

Parks, Trees and Recreation Board

Section:

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8-7--3: Parks, Trees and Recreation Board

8-7-1: Short Title.

This Chapter shall be known and be cited as the **PARKS, TREES AND RECREATION BOARD ORDINANCE OF THE CITY OF RED LODGE, IN THE COUNTY OF CARBON, STATE OF MONTANA.**

8-7-2: Definitions.

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

- A. **City Trails:** Non-motorized trails on City-owned lands, City rights-of-way or City easements.
- B. **Equipment and Structures:** Defined to include but not limited to picnic tables, benches, grills, playground equipment, bathrooms, storage sheds, trails, sports facilities, playing fields, swimming pools, signs and fences.
- C. **Parks:** All public recreation lands now existing in or to be developed within the City of Red Lodge and designated for public use. These lands include dedicated City parks and other land owned by the City of Red Lodge used as a natural or developed park or a trail.
- D. **Comprehensive Parks Plan:** A document that provides an inventory of existing parks, presents a vision for the maintenance and operations of existing parks and recreation facilities, and provides public officials a guide for making decisions on land acquisition, new park developments, budgeting, partnerships and park facility upgrades.
- E. **Annual Action Plan:** A prioritized one-year Plan, starting July 1, that includes maintenance and capital projects for Parks. This shall be the basis for the Parks budget.
- F. **Urban Forestry Management Plan:** A document that outlines a strategic approach to sustaining the City's community trees on a short and long-term basis.
- G. **Trails Plan:** A conceptual guide and strategy to develop a system of trails on public and private lands in the City of Red Lodge for non-motorized transportation and recreation for resident and visitor needs and interests. This plan should also show connections to trails or proposed trails in adjacent county lands.

H. Tree Inventory: A Geographic Information System (GIS) database containing information regarding street tree species, size, condition and geographic location.

8-7-3: Parks, Trees and Recreation Board.

A. Established: Membership of the Board shall total seven (7) members. All seven (7) members shall have full voting privileges.

1. Six (6) members shall be area residents, not also serving on any elected Red Lodge or Carbon County board. Of these six members, a minimum of four (4) shall reside in the City of Red Lodge and up to two of these members may reside outside of the City limits but within five (5) miles of the City limits. The Mayor, with the approval of the City Council, shall appoint these members. Members of the board shall serve without compensation.
2. The seventh member shall be a member of the City Council. The Mayor with the approval of the City Council shall appoint this member.

B. Term of Office: The term of the six (6) members noted above shall be for three (3) years serving staggered terms with at least two members' terms expiring each January 1. As each member of the Board completes their term, the Mayor shall reappoint that member or appoint a replacement with the approval of the City Council. The term of the City Council member shall coincide with the term of their elected office.

C. Officers and Their Responsibilities: Officers shall consist of a Chairman and a Vice-Chairman. The term of office shall be one year. Officers shall be elected by the Board at the first meeting of the Board after January 1 of each year.

1. The Chairman shall preside at all meetings or appoint the Vice-Chairman to do so. The Chairman shall call special meetings when they are deemed necessary, with proper public notice in accordance with MCA 7-1-4135, and shall appoint committees and sign all official papers and plans. The City Council representative on the Parks Board shall serve as liaison to the City Council.
2. The Vice-Chairman shall assume the duties and powers of the Chairman when called upon by the Chairman. If both the Chairman and Vice-Chairman are absent from a meeting the Board may elect a temporary Chairman.

D. Staff Support: The Parks Board shall receive support from a member or members of the City Staff designated by the Mayor.

1. The Staff shall assist in preparation of meeting agendas, give notice of all regular and special meetings of the Board in compliance with applicable State law and keep the minutes of these meetings. The Staff shall also maintain printed and electronic files of all studies, plans, reports and recommendations.

