the trail; any other damage to irrigation, etc. will be the responsibility of the contractor to repair per Parks staff.

Staff recommends Park Board recommend approval of a 10' easement for the proposed fiber optic line across City parklands with the following conditions to protect public safety: ensure compliance with City procedures, minimize costs and impacts for all parties, and ensure park services and infrastructure values are not unduly impacted. Staff also requested no work done on weekends, and the contractor must coordinate with Parks 48 hours prior to working on the project.

O'Connor – why not use the Madison Street Bridge?

Deason, G4S – the project will be using NW energy pole lines and the crossing at Madison is at capacity, so we needed to go to Higgins Bridge area and there was not an opportunity to use state bridges.

Ridgeway asked how many hours of park employee time to oversee and monitor the project?

Selvage said it will take limited time to mark heads, take pre and post pictures of the site, so the cost would be insignificant. All costs for any repairs is the responsibility of G4S Technology with Park staff approval.

Timing – The project will start in the next couple of weeks and the work is projected to take seven to ten days. The riverfront trail won't be closed during construction. It was commented to consider any impact to special events in May.

O'Connor asked if there needs to have any special requirements for the John Toole Park prairie area?

Valliant said no as there won't be much impact and the equipment fits on the trail.

Ridgeway – I move the Missoula Parks and Recreation Board recommend to the Mayor and City Council approval of a 10' wide easement for an overhead fiber optic line in Caras Park and a 10' wide underground easement for a fiber optic line through Toole Park with conditions as described in the attached staff report and exhibits and include a fee of \$200 for required service for easements.

O'Connor – I have similar concern as Susan and I would also like to have specific language that spells out consequences for damage as right now it is just a general paragraph which leaves too much room for issues. I believe we should spell out the required responsibility if there is damage. We should also add a fee as it takes staff time and that should be built into the easement requests.

Gaukler – The Board had earlier asked staff to research the requirement to allow charging a fee for an easement. At this time due to staff work loads and the time it will take to draft the necessary documents and get administrative approval, a fee for this easement is not appropriate.

Ridgeway withdrew her motion.

Selvage – We could also require a bond for future easement requests and use the bond to recover damages. Easements have two components, the easement itself and then the construction component and fees could be associated with either.

Ridgeway expressed concern that John's issues are not addressed.

It was moved and seconded to recommend to the Mayor and City Council approval of a 10' wide easement for an overhead fiber optic line in Caras Park and a 10' wide underground easement for a fiber optic line through Toole Park with conditions as described in the attached staff report and exhibits. All members voted in favor of the motion.

The Board also recommended that Council direct the Parks Department staff to implement a fee system for recovering the costs associated with utility easements. *This item shall be placed on all future agenda until it has been resolved.*

Susan

Referral - Sunlight Trail Installation (Morgan Valliant)

Valliant – this request is to approve a connector trail on the Golden Sunlight property. Two years ago the Board approved the construction of a two mile loop on the Sunlight property but the trail to connect this loop trail to the end of Duncan Drive was not approved as public access along Black Fox Drive was uncertain. It has since been determined that the City does have a public access easement. The plan is to construct a trail to go through the power corridor utilizing existing road cuts to minimize trail construction and include a crushed gravel trail alongside Black Fox Drive to minimize pedestrian use on the roadway. There will not be any parking except at the trailhead at Duncan Drive. This project can be done with volunteers from Hellgate High School and utilizing funds donated for trail development by Run Wild. The Conservation Lands Advisory Committee supports and recommended the Park Board approve the trail construction project.

It was moved and seconded to approve the construction of a trail connecting N. Duncan Dr. and the North Hills Sunlight property via a trail along Black Fox Drive and to designate this trail as pedestrian use only. All members voted in favor of the motion.

#### Sacajawea Turtle Painting (Donna Gaukler)

This is a request from Missoula Community School (MCS) as a community service and service learning project. MCS will pay for the materials and coordinate with Jason Pignanelli and Bob Worthen as a volunteer project. The proposed project is to paint the turtles at Sacajawea. Any art project must be approved by the Park Board. The turtles will have a kindness theme. Two turtles (facing each other) will have a heart on the back, the symbol of the capes of kindness. The two other turtles will show a bouquet of flowers in a child's hand, the symbol the children have expressed for a great way to show kindness. The school will also do a general park clean up with direction from Jason Pignanelli.

It was moved and seconded to approve the artwork as submitted by MCS for repainting of the turtles at Sacajawea Park. No charge, materials either donated or purchased with school funds for a service learning project through their superhero of kindness program. All members voted in favor of the motion.

