

## MINUTES MISSOULA PARKS BOARD MEETING

December 11, 2012

Regular Board Meeting

12:00 – 2:00 pm

600 Cregg Lane

Headwaters

Approval of minutes of meeting from November 2012.

The minutes of November were approved with amendments provided by John O'Connor.

Attended by:

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

Staff: Shirley Kinsey, Donna Gaukler, Morgan Valliant, David Selvage

Others: Jim Habeck, Linda Lennox and Roger Bergmeier

### **Announcements**

#### **Public/Guest comments**

#### **Action Items:**

##### Burma Shave Sign request (Fort Missoula Historical Museum)

Linda Lennox and Roger Bergmeier referral to install temporary signage along Guardsman Lane to promote the "Signs of our Time" exhibit. The signs will be installed just prior to the February 3, 2013 opening of the exhibit and removed mid-December, 2013 after the exhibit closes. BURMA SHAVE signs were a part of the traveling public's history, circa 1920's – 1960's. The signs will be an ideal introduction to the "Signs of the Times" exhibit as they will enhance the historical nature of the exhibit. They will also aid in directing the public to the museum.

Linda Lennox explained this is a temporary project to entice the public to come to the exhibit and the signs will be removed and property restored to original use. All signs will be on one side of the road, and will use both the front and back of sign. The Museum will be in charge of installation and removal of the signs upon completion of the project. Staff recommends approval of the project.

Discussion:

Nickerson –suggested putting Missoula Museum in the narrative and questioned if this approving this project would set any sort of precedent for additional requests. Other board members and staff did not think approval would set precedent and each and every request would be reviewed and recommendations made on a case by case basis.

Ridgeway - wants to add language to reflect the right to request removal of the signs upon request of the Park Board.

John O'Connor moved to approve the installation five, 12"h x 37"w, double sided, temporary signs, as per the Artwork/specification sheet and the signs will be installed 15'off of the paved surface of Guardsman Lane.

**Ridgeway made substitute motion: to approve the installation five, 12"h x 37"w, double sided, temporary signs, as per the artwork/specification sheet and the signs will be installed 15'off of the paved surface of Guardsman Lane, subject to removal of the signs as necessary to enable construction. The vote on the substitute motion passed with all voting in favor except for Nickerson who voted against the motion**

##### Conservation Lands Advisory Committee appointment (CLAC) (Chris Ryan)

The CLAC had a vacancy and there were five applications submitted. The applications were reviewed by a subcommittee of the Park Board, who recommend the appointment of Greg Howard. The committee found all applicants to be outstanding, and members of CLAC felt it would be valuable to have a person with a biology or ecology background. There were two applicants with that background and base knowledge skills and abilities of the applicants and it was agreed that Gregg Howard most met the needs of the CLAC appointment.

Motion: It was moved to approve the appointment of Greg Howard to serve for a three year term beginning October 16, 2012, and ending October 15, 2015. (Note this is a correction to the motion per CLAC By-laws)  
All members present voted in favor of the motion.

Master Fees, including Park Enterprise Policy (Shirley Kinsey)

Ridgeway asked how the pricing for fees was determined.

Gaukler explained a cost analysis was done of each program with an attempt to extract all direct costs, staff, equipment, materials, and registration but does not include depreciation. Supply and demand must also be considered when setting a program fee. When there is a price increase staff meets with the users group(s) to negotiate if the impact on the user group is too harsh.

The following includes changes to the 2013 fee schedule:

All Sports Field fees will remain the same in 2012; other fees increase approximately 5%.

**Changes include:**

Section 1 SPORTS FACILITIES RENTAL FEES

1.4 Multi-Use Sports Fields / Areas in Neighborhood Parks – entire section has been added to include; Maloney Ranch, 44 Ranch, Elms, White Pine, McCormick, Wapikia, Pleasant View parks, and Duncan Field near Pineview park. Fee will be either \$5/hr or half field, or \$10/hr for a full field.

Section 1.12 Moon-Randolph Homestead Fee Schedule

Fees adjusted for Full Day, 1/2 Day, overnight stays, deposits, and amount of in-kind service that can cover the fee total. Section contains a number of policy changes, please review for details.

Section 1.14 Aquatics Facility Rental Fees

Swim Team Rental Fees at Splash MT will increase. \$10.75 to \$11.25 per lane/hour, for all 8 lanes from \$86.00 to \$90.00 per hour.

Section 1.16 (NEW) Sports & Wellness Center @ City Life Gym

Rental fee set at \$30/hour all hours except

Mon – Fri from 10am – 3:30pm rental fee set at \$15/hour\*

\*holidays excluded

All other times and days rental fee set at \$30/hour.

