

AGENDA

BELGRADE REGIONAL PARKS TRAILS AND RECREATION DISTRICT MEETING

COMMUNITY ROOM

205 E Main Street, Belgrade MT 59714

February 5th

6:30 PM

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

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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 DRAFT- JANUARY 08, 2026.PDF](#)

4. DISCUSSION AGENDA

4.1. Discuss And Consider Approval Of The Requirements For The Memorial Dog Park At Henson Park

Documents:

ITEM SUMMARY - HENSON PARK STANDARDS.PDF
DOG PARK DESIGN REQUIREMENTS MEMO.PDF

5. STAFF REPORT

6. FUTURE DISCUSSION ITEMS

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

7. FOR YOUR INFORMATION

8. ADJOURN

BELGRADE REGIONAL PARKS TRAILS AND RECREATION DISTRICT MEETING

COMMUNITY ROOM

205 E Main Street, Belgrade MT 59714

January 8th, 2026

6:30 PM

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, Emily Decker, Clint Steadman, Renae Mattimoe, Diana Perry, and Alex Cady.

Director Joseph Bernhardt was not in attendance.

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

PUBLIC FORUM

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

CONSENT AGENDA

Consider Approval of Parks Board Minutes Draft

Documents:

1. [Minutes- December 04, 2025.pdf](#)

Director Alex Cady made a motion to approve the December 4th meeting minutes. Director Jamie Rosemary seconded the motion. All voted aye- motion carried.

PUBLIC HEARINGS

No public hearings.

DISCUSSION AGENDA

No discussion agenda.

STAFF REPORT

Documents:

1. [December 2025 Staff Report .pdf](#)

Director Jordan Green delivered the staff report. He noted that this winter is especially quiet for the Parks Department due to the unusual weather. The Parks staff has been using the extra time to work on maintenance around the City parks. They will be evaluating paint, equipment, and other park features to guide future maintenance as well.

Director Green reported that new signage has been installed at the disc golf course. Additionally, the implementation of a new online platform for the Parks and Recreation department is nearing completion, which will allow for the utilization of QR codes and additional integrated signage. Park reservations and program scheduling will also be streamlined through this platform.

Director Green noted that the Parks department has recently gained a new team member and is now fully staffed. He was pleased to report that this new employee has experience with maintaining golf courses, performing snow removal, and professional gardening amongst other skills and will be an asset to the department.

Director Green reported that City Council will be reviewing the contract to build the pump track at Mayfair Meadows. He is also working on additional grant applications and is optimistic about obtaining significant future funding.

Director Green hopes to offer additional updates soon regarding Cloverleaf Park; conversations with the responsible property management are ongoing. Additionally, coordination efforts are underway regarding the integration of murals or artwork for the beautification of the pumphouse at Lewis & Clark Park. School district staff have been approached to help develop this idea further.

Director Green reported that the interviewing process for the Parks Foreperson position is underway, and a new Foreperson will be selected soon.

Director Green reported that the recent windstorms caused some damage, but very little considering the magnitude of the storm.

Director Green also mentioned that he has begun coordinating conversations with trail building groups in the area, looking forward to future projects.

Director Green reported that Senior Center and Recreation Director Lisa Beedy is already working on planning out a calendar of events for the upcoming summer. She is also working with the local Farmers Market organizations to streamline their program in Belgrade this summer.

Director Green announced that the Parks department is in the process of developing a tree manual, which will guide future planning for maintenance, planting, etc. of trees throughout the City.

Director Cady requested an update on the Sunnyside Park well progress. Director Greg Tryon addressed the Board to report that the company that has been working on the well project has been testing the well and have it producing as expected. There is additional work and finalization steps to be done before it is considered complete. They will then begin the process of rebuilding the park itself (planting, irrigation, etc.); currently they plan to complete this work before the upcoming summer season.

Director Steadman asked if there is an incentive program for Parks employees to pursue Master Gardener Certification, etc., and whether the City is paying for that training. He also asked if that

offers an opportunity for promotion if completed. Director Green explained that those certifications are not a prerequisite for any career advancements in and of themselves at this time.

Director Steadman asked if there is potential for future signs for pavilion rentals, noting that they are reserved. He also asked about signs for the ice rinks, skiing trails, etc. to make it obvious that they are open for use. Director Perry noted that the public frequently voices complaints and questions about understanding how or where to reserve parks and pavilions. Director Green described the new online platform currently being integrated by the City (developed with the help of the IT department through CivicPlus) called CivicRec. This program will make it easier and more efficient to reserve spaces, sign up for programs, and will streamline the management of reservation scheduling and payments as well.

Director Perry asked about lower speed limits around City parks (which were approved earlier this winter by City Council). Director Tryon explained that the changing of the speed limits and the speed limit signs is in progress and will be coordinated through the Public Works department.

FUTURE DISCUSSION ITEMS

No future discussion items requested.

FOR YOUR INFORMATION

Director Steadman reminded everyone that there will be a parade celebrating the Bobcat's National Championship win on January 17th in Bozeman and encouraged them to attend.

Director Decker noted that the light park at the Senior Center will be up through the coming Saturday. Volunteers to help with the packing up process are welcome.

ADJOURN

Director Perry made a motion to adjourn. Director Steadman seconded the motion. All voted in favor-meeting adjourned.