#### Enterprise Request for TV (Donna Gaukler) –

The Department has been researching potential systems to be used for training, presentations, etc. The current projector and hookup to laptop system was purchased in 2006 and with the changes in technology and given the age of the equipment, the Department needs to upgrade the system. The new technology will be more effective for training and may help generate more rental revenue for Headwaters. The proposed funding for the project is to use general funds and park enterprise funds from the miscellaneous account. As staff trainings, captains meetings and classes are held in Headwaters, staff felt it is appropriate use of the funds to make improvements to the technology.

The request is to expend up to \$2000 from the Misc. Park Enterprise Account.

It was moved and seconded to approve the expenditure of up to \$2,000 from the Park Enterprise Miscellaneous account to purchase a Smart TV and computer system for Headwaters. All members voted in favor of the motion.

#### Park Board Strategic goals –

The board reviewed the document as a result of their strategic planning meeting in January. The 2013 strategic goals included some additions to the previous year document as outlined below.

##### ***Goals and Directing Objectives (Within the next 1-3 years)***

***Priority One for 2013 – Engage in tasks necessary to obtaining funding required to appropriately maintain the existing infrastructure and begin development of Fort Missoula Regional Park (see Goals 1d and Goal 4)***

**Goal 1d: The Fort Missoula Regional Park Plan is well along in its implementation.**

*Directing Objectives*

1. *Optimize America's Great Outdoors federal program designation as a "Signature Park Project".*
2. *Continue to work with partners, sponsors and donors including FMRP and FMP.*
3. *Work with Mayor, Council Members, Civic Leaders, Partners and the general Public (through public opinion polling), to gain support for a June 2014 bond issue, mill levy, or other funding to support at least Phase One development (multi use sand turf sports fields) of FMRP per the Master Plan as adopted by Council in Dec 2008. (See Goal 4, Objective #7)*

**4. Goal 4: Parks and Recreation has sustainable, predictable funding.**

*7. Work with Mayor, Council Members, Civic Leaders, Partners and the general Public (through public opinion polling), to gain support for a June 2014 bond issue, mill levy, or other funding to address the need for sustainable funding for existing infrastructure. Specific tasks may include participation in the Renovation, Replacement and Improvements Plan process, meeting with leaders to learn what combination of projects is necessary to gain their and public support, what concerns and questions need to be addressed in order to be successful in acquiring funding necessary to implement a reasonable RRI plan. (See Goal 1d, Objective #3)*

It was moved and seconded to approve the 2013 Strategic Goals and objectives with the above edits. All members voted in favor of the motion.

**Park Board Elections, roles, responsibilities –**

There are four board members with term expiration dates in May. All four members expressed interest in reapplying and will send their application to the Mayor's Office.

The board reviewed the list of subcommittee and several committees need new members appointed. It was decided to wait for the OSAC liaison term to end before making a new appointment. Norma Nickerson expressed interest in the Extra Ordinary Events Committee as well as OSAC.

**Presentation/Discussion/Updates:**

SIRE for Minutes (Kathy Mehring) –

Mehring provided the board with a presentation on using the City's new web based meeting software SIRE for the Park Board meetings. The software allows the meetings to be audio or video recorded which gives citizens, staff or board members an opportunity to review the meeting for greater content. The software also provides a greater level of transparency and history of the documents. The Board discussed and approved moving forward with using SIRE but without any audio or video for the first meeting. Mehring indicated she would try and have the program up and running for the May meeting.

RRI Report (David Selvage) –

Selvage provided a summary of the survey done in conjunction with the Renovate, Replace and Improve Capital Improvement project. The survey is not statistically valid but the results are consistent with prior survey findings in 2010. The survey provides a picture of community wide needs. Conservation lands, trails, paved and unpaved, continue to be elements of high importance in Missoula. Playgrounds, restrooms, dogs off/on leash, shelters, and open park turf and park walkways also are important to citizens. The next step in the project is putting a package together, with a proposal to fix, replace, etc. with a funding component.

Nickerson – this survey only gives you an idea of what a few people think, and did not think it could be used for decision making. She offered her professional services for any future surveys or polling.

Gaukler – it is important to give the public an opportunity for feedback. We would definitely need quantified data before deciding to move forward with a bond or mil levy to fund park projects.

Budget/CIP (Donna Gaukler) – Gaukler gave a brief review of the budget and appeal process. The Administrative budget was just presented to and the Parks Department did receive some additional

funding for Silvers Park, no other service requests or Capital Improvement Projects were funded. Staff will be given an opportunity for appeal. Gaukler had included her appeal letter with her staff report for the Board to review.

**Future or Held items**

- Easement fees
- Master Park Plan Update – PP presentation
- Trees for Missoula Update
- Greenough Survey – options for resolution of encroachments
- Master Fee Schedule Section 2.10 – Prohibited Activities (Shirley Kinsey)
- Donation Policy (Shirley Kinsey)

Meeting adjourned @ 2:00 pm

DRAFT