

AGENDA

BELGRADE REGIONAL PARKS TRAILS AND RECREATION DISTRICT MEETING

COMMUNITY ROOM

205 E Main Street, Belgrade MT 59714

January 8th, 2026

6:30 PM

This meeting is open to the public and may be attended in person or viewed online via the city video platform.

<https://www.belgrademt.gov/357/Watch-Live-Meetings>

Please note that this meeting is being recorded. By joining the meeting session, you are consenting to such recording. Factors such as personal device compatibility, bandwidth, or cell signal is the responsibility of the attendee and cannot be controlled by the City of Belgrade.

1. CALL TO ORDER

*** PLEDGE

*** ROLL CALL

2. PUBLIC FORUM

*Before starting your comments, please **state your name and address** in an audible tone of voice for the record. This is the time for individuals to comment on matters falling within the purview of the Belgrade Regional Parks Trails and Recreation District Board **that are not already on the agenda**. There will be an opportunity in conjunction with each agenda item for comments pertaining to that item. **Please limit your comments to three minutes.***

3. CONSENT AGENDA

(consider a motion to approve all Consent Items as submitted)

3.1. Consider Approval Of Parks Board Minutes Draft

Documents:

[MINUTES- DECEMBER 04, 2025.PDF](#)

4. PUBLIC HEARINGS

5. DISCUSSION AGENDA

6. STAFF REPORT

6.1. Staff Report

Documents:

[DECEMBER 2025 STAFF REPORT .PDF](#)

7. FUTURE DISCUSSION ITEMS

Directors may direct staff to place items on the agenda for a future meeting for discussion and action.

8. FOR YOUR INFORMATION

9. ADJOURN

BELGRADE REGIONAL PARKS TRAILS AND RECREATION DISTRICT MEETING

COMMUNITY ROOM

205 E Main Street, Belgrade MT 59714

12/04/2025

6:30 PM

CALL TO ORDER

Belgrade Regional Parks, Trails, and Recreation District Board Director ex officio Renae Mattimoe called the meeting to order. Board Directors in attendance were Jamie Rosemary, Renae Mattimoe, Diana Perry, and Alex Cady.

Director Clint Steadman arrived at 6:44.

City staff in attendance was Assistant City Manager Greg Tryon and Parks and Recreation Director Jordan Green.

PUBLIC FORUM

Having called three times for public comment, Director ex officio Renae Mattimoe closed the public forum.

CONSENT AGENDA

3.1.

Consider Approval of Parks Board Minutes Draft

Documents:

1. [Minutes- November 6, 2025.pdf](#)

Amendment to the minutes: The name of a volunteer was recorded incorrectly in the November minutes as Mike West. The volunteer's name is Jeff West. Director Diana Perry made a motion to approve the minutes with appropriate correction. Director Jamie Rosemary seconded the motion. All voted in favor- motion passed.

PUBLIC HEARINGS

No public hearings.

DISCUSSION AGENDA

No discussion agenda.

STAFF REPORT

Director Tryon delivered the staff report; he noted that the one remaining repair to the splash park will be on hold until the last part arrives. In the meantime, Parks staff has been working on repairing park amenities like benches and picnic tables.

Director Tryon noted that Painting in the Parks has been a popular program offering recently and that other winter recreational programming is in the works.

Director Tryon thanked the Board for all of their assistance over the last eight months while he has navigated the role of acting Parks Director.

6.1.

Meet & Greet: Parks and Recreation Director Jordan Green

We are pleased to welcome Jordan Green as the new Director of Parks and Recreation for the City of **Belgrade**.

Director Green greeted the Board and thanked them for welcoming him into the City of Belgrade.

Director Green described his previous experience in the City of Deer Lodge, directing a variety of activities and departments in his role as City Administrator.

Director Green noted that his first week has been focused on onboarding and catching up on the status of Parks in general. He detailed meeting the City staff across other departments and his positive impressions so far. He also mentioned how excited he is to work with the Parks crew, who are already working together and have a good team atmosphere.

Director Green stated that he will also be reaching out to his network of relevant contacts around the state for their insight, recommendations, and expertise. He will continue his efforts researching the history of the parks in Belgrade and the District to further his understanding of the current goals and trajectory. He encouraged the Directors to reach out in the future with any questions or input.

The Directors welcomed Director Green and expressed their excitement to utilize his experience and expertise.

Director Tryon noted one follow up item: Jackrabbit Crossing/The Foundry will be presenting for platting in the near future, and there will be opportunities for input on how park space is incorporated into the development. He encourages the Board to work with Director Green to provide that input.

FUTURE DISCUSSION ITEMS

Directors requested updates on the ice rink (dependent on weather) and progress on the development of Cloverleaf Park.

Directors thanked Assistant City Manager Greg Tryon for his excellent stewardship of the Parks Department and the District during his tenure as acting Parks Director and expressed their appreciation for his commitment to the community.

FOR YOUR INFORMATION

Director Perry invited everyone to visit the Manhattan Christmas Stroll on December 12th and 13th.

Director Steadman noted that the Ridge View PTC will be having their Christmas craft fair on the upcoming Sunday and encouraged everyone to stop by.

ADJOURN

Director Jamie Rosemary made a motion to adjourn. Director Alex Cady seconded the motion. All voted in favor- meeting adjourned.

