



# Meeting Minutes

May 15, 2019 / 5:30 p.m. at City Hall Council Chambers

## Red Lodge Parks, Trees and Recreation Board

### Call to order

Anna Drew, Chair, called a meeting of Red Lodge Parks, Trees and Recreation Board to order on May 15, 2019.

### Roll Call

Name	Role	Present	Absent
Anna Drew	Chairperson		
Rue Freeman	Vice-Chairperson		
Theresa Whistler	Secretary		
Bryan Romeijn	City Representative		
Kevin Bonk	City Representative		
Rob Weamer	Council Representative		
Carol Bloomer	City Representative		
James Caniglia (non-voting)	City Staff, Community Development Director		
Neil Matthews-Pennanen (non-voting)	City Staff, Assistant Planner		

### Citizen Comment on Matters within Board Jurisdiction

None

### Action Items:

Consent Agenda

1. Minutes from April 17, 2019 meeting
2. Minutes from special meeting April 8 2019 (updates upper Coal Miners Project)

### Approval of consent agenda

Rue motioned to approve consent agenda

Anna seconded the motion

**Board approved consent agenda (7 to 0)**

### Discussion Items

1. **Any items removed from Consent Agenda** – none

2. **Trail Proposal – BRTA/ATP Summer Trails Committee**

BRTA wants to work on the extension of the wellness trail north and south along the pine ridge, no easements needed, hospital willing to work out details

#### DISCUSSION POINTS:

- Will be done privately and not using MCC crews – hiring contractors and paying for it
- Golf course willing to lease for \$ and creating an MOU with BRTA to maintain the trail
- Revitalizing the adopt a trail program and hoping to get a group that will maintain it
- Care includes light clean up like trash cleanup, trimming branches along trail, light grooming – balance of any maintenance is with City (lease agreement w/ Golf Course)
- City can't take on any extra maintenance – pothole filling, resurfacing
- Next meeting go through revised Draft of BRTA MOU and determine if maintenance is apart from City responsibility and who will maintain

- There will be a MOU between BRTA and Hospital – would expect extension of trail to be in the MOU with the City

**Corey** - will forward adopt-a-trail updates to Board before next meeting

**Trails & Rec committee** - will meet with BRTA and City ahead of next meeting

### 3. **Upper Coal Miners Park soil cap and field development – updates**

#### DISCUSSION POINTS:

- Beth – scheduling well installation/drilling – need agreement with City and looking for James to draft (City Well dedicated to irrigation of soccer fields)
- Need someone to select a location (on slope up from parking lot) from City if there is a preference
- Well will be marked off by 2 railroad ties possibly / control box will be at top of field and not where the well head is located. If City/Parks does not indicate a location, Beth will set with Paul (contractor) for the well drilling/installation.
- DEQ called Beth – draft docs from Pioneer due to DEQ – trying to figure out how to cover soil after laid (mulch or other)
- Beth looking for Good Earthworks to take care of the seeding DEQ provides for the 2 soccer fields
- Andy provided layout for rehabbed bike trails and Beth says DEQ will leave subgrade material on that footprint if it's provided to them
- BRTA adopted bike trails group since they fit in with mission/vision of non-motorized trails, but they are limited in what they can volunteer to help with – there will be some involvement / BRTA budget and planning for summer activities to finish trails is all under discussion. Going to need a dump truck
- Kevin – get trail plans into DEQ first before planning how to leave the cap over all other areas outside the soccer fields
- 18" subgrade and 4in compactable surface on switch backs will be done by DEQ and Creek-side switchbacks will not be touched (future actions with DEQ pending)
- DEQ is proposing Soccer is seeding the light green area (of the site plan), DEQ is broadcasting seed on the side slopes
- \*\*\*Kevin – once he has plans from DEQ, can we go over time table with user groups (BRTA and Youth Soccer – including Bike Skills trails) – need sequencing/proj planning with multiple groups set ASAP!!!
- Partial access to upper coal miners through summer is possible, but need to get dirt and trail material on balance top from location DEQ leaves it in (need to get into the loop with contractor hauling the dirt in)

No ATP from DEQ yet, no project plan and no contractor bid documents

\*\*\*James – send out DEQ/City MOU to Board and User Groups involved in this project

Need to have public meeting with DEQ called by James to (provide public notice) let everyone know and we may be proactive about related plans and access to the coal miners park

Potential to close coal miners is added to close of city pool and possibly skate park

### 4. **Earth Day & Arbor Day – recap**

Board asked to submit List of accomplishments vs. what's remaining to be done or followed up with (possibly done by contractor or other)

Could use for end of year report

**Board** - Email list of accomplishments and follow up items to Rue

#### 5. **Financial Summary/Budget Proposal – discussion**

- ~\$10,300 Budget (with majority already spent, invoices/payments pending)
- \$2100 paid for pine weevil spraying
- Expenses for mowing, fertilization, water, elect for all parks remaining
- weeds spraying – ½ of 7500 next month will be spent
- need to identify any major items needed with remaining funds:
  - need new boards on tops of ramps and backstops (skatelight and plywood)
  - need things that were dropped off anonymously at skate park (features?) removed
  - evaluation and recruitment of volunteers to fix up the park (proposing dates ASAP)
  - need expenditures update from Loni on Parks line items
- Youth Soccer MOU does not contain activity of mowing done by user group because the City only does it twice/year and other user group uses it for a period of time ahead and then stops doing it
- Need to review MOUS ahead of expirations & possibly revise. Board member assignments:
  - RL Skate Park – dissolved / No MOU
  - Ball Fields & Upper Coal Miners – new softball person (soccer coming off this and will be separate) - Kevin
  - Dog Park – there is no owner so Corey signed for it – scratch it
  - Skate Park – no owners and need to scratch it (Travis was owning)
  - Rotary Park – Anna
  - Red Lodge Ice – Rue
  - Lions – Theresa
  - BRTA – Carol
- New MOU for youth soccer group separately - Softball, Baseball, DISC Golf, Bike Skills/trails – each should have their own MOU
- Could shorten MOU periods and have annual reports due from each user group in order to understand what does get done vs. tasks that seem challenging or too costly for user groups to uphold (or if they may take on more responsibility)

#### 6. **Master task list review**

The master task-list was briefly reviewed to check for progress, action, completions expected for 2019. Updates to line items captured within attached spreadsheet



Master Task List  
5-15-19.xlsx

#### 7. **Parks & Recreation Maintenance District – discussion**

Contact Mayor to join resort tax committee if interested in representing the Parks Board

#### 8. **Swimming Pool status- discussion**

Ask of City is that Parks Board is notified when a decision is reached on keeping the pool open or closed this year.

### Citizen Comment on Matters within Board Jurisdiction

Who will care for the walking trails at Upper Coal Miners? - not clear yet until we get through all the MOUs (depending on new MOUs and reviews/changes to existing) some new)

**Announcements** - None

### Meeting Adjournment

- Meeting adjourned by at 7:00 p.m.
- Next scheduled monthly meeting is on Wednesday, **June 19, 2019**

\_\_\_\_\_ Anna Drew, Chairperson \_\_\_\_\_ Date

\_\_\_\_\_ Theresa Whistler, Secretary \_\_\_\_\_ Date

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