

PARKS BOARD MEETING

September 11, 2012

Regular Board Meeting

12:00 – 2:00 pm

Attended by:

Park Board: Susan Ridgeway, Norma Nickerson, Chris Ryan, Johnna Eisenmann, John O'Connor, Ross Mollenhauer

Staff: Donna Gaukler, David Selvage, Jackie Corday, Shirley Kinsey

Others: Jim Habeck, Mountain Water staff

Approval of minutes of meeting from August 2012 – the minutes were approved with the following correction

regarding the Northwestern Energy easement: MOTION: It was moved and seconded to approve the utility easement request in Upper Lincolnwood Park. Motion passed with 2 members voting no, John O'Connor and Susan Ridgeway, (Note: Susan voted against the motion as she felt she did not have sufficient information.)

Announcements

Public/Guest comments

Jim Habeck had spoken to a UM forest graduate who is a property manager regarding absentee owners and responsibility for watering trees in the boulevard. His response is a property owner should be establishing irrigation system for the trees as many of the homes are rentals. Jim was concerned as new trees are not watered and is this best use of resources and who should be enforcing ordinance.

Donna – the Department is working with Trees for Missoula Groups on an educational component which includes the purchase of a Trimble to be used for counting the trees. TFM handed out flyers in areas where the Urban Forestry crew planted new trees with information on ozze tubes and the economic benefits of trees to property owners. The city does not spend resources towards enforcement of the ordinance. John O'Connor suggested having this as a referral for another meeting.

Action Items:

Conservation Lands Advisory Committee (CLAC) appointments (Dale Harris and Chris Ryan) – there were two openings on the CLAC with Paul Parson reapplying.

It was moved and seconded to approve Paul Parsons for the next term. The vacancy for the committee will be advertised through the Mayor's office. All members voted in favor of the motion.

Chris Ryan gave a brief report on her first CLAC meeting and the next meeting is scheduled for September 17th which will include a discussion on the Bancroft Pond Management Plan.

City grant of an easement to Mountain Water for SCADA equipment in Upper Lincolnwood Park (Jackie)

At the August 14th Park Board meeting, Northwestern Energy requested an easement located off the northern end of Fox Farm Road in Upper Lincolnwood Park for the purpose of installing an underground electrical power line to Mountain Water Company's two Pressure Reducing Valve (PRV) stations that serve the Lincolnwood and Brookside areas. These stations do not currently have a System Control and Data Acquisition (SCADA) automation system, which Mountain Water Company would like to install as well as upgrade security measures to improve customer service. The easement was approved by a majority of the Board, but a question was raised about whether or not a separate easement was needed from the City to Mountain Water for the added above-ground SCADA equipment they wish to install. Because the PRV stations and water main line were installed in the park decades ago, NW Energy, Mountain Water and staff made the assumption that a previous easement existed, but in fact, a record search was made and one was not found. This request is for an easement to cover all of Mountain Water's existing infrastructure in the park (underground water line and two PRV stations that were installed in the 1960s) and future SCADA and security equipment. Jackie added the additional information requested by the Park Board last month regarding shrubs and color of the equipment.

MOTION: It was moved and seconded to recommend the City approve granting a utility easement to Mountain Water as set forth in the attached easement. John O'Connor abstained and all others voted in favor of the motion.

Resolution authorizing application for CDBG funds and a commitment of matching funds (Donna)

Missoula Parks and Recreation Board unanimously approved in December 2011 the efforts of Project Playground to fund raise for the All Abilities Playground. Per the Master Park Plan, McCormick Park is designated as the home of the all-abilities playground due to its central location, accessible family restrooms and other features, and its proximity to Currents Aquatic Center and the accessible catch-and-release fishing pond and riverfront trail system. The All-Abilities Playground will fulfill the city's need for a playground for children of all abilities and play styles (physical, sensory, imaginative, exploratory, social, etc.) and fulfills the public's request for such a space. This will replace the smaller and older McCormick playground which does not meet ADA standards.

