

Northside/Westside Neighborhood Council Leadership Team Meeting Agenda

Date: March 27, 2018

Time: 6:00 pm

Location: Hal Fraser Conference Room

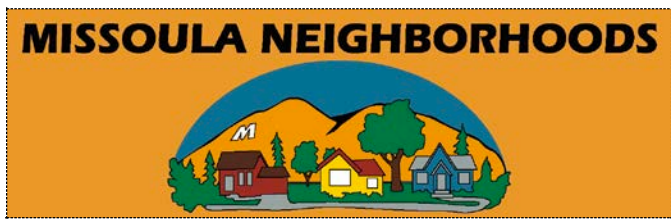
140 W Pine St

Missoula, MT 59802

1. Approval of [January 29, 2018](#) meeting minutes.
2. Appoint interim leadership team member(s)
3. Moon-Randolph Homestead Signage Improvement Project NPF grant application – Heidi West, North Missoula Community Development Corporation
4. Preserve Historic Missoula – Dan Hall
5. MCPS Operations Levy – Hatton Littman, MCPS
6. Leadership team roles and duties
7. Office of Neighborhoods Report – Jane Kelly
8. Community Forum Report – Jane Kelly
9. Public comment on non-agenda items
10. Announcements

Jane Kelly, Neighborhood Coordinator
Karen Gasvoda, Program Assistant
Hatton Littman, Missoula County Public Schools
Heidi West, NMDC
Dan Hall, Preserve Historic Missoula
Northside/Westside NC Leadership Team

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*Neighborhood Small
Project Grant Funds
Application*

Project title: Moon-Randolph Homestead Signage Improvement Project

Name of applicant: Moon-Randolph Homestead

Address of applicant: 1515 Spurlock Road, Missoula, Montana 59802

Phone: 406-728-0451 Email: moonrandolph@gmail.com

Project coordinator (responsible for overseeing project and reports): Caroline Stephens

Address of coordinator: Caroline Stephens

Phone: 502-797-8266 Email: moonrandolph@gmail.com

Detailed description of project:

The Signage Improvement Project will promote the use and stewardship of the Moon-Randolph Homestead through augmented signage at this historic site. Situated on City of Missoula’s North Hills Open Space, the Moon-Randolph Homestead is accessible to visitors both by car and by foot via the North Hills Trails. Signs funded by this grant will welcome visitors to the Homestead and provide visitors with useful information about the Homestead’s history, management, open hours, availability, and contact information. Additionally, signs will help orient visitors to basic rules and regulations that will help to preserve the site and its resources for future generations. These improvements will provide visitors with meaningful information that will allow them to access and experience the Homestead, thereby strengthening the connection between city residents and the City of Missoula’s own public, historic, working Homestead.

The need for improved site signage is outlined in the Moon-Randolph Homestead’s 2015 Strategic Plan, adopted by City Council on May 4, 2015 (See pg. 20 on attached 2015 Strategic Plan). The 2015 Strategic Plan is the work of numerous Northside and Westside community members who met for two years to create this guiding document for the Moon-Randolph Homestead.

These signage improvements will dovetail with the Froelich Trailhead Kiosk, also funded through a Neighborhood Grant. The Kiosk will feature information about the Homestead and will be situated at one of the trailheads that visitors may use to access the Homestead by trail. Additional signage will further help guide visitors to the site, greeting them at the trail entrance to the Homestead.

This grant will fund the following signs:

This grant will fund two directional signs to lead visitors traveling by car to the Homestead. Such signage will help visitors find the Homestead by guiding them at critical intersections on Coal Mine Road and Spurlock Road. These signs will be made of durable oak wood. Lettering will be engraved by City of Missoula Parks and Recreation's Conservation Lands Management (CLM) staff using their wood router. Lettering will be painted to make it more visible to visitors. Signs will be installed on wood posts at both intersections.

This grant will also fund welcome signs at both the driving and trail entrances. Such signs will welcome visitors to the Homestead, ensuring visitors that they've arrived at the right place. These signs will also be made of durable oak boards. Lettering will also be engraved by CLM staff using their wood router. Lettering will be painted to make it more visible to visitors. Both signs will be installed on wood posts.

This grant will also fund four aluminum signs that will feature a brief history of the Homestead, as well as details on open hours, contact information, and basic rules and regulations for the site. Two of the signs will be installed initially, with the two remaining signs reserved as replacement signs, should a sign be damaged. For an example of this sign, see attached document.

This grant will also fund a Lend-a-leash kiosk and corresponding leashes for dogs. The Moon-Randolph is a working homestead. As such, there are livestock on site, including pigs, chickens, and turkeys. We have included in this grant proposal a Lend-a-leash kiosk, as well as leashes, which trail runners and hikers may borrow while visiting the Homestead with their dog to keep both dogs and livestock safe.

