



Kassia Randzio, Chair
Carolyn Grodinsky
Fabienne Pattison
Dan Dickerson
Shelby Perry

Geoff Beyer, Parks Director
Alec Ellsworth, Parks Caretaker

Parks Commission
Tuesday October 15, 2019 / 6PM
Meeting Location: Montpelier Police Station Conference Room

Meeting Agenda

- 6:00 July, August, and September minutes
October agenda
- 6:05 Comments from the public
- 6:10 September Follow-up
- Confluence Park update
 - Spring Hollow Lane
 - Survey cost?
 - Conversations with Vermont College of Fine Arts?
 - Funding possibilities?
 - Easement holder progress?
- 6:35 Review Draft Budget Needs
- 7:05 Planning (Kassia)
- Agenda item template - *See attached template*
 - Draft work plan review - *See attached draft*
 - Prioritize projects and action items
 - Map out top agenda items for future meetings
- 7:50 Discussion/Questions on Staff Update
- 8:00 Adjourn

Unfinished Business

- Hubbard Park vegetation management
- Hubbard road mitigation
- North Branch pump track
- ADA improvements to Hubbard Park
- Budget
- Spring Hollow easement opportunity

Policies in Progress

- Finalize memorial policy
- MOU for groups doing work in city parks (standards/policies)



Parks Commission Agenda Item

Meeting Date:

Consent ____ Discussion ____

Subject:

Submitted By:

Recommended Action:

Background:

Expenditure Required:

Source of Funds:

Interested Parties:

Goal (What) = "We'll know we're successful when, by the end of 2024..."	Success Indicator (Target) = "We'll know we're successful when, by end of 2020..."	Key Activities (How)	Lead/ Others Involved (Who)	Timelines/ Completion Dates (When)	Status		
The Montpeller community feels that parks, gardens, greenways, and natural areas are vital to Montpeller's community identity, health and vitality.	Commissioners and staff understand one anothers' distinct roles and support one another to achieve shared goals.	Create position description for new Parks Commissioners. (Clarify roles of commissioners vs. staff)					
		Establish processes for Commissioners and staff to provide feedback to one another.					
		Establish systems for establishing and reviewing short and long-term goals, agenda priorities, and action item follow-up.					
		Create systems and policies for public to add agenda items to Commission agendas.					
	Commissioners, staff, and public have easy access to management and policy information, and have opportunities to participate in Commissioners' decisions.	Compile all policies and processes in a single location.					
		Develop and/or update management plans for each park. