

**Red Lodge Parks, Trees and Recreation Board
Minutes, December 21, 2016
Location: City Hall**

Agenda Items

Meeting Called to Order – Roll Call

Dan Seifert, Chair, called the meeting to order at 5:30 p.m.

Members present: Dan Seifert, Bob Matter, Bill Foisy, Paul Otsu, Rue Freeman, Corey Thompson

Members absent: Kelly Heaton.

Staff Present: James Caniglia.

Dan confirmed changes to the agenda for an announcement by Corey Thompson on a Red Lodge Ice hockey event, information from Bill on Highway 78 signing, and an announcement from Paul for a fat tire bicycle race.

Red Lodge Ice Hockey Event

Corey Thompson announced that Red Lodge Ice would be sponsoring a hockey contest with multiple teams at the ice rink at Lions Park. This is consistent with the MOU between Red Lodge Ice and the City in that Red Lodge Ice can set and administer a schedule for use of the ice rink that includes preferred first right of use.

Citizen Comment on Matters Within Board Jurisdiction

None.

Consent Agenda

Bob moved approval of the consent agenda to include the November 16, 2016 minutes and the Trails Committee, Recreational Facilities and Regulations Committee, and the Trees Committee reports. There was no staff report. The motion was seconded by Paul and passed on a voice vote. The committee reports are included as attachment to these minutes.

Financial Summary

James distributed the summary of Parks Board expenditures from July 1–December 31, 2016, including the itemized expenditures categorized by budget line item. Expenditures to-date total \$39,067 of the \$80,000 budget, with most attributable to new and existing trails, the parks maintenance contractor, the urban forestry tree program, surveying and park user group project expenses. Major expenses for December included weed spraying at Coal Miners Park, geotechnical work at Coal Miners Park by Great West Engineering and work by contractor Mike Taylor at the Dog Park. Dan noted the need to obtain a written report on the geotechnical/environmental analysis being conducted at Coal Miners Park related to the feasibility of establishing buildings and fields at the Park.

James noted that some of the expenses attributable to line item #5, maintenance contractor, are eligible to be assigned to line item #6, tree maintenance. Bob noted the opportunity for the next tree fertilizing to include the new trees along Highway 212. James concurred and noted the additional need for fertilizing trees at Coal Miners Park.

The summary budget report is included as an attachment to these minutes.

Creekside Park Trail

James noted that Jim Stevenson, Rockvale Systems, has not yet been able to clear and construct trails in Creekside Park as approved by the Board at the November meeting. Construction is now planned for spring 2017. There were no updates concerning dedication of the Park as the City has not yet received the final legal documents from Northwest Energy.

Active Transportation Plan (ATP) Projects

Bill and Corey reported the Council passed a resolution on December 13th adopting the Active Transportation Plan. James distributed a summary of implementation goals and top priorities developed by the ATP Steering Committee. Wayfinding and trails at the Spires are the top two priorities. Bill noted that proposals for development of the wayfinding plan are due December 23rd and ATP representatives will assist the Red Lodge Main Street Partnership in selection of a contractor.

John Clayton, ATP Steering Committee coordinator, requested that the Board note any additional priorities. Bill noted parklets as a priority and Rue is developing further information on this concept.

James noted a couple dozen copies of the ATP, with foldout maps, would be printed for distribution.

Rules for the use of City Parks

James reviewed the proposed rules for the use of parks discussed at the November meeting and documented by him and Kelly. The recommendation to Council is that permits approved by Council be required anytime there are goods or services being sold or there is a desire to have exclusive use of a park for activities such as a wedding, family reunion or other gathering. The application for a permit should also include a map of the park and where they are proposing to set up and language about not impeding the flow of traffic, both vehicular and pedestrian.

Discussion followed concerning the development of signs and the best ways to promote the potential rules. Mayor Shoenike recommended adding language to not feed the wildlife and Bill noted that the smoking ordinance needs to be reviewed as it is outdated in the naming of specific applicable parks.

Bench for Airport Trail

James noted that Cathy Ritter has offered to dedicate a memorial bench to be located at the Airport Trail. James said this is appropriate and he will identify a location and the public works department will install.

Parks Board Strategic Plan Revision

Dan noted the need for the Board to revisit the strategic plan developed in 2010 to provide focus for Board activities in future years. The strategic plan can be found on the Parks Board page of the City's website. He recommends the use of a facilitator.

Corey noted the Council would be holding a local government training session on January 17th with Dan Clark, MSU Local Government Center, facilitating. Attendance is open to all.

Highway 78 Multiuse Path Signs

Bill reported that he is to contact the Montana Department of Transportation for their concurrence and advice for the installation of four No Motor Vehicle signs, MUTCD 5-3, and a recommended design treatment at two locations to prevent large motor vehicles from inadvertently entering the path.

Coal Miners Park Fat Tire Bike Race

Paul announced the plan for a fat tire/mountain bike race at Coal Miners Park in February. Board members were supportive though the need for a permit in accordance with the Trails Ordinance and the City's requirements for the use of City land would need to be determined by the Council. Corey will coordinate with the Council's Land Use and Planning Committee. Rue noted the need for coordinated publicity for upcoming events at City parks.

