

Flathead County Weed/Parks/Recreation
MINUTES
Board of Directors
Meeting Date: December 3, 2012

Members of the Board in attendance:

Jim Buechle, Clyde Fisher, Elise Robocker, Ray Sanders, Pete Woll

Members of the Board not in attendance:

All board members were present.

Also in attendance:

Jed Fisher, Superintendent; Gordon Jewett, Assistant Superintendent; and Michele Haarr, Clerk

Others Present:

Sharon Hopkins – Bigfork Advisory Committee
Tamara Tanberg – Lakeside Advisory Committee

Call to Order

A regular meeting of the Board of Directors, Flathead County Weed, Parks & Recreation, was held in the conference room at 311 FFA Drive, Kalispell, Montana, on December 3, 2012. The meeting convened at 8:32AM, Chairman Sanders presiding.

Approval of Minutes

Minutes of the November 5, 2012 meeting of the Flathead County Weed, Parks & Recreation Board of Directors were distributed to the members of the Board.

Jim Buechle made a motion to approve the November 5, 2012 minutes.

Clyde Fisher seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Minutes of the November 15, 2012 Special Meeting of the Flathead County Weed, Parks & Recreation Board of Directors were distributed to the members of the Board.

Jim Buechle made a motion to approve the November 15, 2012 minutes.

Clyde Fisher seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Public Comment

Mary Ruby expressed thanks on behalf of the Glacier to Gateway Trails group. She presented a letter indicating the group's intent to dedicate the proposed 6.8 mile trail in memory of Flathead County Commissioner Jim Dupont. Signing would be placed over the trail entrances marking the dedication. **See Attachment A.**

Alan Seiler of the Sam Bibler Commemorative Trail project commended the Board on a thorough review of the 4 project proposals. Mr. Seiler is appreciative of the time taken to look over the applications and tour the proposed projects. He is confident of a fair evaluation for all of the projects.

Applications for CTEP Project Proposal – Continuing Discussion

Superintendent Jed Fisher thanked Board members for taking time to tour the 4 CTEP proposed projects and review the submittals. Flathead County has received its final CTEP allocation for 2012 and the total available allocation is \$950,349 less the IDC currently 11%, which leaves approximately 850K that may be allocated to any trail in the ranking system.

Superintendent Fisher presented support letters received from Tom Murphy, Bill & Sarah Daken, and Terry Divoky (see **Attachments B-1, B-2 & B-3**) and gave a final overview of each project as summarized by Alex Hogle of Planning and Zoning.

The Sam Bibler Commemorative Trails Project — North Willow Glen Drive

- Pedestrian and bicycle facility consisting of approximately 1 mile of separated pathway proposed in two segments, or schedules, to be situated within the public access and utility easement of Willow Glen Drive between the existing northern terminus of the recently completed 'Sam Bibler Memorial Trail' and Conrad drive to the north.
- Requested allocation is \$827,600 which includes estimated cost for engineering design and construction for both segments. The 'local match' requirement (13.42%) is estimated to be approximately \$111,064, and the application indicates the matching fund requirements would be raised and met by the local sponsor group through conventional fund-raising activities in the same manner the group raised the matching funds for the recently completed Sam Bibler Memorial Trail.
- Schedule 1 is the southern-most segment which is proposed to connect directly to the north end of the Sam Bibler Memorial Trail. Encountered along the route of Schedule 1 is the Kalispell Montessori Elementary School, and the proposed project would provide safe access to the school from existing trails.

Flathead County Fairgrounds Exterior and Pedestrian Enhancement Plan

- Pedestrian pathway facility consisting of approximately 0.9 miles of pathway and landscaping improvements proposed to be situated upon the grounds of the Flathead County Fairgrounds. The proposed CTEP improvements are a portion of overall enhancements envisioned and planned for the Fairgrounds.
- Requested allocation is \$361,865 which includes estimated cost for engineering design and construction for both segments. The 'local match' requirement (13.42%) is estimated to be approximately \$48,563, and the application indicates the matching fund requirements would be met through the Fairgrounds portion of County CIP funds which were requested in the fiscal year 2013-2014 submittal by the Fairgrounds to the Flathead County Board of Commissioners.
- The FY 2013-2014 is pending approval upon completion and adoption of the Fairgrounds Master Plan.
- Upon a previous inquiry from this Department to MDT CTEP about the proposed pathway and landscaping improvements to be situated upon the property of the Fairgrounds, MDT CIEP responded the Fairgrounds property is acceptable in terms of public access and use and that the proposed landscaping improvements qualify as 'allowable' cost under the CIEP program.

Stillwater River Trail at Flathead Valley Community College (FVCC)

- Pedestrian and bicycle facility described as the 'Reserve to Grandview Connector' which consists of approximately 2.1 miles of pathway to be situated on the FVCC campus.
- Requested allocation was initially \$363,559 and has been updated to \$490,700. The 'local match' requirement (13.42%) is estimated to be approximately \$65,852.

- The initial application indicated a proposal to use the value of volunteer labor (students and faculty of FVCC's heavy equipment operator's program) and in-kind services (use of FVCC's heavy equipment) to meet matching fund requirements which didn't fit the framework of the CTEP program. Dialogue with MDT CTEP indicated labor cannot be used as a match, 'Force Account' work cannot be done by a third party, and if the project were to be built all with the FVCC resources a 'Public Interest Finding' would be needed. Based upon this information, the initial application and budget were adjusted.