2. The Staff shall advise the Board in matters requiring public hearings and provide recommendations for conducting meetings so as to ensure that the hearings are conducted in accordance with 7-1-4131, MCA.
3. The City Council Parks Board member shall keep track of the dollar amounts budgeted to the Parks Board by the City Council, all expenditures and any grant monies or donations. The City Council Parks Board member shall provide monthly budget status reports at regular meetings and help coordinate preparation of a proposed annual budget to be submitted to the City Council before July 1 of each year.
4. The Staff shall inform the Parks Board of pending subdivision proposals requiring dedication of parkland or cash in lieu, certify expenditures of the cash in lieu and facilitate recommendations of the Board to the Planning Board and/or the City Council.
5. The Staff shall provide general administrative support to the Board for contract work to include solicitation, preparation, administration and documentation.
6. The Staff shall coordinate maintenance, repair and construction project needs with the Public Works Department as they arise.
7. The Staff shall notify the Board of any development that might require the removal or cause injury to any street tree or interfere with the fulfillment of the Urban Forest Management Plan. The Staff shall coordinate with the Public Works Director or other appropriate organizations to facilitate recommendations of the Board regarding such.
8. The Staff shall inform the Board of proposed requests for use or modification of Parks, City trails, street trees, and parks trees and plants. The Staff shall coordinate with the Public Works Director to facilitate recommendations of the Board regarding such.
9. The Staff shall provide administrative support to the Board regarding grants. The Board will prepare draft documentation for grants to include preliminary eligibility determinations and grant application preparation, and once approved Staff will handle the administration and post wrap-up filing.
10. The staff shall provide administrative support to the Board regarding their development of Memorandums of Understanding with organizations that assist in maintenance and operations of parks, City trails and/or equipment. Once approved, Staff will handle the administration and post wrap up filing.

E. Duties and Responsibilities of the Board: The Board is an advisory Board to the City Council and the Mayor. It shall be the responsibility of the Board to:

1. Develop by-laws that include, at a minimum, attendance requirements; date, time and place of regularly scheduled meetings; special meetings requirements; quorum; standard of conduct; parliamentary procedure; public nature of meetings and records; and amendment procedures

2. Oversee the review and update of the Comprehensive Parks Plan to ensure that existing development and future growth are adequately accommodated. This Plan shall address development and maintenance of parks for both the short-term and long-term and be reviewed and updated at least every five years. The Board will make recommendations to the City Council as to inclusion of the Comprehensive Parks Plan in the City Growth Policy.
3. Oversee the review and update of the City of Red Lodge Comprehensive Trails Plan, Rocky Fork Trails System, for incorporation in the City Growth Policy. This Plan shall outline a system of trails on public and private lands in the City of Red Lodge and adjacent county lands for non-motorized transportation and recreation and be reviewed and updated at least every five years. The Board will make recommendations to the City Council as to inclusion of the Trails Plan in the City Growth Policy, as well as options for coordination with the County regarding adjacent lands.
4. Oversee the review, update and implementation of the Urban Forestry Management Plan as detailed in Red Lodge Code 8-5-4. The Urban Forestry Management Plan shall be reviewed and updated at least every five years.
5. Oversee the development and update of a City Tree Inventory of street and park trees as detailed in Red Lodge Code 8-5-5. The City Tree Inventory shall be reviewed and updated at least every five years.
6. Maintain a list of preferred trees and trees not approved for use in parks, public rights of way and other City owned lands as detailed in Red Lodge Code 8-5-6.
7. Draft an annual Action Plan that includes maintenance and capital projects based on the Comprehensive Parks Plan, the Trails Plan and the Urban Forestry Management Plan. Subsequent to budget approval for the next fiscal year, revise as necessary and adopt the annual Action Plan.
8. Prepare an annual budget recommendation to the Council, by June 1, to implement the annual Action Plan.
9. Make recommendations to the City Planning Board regarding subdivision regulations to require the dedication of parkland and/or “cash in lieu” of parkland, as appropriate.
10. Develop and recommend to the Council rules for the use of parks by the public. (MCA 7-16-4222)
11. Provide and recommend to the Council penalties for the violation of the rules for the use of parks by the public. (MCA 7-16-4222)
12. Recommend to the Council the lay out, establishment, opening, alteration, widening, grading, paving, improvement or vacation of parks. (MCA 7-16-4101)

13. Pursue supplemental sources of funding in order to develop, maintain and improve parks to include, among others, investigating voluntary conservation easements, using City property as trading stock for acquisition of property needed to meet open space and parks goals, and recommending to the Council a tax levy for recreational facilities for the purpose of procuring, equipping and maintaining public parks, swimming pools, skating rinks and playgrounds. (MCA 7-16-4105)
14. Work cooperatively with other community organizations and encourage them to become involved in park and tree beautification projects.
15. Recommend other actions germane to parks, trails, open space and trees to the Council.
16. Develop comprehensive strategic implementation plans for specific parks as needed.