



Meeting Minutes

May 16, 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 May 16, 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 April 18, 2018 meeting
2. Trees Committee Report – April
3. Trees Committee Report – May

Anna motioned to approve consent agenda

Rue seconded the motion

Board moved to approve (6 to 0) – consent agenda approved

Discussion Items

1. Any items removed from Consent Agenda – none removed
2. Financial Summary
 - ~ \$32,480 spent so far this year out of the 40K budget ending June 30, 2018
 - outstanding invoice/priorities for remaining budget
 - 1. Payment for Skate Park building materials ~\$2500 for work done at Skate park (maintenance for safety)
 - 2. Fix Lions Gazebo
 - a. Lions has grant match for projects that could be applied to the gazebo maint. Project
 - b. Maintenance for gazebo is achievable with matching funds from Lions
 - c. Could get this done by end of June
 - 3. Evaluate Tree with large cavity in Finn Park to determine if safe or immediate removal needed
 - a. Theresa asking Jeff Hermanns about an arborist to come look at the cavity in Finn Park
 - 4. Water tank and contract for watering trees in core business district

3. 2018-19 Parks Board budget planning

- Continued as work in progress based on what was discussed and captured April 18. Items annotated in Red were discussed during this meeting (May 16).
- 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) James mentioned that when we have spraying for weeds, we also normally have “feed” to complete a weed and feed application at once Anna discussed county weed management with Brian Oswald and Fire Dept and clarified that none of the city public parks are covered under the county weeds program 	\$8,500 (leaving)
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, Fertilization Pine weevil spraying Trunk guards 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	\$0

<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 	
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) - ~\$1,500 (adjusted down because we believe the tank will fit into volunteer or contractor truck and the water tank purchase includes equipment needed) • 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 <p>ACTION: James planning to purchase the water tank and equipment from Bob Matter and will find out next if it fits on the back of our contractors truck. If not, we need a flatbed trailer to mount it on.</p>	\$5,500 (reduced)
Tree Maintenance 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	\$64,500

Kelly motioned to approve estimated Parks Board budget (above)

Rue seconded,

Approved 6/0

4. Earth Day Lessons Learned

- Went really well and more people showed up this year
 - Booths were well attended and organized
 - Lots of bikes were given away (~16) and serviced on site to fit recipients
1. Smell test for pool canisters should continue and we may set it up at City Hall
 - a. Could put canisters back out in city hall to collect more input from public
 - b. Could look at and tally weekly to see if that helps gauge public favor for which option
 2. Signage in Parks is a common complaint and needs to be addressed
 - a. Feedback gathered during Earth Day celebration – complaints about the signage in parks due to mis-information

- b. Need to follow up with website information
 - c. Need to follow up with signs (allowances for bikes or not, tennis soles, park hours, name of park, etc.)
 - d. Moving the signage initiative over to the Recreation & Trails committee for action
3. Need to brainstorm on effective communication ahead of next years event and coordinating volunteers for next year
 4. Continue collaborating and coordinating this event with the vista volunteer for next years event...it went very well doing that this year and last.

5. Master Task List-sent Review

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

6. Parks Project List

Assessment for parks will be done ahead of June 20 meeting as a group starting at 4:30 p.m.

- Lions and Moose trails
- Field School Park
- Coal Miners
- Creekside
- VanDyke

7. Survey Questions

- Board will continue to add comments to draft by COB Friday 5/18 and Theresa will consolidate
- Plan is to share draft with Land use comm. for comments on 5/21 for their feedback

Citizen Comment on Matters within Board Jurisdiction

None, no attendees

Announcements

None

Meeting Adjournment

- Meeting adjourned by Kelly at 7:05 p.m.
- Next normally scheduled monthly meeting is on Wednesday, June 20, 2018

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

Secretary, Theresa Whistler

Date of approval