Parks Board Membership Vacancies

James noted that four applications for the three vacancies on the Parks Board were received by the December 12th deadline. These included Teresa Whistler, Kevin Bonk, David Munson and Bryan Romeijn. The Mayor and Council will confirm the appointments at the January 10th Council meeting in advance of the next Parks Board meeting on January 18th. The Council will also need to confirm the Council representative on the Parks Board.

Dan reiterated that the nomination and election of officers will be conducted at the January Parks Board meeting.

Citizen Comment on Matters Within Board Jurisdiction

None.

Next Meeting/Adjourn

Dan thanked Paul, Bob and Bill for their service on the Parks Board. Bill noted that someone will need to be designated to continue posting of Board information on the

City's website and the public announcement of meetings through the City's Google Groups and Facebook sites.

The next meeting of the Parks Board is scheduled for January 18, 2016. The December 21, 2016 meeting was adjourned at 6:40 p.m.

Minutes prepared by William R. Foisy, Secretary

Certification of minutes approved by the Board:

Dan Seifert, Chair

Date

**Red Lodge Parks, Trees and Recreation Board
Trails Committee report
December 2016**

Committee members: Corey Thompson, Paul Otsu, and Kelly Heaton.
The committee did not meet, but City Staff, committee members, and other Parks board members coordinated so as to complete several tasks, including the following:

1. **Creekside Park:** Jim Stevenson was not able to start trail work at Creekside Park during the week of November 14th as previously planned. The project will be postponed until spring. The trail has been flagged and large branches/obstacles were removed by MCC in October. Additional work is expected to cost less than \$600.

Respectfully submitted by James Caniglia

**Red Lodge Parks, Trees and Recreation Board
Recreational Facilities and Regulations Report
December 2016**

Committee members: Rue Freeman, Bill Foisy, and Kelly Heaton

The committee did not meet, but City Staff, committee members, and other Parks board members coordinated so as to complete several tasks, including the following:

1. Coal Miners Park (soccer site) - Field work has been completed, but reports from Great West Engineering have not been completed.
2. Coal Miners Park – Protective fences on the young trees to the west of the parking lot have been raised to better protect them from deer. The trees have also been trimmed.
3. The Recreational Facilities Committee has met with staff and City Councilor Martha Brown to discuss Rules for City Parks. Please see Staff Report for further details.

Respectfully submitted James Caniglia

**Red Lodge Parks, Trees and Recreation Board
Tree Committee Report
December 2016**

1. Tree Trimming/Burn Piles: Double Ditch Park has been trimmed and thinned by contractor Mike Taylor. Visibility of dogs has improved and healthier tree growth will occur. The debris has been burned. Burn permits for trimmed trees at Coal Miners Park and along the Rocky Fork Trail at the airport property have not been completed.

2. Two of the four tree grates that we have ordered from Back Alley Metals have been installed. One has been placed next to the Clay Center and the other has been placed near Junction 7. BAM will have the other two installed in the near future. Two tree guards can be ordered for the new trees by Junction 7. We had planned to use existing tree guards that were at the Public Works shop, but they were used along Broadway between 7th and 9th Streets.

2. FY 2017 Urban Forestry Grant: Staff submitted the 2017 grant application and asked for \$4,900 in grant funds. Parks Board matching funds are an estimated cost of \$10,640 and donated in-kind hours from staff and Parks Board are estimated at \$2,150. We are seeking funds to hire a student forester/contractor to update our tree inventory and input the data into a writable GIS system that can be updated every year. A written report that can be added to our Urban Forest Management Plan would also be included. With the data and report we can update the 2009 Urban Forest Management. Of the \$10,640 Parks Board match, \$8,160 of the money is allocated for budgeted items such as spraying for pine weevil, tree fertilization and the tree cost share program.

Respectfully submitted by James Caniglia

Parks Board Budget and Expenditures
(July 1, 2016 - June 30, 2017)

Item #		Budget	Expenditures 7/1/15 - 12/31/16
1	supplies	\$5,000	\$1,133.89
2	weed control	\$7,000	\$3,348.98
3	new trail construction (contract/materials)	\$7,500	\$8,652.50
4	existing trail maintenance (contract/materials)	\$7,500	\$4,805.00
5	parks, trails, tree maintenance contractor	\$8,000	\$7,076.52
6	tree maintenance (trimming, fertilizing, arborist)	\$8,000	\$1,101.00
7	Urban Forestry Tree Program (planting, inventory, plan)	\$7,000	\$3,945.00
8	Red Lodge Proud and Beautiful flower baskets	\$2,000	\$0.00
9	surveying (trail easements and park dedication)	\$5,000	\$3,931.25
10	park user group project assistance	\$9,000	\$5,072.88
11	Active Transportation Plan infrastructure implementation	\$14,000	\$0.00
	TOTAL	\$80,000	\$39,067.02