Section 2 Special Events in Parks

Adjusted number of participants from 10 – 100 to 1–100

Section 2.1 Private Events in Parks

Adjusted number of participants from 10 – 100 to 1–100

Section 2.10 (NEW) Prohibited / Regulated Activities in Parks

Prohibited items: include, but are not limited to, air castles, aircraft, fireworks, Golf (except on designate golf courses), dunk tanks, hot air balloons, model boats / airplanes, petting zoos, and search lights. Weapons, including but not limited to such items such as firearms, bows and arrows, catapults, swords, axes, and martial art weapons are prohibited. There will be no games or activities allowed involving knives (exception being picnic activities used for food preparation).

Regulated activities include, but are not limited to, canopies, carnivals, climbing walls, mechanical bulls, pony rides, inflatable games.

**Note: Caras Park events regulated through Missoula Downtown Association and some activities may be allowed through the MCA.**

Any requests related to these regulated activities can be review and voted upon by the Park Board. O'Connor said this section needs a careful review.

Section 3.4 Aquatics Daily Fees, Season and Annual Passes

Increase Daily Admission Fee \$.25 at both Currents and Splash MT  
Added Currents Only 6 Month Pass  
Added Currents & Splash 6 Month Pass

### Section 3.7 Urban Forestry

Clarification of policy for right-of-way trees.

Tribute, Celebration and Memorial trees, defined what fee will purchase and calls out the replacement of tree and plaque.

### Section 4 Concession Policies

Concessionaire wishing to access inside parks will be required to provide liability coverage per Montana statutory limits naming the City of Missoula / Missoula County as additionally insured parties.

### Addendum

Added Enterprise Fund Policy and Request for Use Application

Note: A user is allowed to choose their own insurance carrier and it was recommended to make sure any insurance requirement is clear about limits and additional insured.

### Discussion on 2.10

Selvage – this is an added section to regarding allowed or prohibited activities in parks. Any exception to this section would only be permitted by the Parks Board.

This section raised concerns related to what is permitted vs. Prohibited and how does a citizen request an exception to this policy. Gaukler suggested as an alternative to have a mandatory fee and insurance clause.

Based on the number of questions and concerns it was decided to move forward with the master fee schedule excluding this section. The master fee schedule must be approved and adopted by City Council.

The Park Board will take this up after a staff review.

**It was move to recommend approval of the annual master fee schedule except for section 2.10. All members voted in favor of the motion.**

### Discussion or Updates items:

#### Park Board & Management Team Strategic Planning meeting

Discussion was held as to when the majority of staff and board members would be available to attend the strategic planning meeting. The recommended day and time is January 9<sup>th</sup> from 2 pm to 7 pm. This timeline includes an hour for regular board items, followed by the strategic planning session and a social hour afterwards. Staff will provided 2012 accomplishments and 2013 goals.

#### Sub-committee on Alt Funding for operating and/or projects –

Gaukler has met with the Mayor to discuss funding for parks, trails, and the results of RRI study and the Development of Fort Missoula Regional Park. This will be held for further discussion in February after the strategic planning meeting has occurred.

#### Hellgate Park Update

John O'Connor had asked for additional information related to development of Hellgate Park. Both Dave Shaw and Donna Gaukler had provided detailed information in their respective board reports. This is a priority for the Hellgate neighborhood but is a challenge to staff as there is limited funding for park development. It was suggested to have as an agenda item for the strategic planning meeting on how to set priority and what to support.

#### GPS Implementation results for 2012 – (David Selvage)

Selvage provided the Park Board with a report as well as summary of effects of the GPS project implemented in 2012. Grant funding was available for purchase/installation of GPS units as well as software for monitoring the GPS units. In January, 2012 GPS equipment was installed in 52 of 75 Parks & Recreation Department vehicles and equipment.

Vehicles and equipment receiving GPS units met two or more of the following criteria:

- Transports children for recreation programs
- Used for snow removal
- Highest annual mileage vehicles
- Highest annual operating costs
- Highest fuel efficient vehicles
- Assigned for use by full-time staff members

The following are some of the results that have been compiled:

- Fewer complaints and more compliments
- Traveled 17,129 miles less
- Park Operations traveled 11,000 miles less
- Equates to 366 hours of maintenance activities
- Less fuel – saved 2300 gallons of fuel, increased diesel– increased mowing, drove mowers slower,
- Reduction in use costs from \$15 to \$9
- Staff safety over production and speed and use of service standards – equipment use standards proactive
- Focus on inspections, preventative maintenance and scheduling for cost control and preventative maintenance
- Improved maintenance – increased maintenance in parks
- Reduced travel time and still the same amount of accidents
- Reduction in operating costs

The next steps will include:

- Use information to update Master Plan progress – increased efficiency, green practices,
- Provide further training on GPS tracking and reporting functions for P&R Managers,
- Present findings of this report to P&R Department maintenance staff,
- Identify new priorities for staff training related to fleet usage and efficient service delivery

## **Staff Report**

### Conservation Lands Management updates (Recreation use Permit)

Valliant provided the recommendations for the creation of a special use permit on conservation lands. The Conservation Lands Advisory Committee (CLAC) met several times to brainstorm and formalize a process related to development of a permitting system for events on City open space. The goal was to allow events but limit the impacts on natural, cultural and recreational resources.