**Belgrade Regional Parks,
Trails, And Recreation
Agenda Item Summary Report**

Meeting Date:			
Submitted by:			
Consent	Discussion Only	Public Hearing	Action/Discussion
Item Title:			
Suggested Motion:			

Item Summary:



Subject: Requirements for Memorial Dog Park at Henson Park
Date: January 15, 2026
From: Jordan Green, Belgrade Parks and Recreation Director
To: William Feniger

Mr. Feniger:

You asked me to prepare a memorandum detailing the City of Belgrade's requirements for a Memorial Dog Park to be privately constructed at Henson Park. Please find as follows my response to your request.

Henson Park:

Henson Park is a 3.74-acre vacant parcel owned by the City of Belgrade on Rizzo Lane, part of the Henson subdivision. Its frontage on Rizzo Ln is approximately 700 feet, and it is 230 feet in depth. It is adjacent to residential uses on the south and west sides, storage units on the east, and agricultural land on the north. A stormwater retention pond is located on the westernmost 100 feet of the parcel, and another smaller one is located in the northeast corner of the parcel. The parcel's street frontage contains a 6-foot sidewalk and a parking lane on Rizzo Ln, with three ADA-accessible ramps leading from the parking lane to the sidewalk. The parcel has two curb stops on-site that can be utilized to draw municipal water from Rizzo Ln.

City Review Process:

The review process for the private design and development will consist of the following.

- The Parks Board will review these requirements for the Dog Park and once satisfied, approve the requirements.
- The project designer shall set up a kickoff meeting with City Staff to discuss the project, its requirements, and any additional information.
- City shall provide all necessary site survey information.
- Once design submittals are prepared, the applicant shall forward them to the Director of Parks and Recreation for staff review.
- Director of Parks and Recreation will coordinate all City permitting processes, such as site plan review and water tap-in review.
- Staff shall review the submittals, request any additional amendments as necessary, and, once satisfied, issue a confirmation of approval to the applicant.



- The Parks and Recreation Director shall present the approved submittals to the Parks Board for review, comment, and decision.
- Once the Parks Board has approved the submittals, the applicant shall organize the construction of the Dog Park, involving City staff as requested or required.
- The applicant shall provide copies of all construction contracts as requested.
- Once construction is complete, City staff shall inspect the improvements for adherence to the design submittals.

Design Submittal Requirements:

Plan submittal should include the following:

- Fencing details, gate layout, and surface materials, to scale and with dimensions.
- Drainage and grading plan, or memo confirming that groundwater will be kept on-site and not cause pooling.
- Irrigation and plumbing details.
- Seating and shade structure locations.
- Landscaping plan.
- Waste station locations.
- Signage locations.

The submittal should also contain the following information:

- Materials list and specifications, with expected warranties and maintenance requirements.
- Opinion of probable cost. Breakdown of city vs dog park costs.
- Phasing strategy, if necessary.

Design Standards:

The following standards shall be followed in the design and construction of the Dog Park:

Site:

- No design elements may encroach upon the stormwater systems in the western and northeastern sections of the parcel.
- The exterior of the play area shall be irrigated and turfed, or otherwise landscaped.
- Irrigation heads and controller must be Hunter brand and there may not be more than 10 zones per controller.



- The irrigation system must have a backflow preventer that meets the standards and approval of the City of Belgrade Public Works Department.
- If trees are planted as part of the irrigation plan, they must be irrigated using a drip irrigation system.
- Site must be graded and must drain to avoid puddles, ice, mud, and pet waste buildup.
- Dog waste stations should be placed at convenient and accessible locations outside the play area, as required.
- Trash receptacles shall be placed at convenient and accessible locations outside the play area and must not be open-topped to prevent the infiltration of rain and snow.
- A regulations sign must be placed at a noticeable location near the entrance of the enclosed play area. Specific signage design and contents can be developed in consultation with the City Parks Department.
- A sign signifying the name, reason, and use of the Park shall be designed and its design and location shall be included in the submittal.
- A pathway around the enclosed play area, if included, shall be concrete and meet the City of Belgrade's Public Works Department standards and approval. Pathway must meet ADA requirements.

Enclosed play area:

- Fencing must be a minimum of 5 feet high, constructed of chew-resistant and weather-resistant materials. Fencing must be buried or anchored.
- The entrance to the play area must be a double-gate entry system with both gates self-locking.
- The entrance gate to the play area must have an ADA-accessible, concrete approach from either the existing sidewalk or a proposed concrete walking trail.
- All gate and fence hardware must be easily accessible for maintenance purposes.
- Ground surface must be an engineered solution, preferably 4+ inches of wood mulch.
- The ground surface must extend at least 1 foot beyond the fence boundary.
- Play area must contain a freeze resistant spigot installed in a concrete pad to provide water access for dog-watering and park cleaning.
- Dog waste stations should be placed at convenient and accessible locations inside the play area.



- Trash receptacles shall be placed at convenient and accessible locations inside the play area and must not be open-topped to prevent the infiltration of rain and snow.

Recommendations and Ideas

These items are not required, but may provide better enjoyment of the park and its amenities:

- An exterior concrete path is not required but would be an excellent amenity for users and provide better access to park amenities. If an exterior path is considered, signage must be placed to indicate that dogs must be leashed.
- Shade sources on the exterior of the play area, such as trees, shade structures, or pergolas. Ideally, shade sources would also be situated so that they can provide a level of shading inside the enclosed play area as well.
- Play features for dogs inside the play area.
- Separately fenced play area inside the larger enclosed space for small dogs, if space allows.

The City of Belgrade looks forward to partnering with you on this project. If you have any questions about the contents of this memorandum, please do not hesitate to contact me.

Sincerely,

Jordan Green, AICP, CFM
Director of Belgrade Regional Parks, Trails, and Recreation District
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