



Meeting Minutes

April 18, 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 April 18, 2018.

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 (non-voting)	City Staff, Community Development Director		

Citizen Comment on Matters within Board Jurisdiction

None, no attendees

Approval of consent agenda

1. **Minutes March 21, 2018 meeting**
2. **Trees Committee Report – April**
 - Submitted 4/13, but either delivery failed or email unnoticed, did not get into package.
 - Need to defer approval until next meeting

Kelly motioned to approve minutes of March 21, 2018

Rue seconded the motion

Board moved to approve (7 to 0) – Minutes approved

Discussion Items

1. Any items removed from Consent Agenda

Trees committee report for April removed from consent agenda

2. Financial Summary

- Still w/in budget for ramp materials expected ~2500
 - Bryan will submit next materials invoice soon – as additional items purchased
 - All expenses so far still well w/in approved budget for Skate Park fixes/maintenance
- invoice for survey expected ~1500 (Van Dyke?)
- Remaining ~26,000 after above
- Mike Taylor did a few odd things while last visiting but nothing significant spent

- Still pending - 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.
 - Listing/updates possible as result of parks clean up on earth day
 - Clearing/pruning critical limbs is something City could task contractor with
 - Still anticipating this as a near term expenditure

3. 2018-19 Parks Board budget planning

- Continued as work in progress based on what was discussed and captured March 21. Items annotated in Red were discussed during this meeting (April 18).
- Goal to complete by end of June and have City Council rep., Anna Drew, represent at Budget planning meeting to explain line items and estimates below to Council

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) • Anna - Why listed separately as City Parks budget item when we're inside a County weeds district and the City pays County for weed control ACTION: Anna – checking to see if Parks and trails are covered under County and will report back to us	\$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 re-work/paint • Moose Trails in Lions Park needs 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 • This helps offset costs of planting and stretches budget for maintenance of existing public trees including: <ul style="list-style-type: none"> ○ Tree trimming, 	\$3,500

<ul style="list-style-type: none"> ○ Fertilization ○ Pine weevil spraying ○ Trunk guards • Training & hosted public events (Arbor Day event, outreach) • Replanting trees provided by NWE (removed due to wire conflict) 	
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 from \$10k because no new proposals or requests for assistance known of at this time • Past year was minor: \$500 from Rotary (rubbish bins), \$600 from Garden Club (Pride Park) 	\$5,000
Wayfinding and ATP implementation <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
Core Downtown Tree Watering <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 • Known Contractor interested in working on agreement to water the trees on per hour basis ACTION: James will investigate the water tank purchase with B. Matter further and determine if the City needs a trailer (additional to complete watering outfit). He will also draft a watering contract to provide estimate of service costs	\$9,000
Tree Maintenance <ul style="list-style-type: none"> Reactive canopy cleaning after storms & debris removal Removal of "critical concern" trees and/or limbs as identified Training/fixing trees that were topped or damaged in storms Fertilization – 2500/yr (every other year – not done 2017) Pest treatments – 300/yr Canopy raising/reduction pruning required in ROWs (ensure public access) 	\$10,000
Total	\$68,000

4. UPDATE: Soccer field

Follow-up grant report due May 8th

Comments DEQ – ADA compliance for access, temp road needed for soil delivery up there

Handicap parking spots, etc.

Temp road will be closer to wildlife sanctuary and disc golf hole #1

Expect some interference with bike trail up there

Need to work repair of bike trail , need to discuss placement of shed

Expectation - Both disc golf and bike trail would need to be remediated as part of project completion

Pioneer responding to DEQ requests for information about their comments

James – sharing the finalized plans with us next month for Board review

Questions about irrigation and availability of water to sprinkle field – this will be done separately from soccer/DEQ grant

Situation of parking in relation to trail and golf layout

5. Earth Day planning

Rue created the task sheets for each park in preparation for Saturday clean up

- Later was informed an individual has been working on Parks independently ahead of Earth Day and now task sheets need to be updated again

Rue sent letter/reminder to all Park user groups and Board members

Revised focus of cleanup effort for Earth Day

- Creekside, Beartooth lane, Finn, Dog park, round-about remain to be done
- Park bench installation at Van Dyke (need post diggers, long spade shovels)
- Posting tobacco free signs in park (need screws, screwdrivers)
- Sweeping trails along 78 & sidewalks on N 212 of gravel (need wide push brooms)
- Youngest volunteers may do some of the cedar chips spreading at moose trails and field school play area if chips are delivered ahead of time
- Parks table at block party doesn't need to be occupied, but end of year reports, skate park update, accomplishments will be set out on table
- Anna asking about putting out set of pool study option information and soliciting feedback
- Rue and Anna volunteered to look into creating info about the study and canisters in the little time remaining (not sure if possible but making an effort)

ACTIONS:

- James asking Mike T. about delivering chip piles to Field School and Moose trails before Saturday
- Rue - Asking for help supplying rakes and other tools from user groups for the clean ups

6. Cloud storage for Park Related Documents

Kelly created and sent out google drive to everyone on the Board

- Meant to house and share working documents, plans, etc.
- Drive is meant for all the standard documents generated by the Parks Board, not the same as public posting

ACTION: Theresa asking about getting permission from Mayor to access Parks Board & Forestry websites (linked)

- Need to update for public content (minutes, reports, etc. need to be posted)
- Will seek permission and if granted, work with Chelsea

7. SMURP group & RL Ice: discussion

Hearing that the current site leads the favor right now, but we don't know what public consensus is

City Council is hesitant to make decisions based on the pool study (including cost estimates) that was completed and wants a recommendation from Parks Board before making any decisions. No one has any plans for how to fund any of the options at this time.

Parks Board not able to make a recommendation to City Council unless taking another survey that includes a more robust sampling of the taxpayers among City and including County (they use the pool too).

First step – Parks Board create survey questions to get more information about what recommendation they may make based on community input on survey

- Need to make sure it's unbiased, but clear and simple
- 10 questions max
- Ensure distributed, diverse set of survey participants among all taxpayers
- Board would use something like SurveyMonkey and share the task of collecting among all
- Target to be ready for collection next month after discussing during Board Meeting the 16th

Carol stated concerns that survey would not adequately cover or include option for Parks/Rec district

ACTION – Board – submit survey questions to help formulate community pool survey – Theresa starting it off sharing on google drive...everyone to add a few questions

8. Master Task List-sent Review

The master task-list was reviewed and checked for progress, action, completion last month (March)

- Since then, Kelly asked Dan for more input based on his past lengthy experience on the Board
- Listing Dan provided needs to be examined against latest version
- Plan is to review master task list again next meeting and appending to minutes

ACTION: Theresa taking pass at revisions based on Dan's listing and then Kelly and she will meet to review together

Citizen Comment on Matters within Board Jurisdiction

None, no attendees

Announcements

None

Meeting Adjournment

- Meeting adjourned by Kelly at 7:50 p.m.
- Next normally scheduled monthly meeting is on Wednesday, May 16, 2018

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

Secretary, Theresa Whistler

Date of approval