Valliant reviewed the following sections of the recommendations:

#### **DEFINITIONS:**

Single-Track Trail- a natural surface pathway no wider than 24 inches. Accommodates individuals in a single file.

Two-Track Trail- a pathway between 24in. and 48 in. wide that may be composed of natural or imported materials. Allows two individuals to pass side-by-side.

Primitive Road- a road constructed of natural and/or imported materials wide enough (typically 12ft. or wider) to allow use by vehicles.

Small Event- a one-day event with 15- 50 participants or a multi-day event held on the same location with a cumulative total of no more than 50 participants.

Large Event- A one-day event with more than 50 participants or a multi-day event held on the same location with a cumulative total of more than 50 participants.

Competitive Event- An event or activity in which two or more persons try to exceed the performance of each other or another person in a physical activity.

Educational Event- an event where all activities are focused on increasing the knowledge of participants.

#### **SPECIAL RESOURCE CONSIDERATIONS**

1. Events shall not be permitted on Mt. Jumbo's backbone trail due to the poor condition and technical-nature of this trail.

2. The Conservation Lands Manager shall be allowed to cancel any event if conditions (eg. weather, trail conditions, fire conditions, emergency wildlife closures etc.) are such that the impacts of the event will exceed those outlined in the original permit or in cases where public safety is a concern. A rescheduling plan must be submitted as part of the original permit application.

3. An employee or representative of the Conservation Lands Program shall document site conditions before permitting an event and after the event.
4. No event shall reserve more than 1/2 of the parking spaces at any main trailhead.
5. Competitive events shall only be permitted on Primitive Roads.
6. For events which charge a fee to participants, \$50 or 25% (whichever is greater) of the total revenue earned by the event shall go towards management of Missoula's Conservation Lands. This fee may be waived if the event provides/includes a volunteer component that assists with land management.
7. All events shall "pack-out" any waste generated by the event.
8. Events with more than 20 people shall not be allowed to travel off-trail except as part of a land management activity.
9. All events shall include a component educating participants about responsible recreation and the importance of Missoula's Conservation Lands.

#### **LARGE EVENT REQUIREMENTS:**

1. Large Events shall not be:
  - held on the North Hills Ridge trail due to the presence of sensitive plant communities
  - permitted on a single track trail
2. If a large event is scheduled to last more than 2 hours, the event must supply an appropriate number of portable toilets and/or have an approved plan for providing restrooms.
3. Every large event must submit a parking/transportation plan.
4. Every large event must submit a waste management plan. Use of park garbage cans for waste generated by a large event is not acceptable.
5. Every large event must submit a resource protection plan which outlines how the event will mitigate impacts.
6. A minimum of one MPR staff must be present on the day of every large event.
7. Number of events:
  - A. No more than two large events per year will be permitted on any one trail segment.
  - B. Given current human resource constraints within the Parks department no more than 4 large events will be permitted per year.
  - C. Areas excluded from requirements A & B include: the Kim Williams trail, primitive roads in the Rattlesnake Greenbelt, any Public Natural Area with a developed trail system, the Moon-Randolph Homestead and Greenough Park.
8. Seasonal deadlines for submitting Large Event permit requests shall be established. Large Events should be permitted on a first-come first-serve basis.
9. Permit requests for large events must be submitted no later than 2 months before the event.

#### **SMALL EVENT REQUIREMENTS:**

1. All small event permit requests must be submitted no later than 1 month prior to the event.
2. No more than 2 off-trail events per year shall be permitted be in the same general area.

#### **PERMITTING PROCEDURES:**

1. Develop an internal checklist for scoring permits and documenting conditions before and after an event.
2. The conservation lands manager may waive specific requirements if the event is able to demonstrate they can adequately mitigate impacts to natural, recreational and cultural resources on site.
3. The conservation lands manager may require additional conditions, if necessary, to limit impacts to natural, cultural and recreational requirements.
4. Periodic analyses of staff resources required to permit and oversee events shall be conducted to ensure that MPR staffing levels are adequate to effectively meet the goal of this permitting procedure.
5. Explore the possibility of multi-year permits for small events and larger educational events which occur on an annual basis.
6. Explore the possibility of creating a short-form permit for local schools and bona fide educational non-profits that focus on outdoor education for students' k-12.

#### Discussion

The board discussed the impacts of a special use permit system on currently allowed events and future requests. Staff and members agreed there need to method to address direct costs related to an event. One goal would be to start communication with users on how to organize an event to minimize the impacts of event on the land.

Ridgeway voiced that the educational component is most important of the permit and necessary to get buy in by the users groups. Ridgeway would be willing to help with communication of this goal with schools. There will be a subcommittee to review the CLAC permit after a staff review.

**The meeting adjourned at 2:10 pm.**