Goal: Minimum of \$275,000 (per capital campaign project and plan adopted by Park Board in Dec 2011)

- CDBG request of \$75,000
- ADA fund (City) \$50,000
- In Kind/ Parks Department ~\$30,000 (staff and equipment)
- All Abilities Funding: ~\$100,000

Discussion: the board asked for clarification on how projects were selected to be considered for CDBG and the process of determining which projects were funded through CDBG. Donna provided some background information on the CDBG process as well as how the Department determined which projects are selected. Kathy will provide a link to the documentation from OPG to the board.

MOTION: It was moved that the Missoula Parks and Recreation Board approve a resolution authorizing the Missoula Parks and Recreation Department to apply for a City of Missoula Community Development block Grant (CDBG) for Development of All Abilities Playground in McCormick Park. All members voted in favor of the motion.

Ropes Enterprise Expenditure Request (Shirley Kinsey)

Per Ken Miller Adventure Education it was suggested the Ropes Course should have a better security on the climbing wall to prevent unauthorized use. Mr. Miller suggested this can be accomplished with a better design consisting of two swinging doors. The board briefly discussed the design and need for the expenditure.

MOTION: It was moved to approve the expenditure total of up to \$800 from the Ropes Course Enterprise Fund for the purpose of security at the Ropes Course. The motion passed unanimously.

Discussion items:

- Annual Meeting of Missoula/Idaho Recreation and Parks Association conference to be held in Missoula starting on September 25 through September 29th. The conference includes sessions related to volunteers, the AGO project for National Public Lands Day. Park Board members still have an opportunity to sign up for the conference.
- Renovation, Repair and Improvements CIP Consultant and Staff Scope and Outcomes (David Selvage)
The Department was funded \$40K for a consultant to develop an implementation plan for a Renovation, Replacement and Improvement (RRI) plan to address preventative maintenance needs; renovation treatments; feature replacement cost(s); and criteria for prioritizing and timing of cyclical maintenance, renovation, replacement or improvement of existing park amenities, facilities, and infrastructure.

The focus of the consultant will be to: review and recommend best practices for cyclical maintenance and feature replacement needs; prepare cost estimates for replacement of park & recreation infrastructure and improvement, assist with public involvement and presentations to appointed and elected officials, and provide recommendations regarding plan implementation.

David Selvage provided the board with the Request for Proposal including the criteria, scope of work, timeline and deliverables. The RFP will be advertised in October with a public work shop to be held in January. A draft report should be available in February and a final report to the Park Board and City Council the following month. It is hoped to have the process completed to be used for budget requests in 2014.

The Board discussed the scope and report and what is the best use of resources for the department and city.

- Review of Summer Park Maintenance, efficiencies and discussion on turf care (Bob Worthen)
Bob Worthen gave a review to the Board on how reorganization has helped to address a variety of core challenges, include increased acreage, increased ROW and trail maintenance, as well as staffing issues. Re-defining the Park Districts has helped with communication as well as provided structure for district leaders to maximize tasks. It has helped to empower & support the new staff/leadership structure by giving district leaders the ability to delegate, and communication within their own districts. This includes upward communication as well. Key elements include establishing measurable performance objectives and attainable service standards and best management practices specific to park location, operations and maintenance.
Bob is using the performance objective tool as an evaluation tool which includes goals and objectives, work plan, performance objectives. There has been opportunity to foster and facilitate training opportunities by rotating staff through the districts and cross training. Bob will continue evaluation of service standards/staff levels that may be sustainable.

Park Board Liaison, Sub-committees, Updates and Staff Reports

(Director, Recreation, Projects, Open Space, Operations, Community Forestry & Greenways, Parks & Trail Design & Development, Conservation Lands Management, Administration

- Tree Board (Dale Harris, Susan Ridgeway, Ross Mollenhauer)
- Extraordinary Events – (Bruce Micklus – Liaison)
- Conservation Lands Advisory Committee (Chris Ryan)
- Friends of Missoula Parks, Inc &- Fort Missoula Regional Park (John O'Connor)

Future items

- Park Enterprise use, policy, procedure training (Susan Ridgeway)
- Fees/Policy for Duncan field (Susan Ridgeway)
- Presentation by Urban Forestry and Trees for Missoula (Ross Mollenhauer)
- Recreation and Aquatics Round up (Summer closeout and New for fall/winter)

Adjournment
1:50 pm