Amount of money requested: \$480.00

Will this project require maintenance? yes no

If yes, please give details on maintenance and how it will be funded:

Maintenance of grounds at the Moon-Randolph Homestead occurs regularly, and is carried out by Missoula Parks and Recreation's CLM staff, as well as by caretakers who live on site, year-round. Both entities will monitor sign additions, and ensure that any damaged signs or posts are replaced. Additionally, CLM and the Homestead caretakers will repaint routed lettering on wooden signs as needed.

This grant funds two additional aluminum signs that will be used in the event that a sign is damaged or stolen. Any damaged or stolen wooden sign, post, or hardware may be replaced using the Moon-Randolph Homestead's Maintenance Budget, funded annually by the City of Missoula.

How will project benefit Missoula citizens?

This project will strengthen the connection between Missoula citizens and their public, working, historic Homestead. Missoulians will benefit directly from the increased directional signage, helping them find the Homestead. Additionally, signage will provide necessary information to visitors, such as history, management, open hours, contact information, and site restrictions, which will shed light on the City's unique historic and cultural asset. More visible restrictions and regulations will ensure visitor safety and stewardship of the site. This additional signage will help increase and enhance visitation to the site, providing more opportunities for Missoula citizens to explore the natural, cultural, and agricultural history of their shared home.

Provide timeline as shown below:

Date	Task	Responsible Party
April 16-19, 2018	<ul style="list-style-type: none"> Finalize copy for aluminum signs 	<ul style="list-style-type: none"> Katie Nelson and Caroline Stephens, caretakers Morgan Valliant, City of Missoula, CLM Bob Oaks, Executive Director, North Missoula Community Development Corporation Emy Scherrer, City of Missoula, Historic Preservation Officer
April 20, 2018	<ul style="list-style-type: none"> Order aluminum signs from SignPro, Purchase materials such as wood, hardware, paint, fence posts, etc. 	<ul style="list-style-type: none"> Caroline Stephens, caretaker
April 23-27, 2018	<ul style="list-style-type: none"> Use router to engrave lettering on wooden signs 	<ul style="list-style-type: none"> CLM staff
April 30-May 4, 2018	<ul style="list-style-type: none"> Install posts and signs Begin work on Lend-a-leash kiosk and leashes 	<ul style="list-style-type: none"> Katie Nelson and Caroline Stephens, caretakers CLM staff
May 20	<ul style="list-style-type: none"> Install Lend-a-leash kiosk and leashes 	<ul style="list-style-type: none"> Katie Nelson and Caroline Stephens, caretakers CLM staff

Provide an itemized list of expenses and specific source(s) of funds on [the budget worksheet](#) provided on the grants' page. Please provide vendor quotes if applicable.

Do you have support of Neighborhood Council(s) or the Community Forum Leadership Team?

yes no If so, which one(s)

A representative from the Homestead will present this grant project proposal to the Northside/Westside Neighborhood Council at their meeting at 6 p.m. on March 27.

Exempt status – Is your organization tax exempt under section 501 (c) (3)? **yes** no

If **yes**, please provide your tax exempt number from your Internal Revenue Service

determination letter: 81-0509941

Is your group a government entity? yes no

Is the project on private property? yes no

If yes, will the public be granted permanent access? yes no n/a

If yes, how will this be accomplished?

The Moon-Randolph Homestead is situated on City of Missoula Open Space Lands. The Homestead is open to the public on Saturdays from 11 a.m. to 5 p.m., May through October, as well as by special arrangement with the caretakers. We host events throughout the year, such as workshops, volunteer events, summer camps, and a fall harvest celebration, all of which are open to the public. Additionally, we welcome school groups to the Homestead for field trips. School groups range in age from preschool to university undergraduate and graduate students.

If the grant is awarded, how will you give recognition to the Community Forum and Neighborhood Councils?

We will recognize the Community Forum and Neighborhood Councils directly on our aluminum signs, which will be located at both entrances to the Homestead. Additionally, we will recognize the Community Forum and Neighborhoods Councils on our website, www.moonrandolphhomestead.org, as well as through our social media streams.

Signature: Caroline Stephens

Date: February 22, 2018

Eligibility requirements:

1. Must fall under one of the three focus areas:
 - a. Neighborhood Planning (seeks to guide the future direction of a neighborhood)
 - b. Neighborhood Improvement (seeks to improve the physical dynamics of a neighborhood)
 - c. Neighborhood Outreach (strengthens neighborhood participation and builds opportunities for neighborhood communication, interaction, and problem-solving)
2. Must meet all of the following requirements:
 - a. Project takes place in the city limits and has lasting benefits for city residents.
 - b. Documentation shows that residents who surround the project area support the project.
 - c. Project is sponsored by a Neighborhood Council Leadership Team or the Community Forum Leadership Team and is documented in detail in the minutes of the meeting.
3. Must not be asking for funds to be used for:
 - a. Direct social services
 - b. Ongoing general organizational support or overhead
 - c. Direct grants, scholarships, or honorariums for the benefit of a specific individual
 - d. Loans or debt
 - e. Annual appeals or fundraisers
 - f. Emergency funding
 - g. Event insurance or alcohol permits
 - h. Business promotion

Additional requirements:

- Market or give recognition to the Community Forum and/or Neighborhood Council(s) in some way.
- Requests for grants are not to exceed \$500.00 and can be used for individual projects or combined with other matching funds.
- Your organization does not need to be a tax exempt 501 (c) (3) organization to receive funds.
- The deadline is the last Thursday of the month in order to be considered the following month.
- Please feel free to use additional sheets if needed.
- Pictures and/or visual aids are encouraged, if applicable.
- For more information please contact the Jane Kelly, Neighborhood Coordinator at the Office of Neighborhoods: jkelly@ci.missoula.mt.us or 552-6081.

