



Meeting Minutes

March 21, 2018 / 5:30 p.m. at City Hall Council Chambers

Red Lodge Parks, Trees and Recreation Board

Call to order

Kelly Heaton, Chairperson, called a meeting of Red Lodge Parks, Trees and Rec. Board to order on March 21, 2018.

Welcome to the Board! Both Carol Bloomer and Anna Drew have officially been named to the Parks, Trees and Recreation Board

Role Call

Name	Role	Present	Absent
Kelly Heaton	Chairperson		
Rue Freeman	Vice-Chairperson		
Theresa Whistler	Secretary		
Bryan Romeijn	City Representative		
Kevin Bonk	City Representative		
Anna Drew	Council Representative		
Carol Bloomer	City Representative		
James Caniglia	City Staff, Planner		

Citizen Comment on Matters within Board Jurisdiction

None, no attendees

Approval of consent agenda

1. Minutes from Jan. 17, February 28 and March 5, 2018 meetings

Jan 17 – page 2 add clarification that Board made after Keys clarify the (if indoor) – clarified by parks board that no indoor facility is being proposed as follow up to Mike’s comment.

2. Trees Committee Report – March

Q & A and discussion about other city’s solutions to watering downtown trees, volunteerism vs. contractors, liability due to downed limbs/unsafe trees and UFMP, recommendation to blanket insure advisory board volunteers and event volunteers

Kelly moved to approve consent agenda (provided Jan 17 minutes clarification)

Rue seconded the motion

Motion approved 5 to 0 – consent agenda approved

Discussion Items

1. Any items removed from Consent Agenda

None

2. Financial Summary

- 3.70 for Tru Value expenditure
- invoice for ramp materials expected ~2500

- invoice for survey expected ~1500 (Van Dyke?)
- Remaining ~26,000 after above
- TW submitting listing of trees that are of critical concern (public safety) and we may need to have limbs removed immediately. These are trees found during inventory and/or found after Sept. snowstorm.

3. 2018-19 Parks Board budget planning

- still a work in progress but began discussion & estimation by reviewing items from last year and adding new items (Core Downtown Tree Watering)
- work on this meant to continue next meeting in April

Category & Items	Budget Estimates
Supplies Stakes, caging, gator bags, garbage bags for parks/clean up, gloves, misc. signs, posters, brochures, printing & materials for events, trunk guards, metal twist ties, mulch, etc.	\$5,000
Weed Control <ul style="list-style-type: none"> • Mandatory that this is done • Usual spraying to eradicate or reduce noxious weeds (\$5k) • Increased costs to step-up coal miners noxious weed eradication (despite spraying have weeds have increased due to spreading by amount of foot and bicycle traffic) • Need to address Phillips Park noxious weeds and requires backpack spraying (more costly) 	\$8,500
Trail Construction & Maintenance <ul style="list-style-type: none"> • Reduced from \$10k with no major plans for construction of new trails at this time • Need to add/replenish covering/packing trails around coal miners • Work on trail connections between existing trails – minor construction 	\$5,000
Parks, trails, tree maintenance & contractor Need to address work that has been deferred year-over-year: <ul style="list-style-type: none"> • Lions park gazebo – post replacement/electrical/paint • Moose trails repair and staining • Field park mulching on playground, repair playground equipment, safety handles on teeter/tauter, etc. • Adjustments/repair of equipment at skate park as needed 	\$20,000
Urban forestry program (arbor day, cost-share expenses, public trees) <ul style="list-style-type: none"> • DNRC grant \$3,250 must be matched as awarded • This pays for ~15 public trees planted each year • Training & hosted public events (Arbor Day event, outreach) • Replanting trees provided by NWE (removed due to wire conflict) 	\$3,500
Red Lodge Proud and Beautiful flower baskets <ul style="list-style-type: none"> • Cannot/should not be funded out of parks budget • It's not for a park, tree program, recreational grounds, facility or trail 	\$0
Surveying (trail easements & park dedication) No more surveying expected this next year	\$0
Park user group project assistance <ul style="list-style-type: none"> • Reduced fom \$10k because no new proposals or requests for assistance 	\$5,000

<p>known of at this time</p> <ul style="list-style-type: none"> • past year was minor: \$500 from Rotary, \$600 from Garden Club (pride park) 	
<p>Wayfinding and ATP implementation</p> <ul style="list-style-type: none"> • Parks that needed replacement, informative or directional signs had been deferred until the wayfinding designs, guides and templates for signs were approved. Now that there are approved wayfinding sign guidelines, Park/trail/rec related signs may be ordered and placed. • No ATP implementations, changing this category to Wayfinding only 	\$2,000
<p>Core Downtown Tree Watering</p> <ul style="list-style-type: none"> • Watering equipment (trailer, 2 hoses, probe) - ~\$5,000 • Watering contractor (6 hours/round, 1/wk in June & Sept, 2/wk in July/Aug) ~\$4,000 	\$9,000
<p>Tree Maintenance</p> <p>Fertilization – 2500/yr Pest treatments – 300/yr Canopy raising/reduction pruning required in ROWs Ad hoc Canopy cleaning after storms & debris removal Removal of “critical concern” trees and/or limbs Training/fixing trees that were topped or damaged in storms</p>	\$10,000
Total	\$68,000