Renae Mattimoe, Director ex officio

Attest:

Administrative Assistant



DECEMBER 2025 STAFF REPORT

Members of the Belgrade Regional Parks District;

It's hard to believe that it's already been over a month since I started this position, but even after only a month I can safely say that I'm thrilled to be working in such a strong community and with such a competent team. So many exciting projects are already underway or are on the near horizon.

This December was one of the strangest "starts" to winter I have seen in Montana. As such, many of the day-to-day winter tasks – such as snowplowing, grooming XC trails, and setting up the ice-skating rinks – have been on the backburner until we have some proper snow. This has given the Parks team and I some breathing room to catch up on maintenance projects, such as shop organization and repairs to equipment such as the trail groomer. With the input of the Parks team, we have also created a list of winter projects that are being tackled to capitalize on this extra time before the snow starts falling.

The biggest news is that, as of this Monday, the Parks Crew is fully-staffed with the hiring of our new Parks Technician I, Katherine Jackman. Ms. Jackman brings years of experience in both the summer and winter duties that our Parks Crew performs. Most importantly, she is enthusiastic about bringing creative projects and new amenities to the District's parks. We're excited that she has started and I look forward to bringing the ideas she's already been discussing with us to the Board for your consideration.

PARKS

The project currently occupying a large amount of my time is the Mayfair Meadows Bike Park project. I have had several meetings with Emily and Ali Vasarella with the BCC concerning our next steps in this project. We're gearing up to begin design work on the Park, and I am actively working on a Land and Wildlife Conservation Fund (LWCF) grant which will hopefully be a considerable revenue source to fully implement Phase 1 of the Park. A contract with American Ramp Company for the construction of the bike pump track, hopefully in their 2026 schedule, will go to the Council later this month.

As previously-mentioned, the Parks Crew is using this time to work on some smaller projects. We are working on getting quotes to paint the splash pad features and give them new life. We've been organizing the storage areas at the park bathrooms and are researching our best options for installing baby-changing stations at the bathrooms. We're also looking into the cost and benefit of renting port-a-potties at the parks which have bathrooms closed for the winter. I think this will be especially crucial at the parks we will (eventually) groom for XC skiing. We're in the process of purchasing a liner for the Kiwanis Park ice skating rink as that location doesn't hold water very well and will hopefully have that in-hand when the weather gets truly cold.



The Parks Crew is also working on designs for signage we will place at the rentable pavilions in City parks. Our goal is to make the renting process much easier through the use of QR codes on the signs that will direct people straight to the webpage to rent the pavilions.

We are also calculating our needs for bulk purchases of summer materials, such as fertilizer, topsoil, and grass seed. Our goal is to get enough material that we don't run the risk of running out at the end of the season.

City Facilities has received the F550 that was budgeted for and is currently getting it outfitted with a bed and snowplow. We're expecting that in 2-3 months.

I have reached out to the Belgrade School District Art Department Director to continue conversations about a mural at the wellhouse in Lewis and Clark and wrap designs for electrical boxes in City Parks.

I have also continued the conversation with the property management company at Cloverleaf Park regarding future parks plans and the dedication of the stormwater management areas to the City. I'll keep the Parks Board updated on that process.

This week, we conducted foreperson interviews with two parks employees so we can decide on a permanent foreperson for the crew. We are also heavily investing in our 2026 training schedule, and have parks employees signed up for Master Gardener courses, Ornamental and Turf training, Pesticide Applicator certification, Certified Pool Operator certification, and Certified Playground Safety Inspector certification.

Lastly, our Parks got out pretty well from the windstorms we experienced last month. We had one tree fall at Clarkin Park and promptly removed it. There was a fence that fell into a sidewalk at Lewis and Clark Park that we were monitoring, but it has since been moved by the homeowner.

TRAILS

I have met the Trails Coordinator with the Gallatin Valley Land Trust to discuss trails in and around the Belgrade Parks District and how we can work together to connect Bozeman to Belgrade to Manhattan using existing rights-of-way. I will start attending the regional stakeholder meetings and get more connections with trail advocates through those meetings.

The National 2026 Celebrate Trails Day is April 25, 2026. I have been communicating with a friend who works for the Rails to Trails Conservancy to see how we might engage in the celebration.

Two trail construction grants are coming due in early 2026. I'd like to apply if possible. If there are any project ideas you have been sitting on, please send them my way!



RECREATION

I met with Lisa Beedy this week to discuss ideas for our 2026 recreation event calendar. I'll continue to collaborate with her and with the Library to plan for a fun 2026.

FORESTRY

One of the projects I was working on when I left my last position in Deer Lodge was the implementation of a tree management program for the City. I'm thrilled that the opportunity is present to implement a similar project in Belgrade, as the value of a robust urban forest is incredible. As the saying goes: the best time to plant a tree was 10 years ago, but the second-best time is right now.

The City Manager has signed a task order with CTA Architects for an update to the Belgrade Regional Parks and Trails Master Plan to both review and provide recommendations for the Forestry Assessment, and to create a Tree Manual for right-of-way trees. We will get heavy expert input on this manual. I have looped in our area's DNRC Service Forester and our DNRC Urban Forester for this project, and will continue to consult with the Montana Urban and Community Forestry Association (MUCFA), who I formed relationships with in Deer Lodge, throughout this process.

This task order will be paid for through the Forestry Assessment, not Parks District funds. However, I am working on a DNRC Urban and Community Forestry Program Development grant application to supplement those funds.

Respectfully Submitted,

Jordan Green, AICP, CFM

Director

Belgrade Regional Parks, Trails, and Recreation District