Office use only:

_____ Approved	_____ Rejected	Amount \$ _____	CF approval date: _____
Notes: _____			

	A	B	C	D	E	F	G
1	Neighborhood Project Budget Worksheet						
2	Total Neighborhood Project Funds not to exceed \$500						
3	Moon-Randolph Homestead Signage Improvement Project						
4							
5	EXPENSES						
6							
7	Section 1		Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
8			Neighborhood	Parks and Recreation			
9		Administrative Expenditures	Project Funds	Conservation Lands			
10	Administrative Expenses	Salary & Wages		\$ 550.00	\$	\$	\$ 550.00
11		Employee Benefits		\$	\$	\$	\$ -
12		Professional Contracted Services	\$	\$	\$	\$	\$ -
13		Office Supplies	\$	\$	\$	\$	\$ -
14		Postage/Printing	\$	\$	\$	\$	\$ -
15		Utilities		\$	\$	\$	\$ -
16		Travel/Training	\$	\$	\$	\$	\$ -
17		Rent		\$	\$	\$	\$ -
18		Insurance costs, permits		\$	\$	\$	\$ -
19							
20		Total	\$ -	\$ 550.00	\$ -	\$ -	\$ 550.00
21							
22	Section 2		Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
23			Neighborhood				
24		Project Expenditures	Project Funds				
25	Detail specific project costs including: supplies, site work, design, and other costs	4 x Aluminum Trailhead and Entrance Signs (SignPro)	\$ 150.00	\$	\$	\$	\$ 150.00
26		Oak boards for Welcome and Directional signs (Boyce)	\$ 100.00	\$	\$	\$	\$ 100.00
27		Miscellaneous Materials and Hardware (bolts, router bit, paint, leashes, etc)	\$ 100.00	\$	\$	\$	\$ 100.00
28		Fence Posts (Murdoch's)	\$ 80.00	\$	\$	\$	\$ 80.00
29		Lend-a-leash Kiosk	\$ 50.00	\$	\$	\$	\$ 50.00
30				\$	\$	\$	\$ -
31				\$	\$	\$	\$ -
32				\$	\$	\$	\$ -
33				\$	\$	\$	\$ -
34				\$	\$	\$	\$ -
35			\$	\$	\$	\$ -	
36			\$	\$	\$	\$ -	
37			\$	\$	\$	\$ -	
38		Total	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00
39							
40						Grand Total	
41						Add Sections 1 & 2	\$ 1,030.00
42							
43	Section 2		Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
44			Moon-Randolph				
45		Project Expenditures	Caretakers				
46	Detail specific project in-kind donations including: supplies, site work, design, labor and other free services	Associated project labor: gathering materials, installation, coordination	\$ 500.00	\$	\$	\$	\$ 500.00
47			\$	\$	\$	\$	\$ -
48			\$	\$	\$	\$	\$ -
49			\$	\$	\$	\$	\$ -
50			\$	\$	\$	\$	\$ -
51			\$	\$	\$	\$	\$ -
52			\$	\$	\$	\$	\$ -
53			\$	\$	\$	\$	\$ -
54			\$	\$	\$	\$	\$ -
55			\$	\$	\$	\$	\$ -
56		\$	\$	\$	\$	\$ -	
57			\$	\$	\$	\$ -	
58		Total	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
59						Grand Total	\$ 500.00
60							

WHAT TO KNOW ABOUT VISITING THE
MOON-RANDOLPH
HOMESTEAD

The Moon-Randolph Homestead dates to 1889, when the first of three generations of homesteaders worked the land. The property was purchased by the City of Missoula in 1996 for public use and is co-managed by the North Missoula Community Development Corporation. Located three miles from downtown, it sits on the northwest corner of a 470-acre public easement linked to the North Hills Trail system. The buildings and grounds tell the story of homesteaders from the late 19th century through the mid-20th century including two original residences, a barn, milk house, several additional farm buildings, a winch shed and coal mine, garden and orchard.

**OPEN SATURDAYS 11-5
MAY - OCTOBER**

**OR BY APPOINTMENT
moonrandolph@gmail.com**

- Dogs Must Be On Leash At All Times
- Other Rules To Come Up With In Due Time
- Other Rules To Come Up With In Due Time
- Other Rules To Come Up With In Due Time



MOONRANDOLPHHOMESTEAD