4. Earth Day planning

Rue – set as last planned (April 21) and by shared listing from Rue

- Add Finn back onto parks list
- Block party is set
- Kelly and Anna will not be here and will try to find coordinators for parks cleanup in their stead
- Rue asking Jim to follow up with debris removal again as last year
- Bryan mentioned a couple tires and planks back-side of coal miners that could be pulled out with a 4-wheeler and some chains – will look into this
- Coupon books being offered to volunteers of park clean up
- Will ask volunteers to list their names at Park Cleanup table (doc. insured as volunteers)

ACTION: Board review draft “to do” list and provide Rue feedback on any items to add or update on the listing so she may finalize

5. Cloud storage for Park related documents

- Add a google drive and/or keep using google drive (James sharing our docs on google drive)
- Everyone sending/sharing docs has been or has no problem using drive via gmail

6. Master task list-sent review

The master task-list was reviewed and checked for progress, action, completion

- committee assignments - done
 - Rec & Fac – Kevin, Kelly, Rue, Carol
 - Trails – Anna & Bryan
 - Trees – Theresa and Rue
 - Special projects – everyone
- Orientation of new board members – add to special projects
- Arbor Day – grant was submitted

- Skate board park repairs – Bryan provided update:
 - Lumber delivery tomorrow
 - Aukema working on it with Bryan and other volunteers
 - Likely to get layout done day one (3/22)
- Preferred Tree list updated – done
- UFMP sent for City adoption - done
- Dog Park debris burning – partially done (one burn completed, may be more)

Plan is to begin updating master task list and appending to minutes (updates w/in master list)
 Above is what was directly discussed from the master list at this meeting

7. SMURP group & RL Ice: discussion

Andy Simpson email of desired improvements for RL Ice reviewed by Board

Desired improvements

- roof over ice to increase length of season (keep sun off) & reduce shoveling effort to keep ice clear of snow
- (down) lights for night-time skating
- no mention of surface changes (extended cooling or other)

This is just information, there is no action being taken based on what was shared

Anna shared information found about Bridger Parks District

- Public voted it in and that’s how they afforded their pool
- Figures for mil shared

This is just information, there is no action being taken based on what was shared

Citizen Comment on Matters within Board Jurisdiction

None, no attendees

Announcements

“Tobacco Free” signs -

- Kelly had offer of Tobacco Free park signs that could be made available
- We decided we could easily place 6 and Kelly will make the request on behalf of Parks Board (2 each for Lions - moose playground, Skate Park, Field School Park)

Meeting Adjournment

- Meeting adjourned by Kelly at 7:40 p.m.
- Next normally scheduled monthly meeting is on Wednesday, April 18, 2018

For supporting information see the following link: <http://cityofredlodge.net/departments/parks-board/>

Secretary, Theresa Whistler

Date of approval

Parks Board Contact List – 2018			
Name	Phone number	Term End Date	e-mail address
Kelly Heaton, Chair, City Representative	Mobile: 406-270-4527	Dec. 2018	Kellyheaton22@gmail.com
Rue Freeman, Vice Chair, City Representative	Mobile: 520-270-1906	Dec. 2018	ruesharp@gmail.com
Kevin Bonk, City Representative		Dec. 2020	bonks@bresnan.net
Bryan Romeijn, City Representative	Mobile: 406-446-2927	Dec. 2019	bryanromeijn@hotmail.com
Anna Drew, City Council Representative	406-860-1978	Dec. 2018	anna.drew.2989@gmail.com
Theresa Whistler, Secretary, City Representative	Mobile: 908-872-5596	Dec. 2019	theresawhistler@gmail.com
Carol Bloomer, City Representative	406-671-2377	Dec. 2020	cbbloomer@hotmail.com
William Larson (Mayor)	406-446-1606 Ext. 115	Dec. 2019	mayor@cityofredlodge.com
Loni Hanson (City Clerk)	406-446-1606, ext. 111		cityclerk@cityofredlodge.com
Jim Bushnell (Director of Public Works)	Mobile: 446-1681 425-9557		rlpworks@qwestoffice.net
James Caniglia (Community Development Director)	406-446-1606, ext. 117		jcaniglia@cityofredlodge.com

COMMITTEES

Trees Committee: Theresa/Rue

- Accounting, oversight and grant assistance
- Update tree management plan for the City
- Coordinate with Tree City USA, Arbor Day and tree inventory projects

Recreation Facilities Committee: Kevin/Kelly/Rue/Carol

- Coordination with recreational associations and other user groups who use City parks
- Maintain relations with civic organizations who help maintain parks
- Oversight of Parks Board accounting
- Review of facilities funding requests
- Future recreational planning and effects of adjacent development to parks
- Weed issues in parks

Trails Committee: Bryan/Anna

- Coordinate trail funding and development
- Weeds along trails
- Grant assistance
- Trail easement and agreements

Special Projects Committee: Board