Gateway To Glacier Trail

- Pedestrian and bicycle facility consisting of approximately 6.8 miles of separated pathway proposed in two segments to be situated within the Highway 2 right-of-way between Coram and West Glacier.
- Requested allocation is \$871,745 which includes estimated cost for engineering design and construction for both segments. The 'local match' requirement (13.42%) is estimated to be approximately \$116,988 and the application indicates half of the estimated matching fund requirements (\$58,450) have already been raised by the local sponsor group through active fundraising activities.
- A letter from Ed Toavs of MDT indicates "MDT has no issue with the concept of a proposed trail along this stretch of US 2."

Mr. Fisher asked each Board member to call out their scores for the record – **see Attachment C.**

Elise Robocker made a motion to forward completed CTEP Trail Evaluations to the Commissioners with the recommendation that the Gateway to Glacier project be funded completely with any residual CTEP funds applied to any project overages.

Jim Buechle seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Elise Robocker made a motion that if selected by the Commissioners, the Gateway to Glacier Trail project is dedicated to Jim Dupont as requested by the Gateway to Glacier Trails group.

Clyde Fisher seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Pete Woll recommended connecting the Gateway to Glacier trail to Belton Stage Park. There is an area already packed and prepped but not paved. This could be a good addition to the Gateway to Glacier Trail.

Advisory Groups Membership Change

Advisory group size of 3 – 7 members was discussed.

Pete Woll made a motion that each advisory committee be composed of 3 – 7 members.

Elise Robocker seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Bigfork Advisory Report

Sharon Hopkins reported that notices have been sent to adjacent landowners and neighbors regarding a meeting to discuss interest in construction of a gravel walking path around the perimeter of Lake Hills Park. This open meeting will be held December 4th, 7 PM on Tuesday at the Community United Methodist Church. There was some discussion regarding property boundary lines, and leveling out an area for 2-3 vehicles to park.

A meeting with sports groups using Bigfork County Parks is planned for early February 2013. The intent is to provide better communication and timely submission of all required documentation and fees.

Foys/Herron Advisory Report

There was no one present from Foys/Herron Advisory Committee.

Foys to Blacktail Trails

Clifford Kipp presented schematics of Herron Park Sign Post Location along with a listing of the individual sign posts and decal messaging – see **Attachment D**. Feedback from Assistant Superintendent Gordon Jewett indicated that 88 signs is a large number and they may not all be necessary, to which Mr. Kipp replied that placement priority will be given to junctions and way findings. Approximately 40 sign posts are ready to be installed. Signing is consistent with the design previously submitted.

Pete Woll expressed a concern regarding liability for posting signs relative to controlling speed or steep grades. Superintendent Jed Fisher will investigate any liability related to cautionary signing with the County attorney

FTBT will receive prior approval from Assistant Superintendent Gordon Jewett for the total number and location of all signing, and installation date. There was discussion that the ground may already be too frozen to install the signs and/or the road into the park may be too soft for travel.

Kipp stated his support of board member Jim Buechle's position regarding volunteer help. Currently Herron is enjoying the use of volunteers hosted by Montana Conservation Corps, which is made easier due to Kipp's involvement with the Corps. Many volunteers are personally invested in a location – such as Herron Park – which benefits everyone and can help cut down on maintenance costs. Continued coordination through MCC may become too restrictive. FTBT supports volunteers signing up directly with the County. Kipp is happy to help with submitting a training agenda which will include the scope of work.

Chairman Sanders stated that the concern may be limited to the County's insurance carrier and could possibly be remedied by investigating other carriers.

A recent meeting regarding the Forest Stewardship Plan went well. FTBT is actively looking for persons with interests that fit this group.

Lakeside Advisory Report

Tamara Tanberg reported that the Lakeside trail project has been receiving small amounts of money over time. The timeframe for submitting cash-in-lieu requests was discussed with the response that requests should be submitted by early February 2013.

Volunteer Park – A flashing beacon at the Adams Street/Highway 93 crosswalk has been installed and is a welcome addition.

Middle Forks Advisory Committee

There was no one present from the Middle Forks Advisory Committee.

Superintendent Jed Fisher will pursue construction of the trail from the highway to the Belton State Park sledding hill and will talk with the Department of Agriculture and the Flathead County Road Department for direction and assistance.

Other Business

- Herron Park Community Forest Advisory Group Appointments
The County Commissioners would like to see this group integrated with diverse interests and specialties. Representation from DNRC was suggested because this department has vast knowledge and is not in the logging business. There will be a Flathead County workshop at Lone Pine Friday, January 18th to formulate the education plan. It was agreed to have that meeting, see what the input is, and then make recommendations for appointments.
- Facilitator Fee for Community Forest Education Workshop
Superintendent Jed Fisher requested approval of a \$500 facilitator fee to Ned Cooney for the upcoming workshop regarding the Foys Community Forest, provided all insurance documentation is in order. This amount is within the budget and Superintendent Fisher's request was approved.
- Park User Fees
School Districts 5 and 6 are exempt from paying park user fees due to the County's extensive use of the school gyms for recreation programs. This relationship will be formalized in a Memorandum of Understanding. Otherwise, there are significant legal and auditing reasons to be consistent with user fees, regardless of the group.

Pete Woll made a motion to review and update the fee schedule for all park users. The fee schedule should include a clause explaining the purpose of the fees.

Elise Robocker seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

Superintendent Fisher announced a retirement open house for Commissioner Dale Lauman on December 17th from 2 – 3:30 PM in the Commissioners' Chambers on the third floor of the old courthouse.

Adjourn

Jim Buechle made a motion to adjourn the meeting at 9:50AM.

Pete Woll seconded the motion.

There being no discussion and all in favor ~ the motion was carried.

The time and place of the next regular meeting is Monday, January 7, 2013 at 8:30 AM in the conference room at 311 FFA Drive, Kalispell, Montana.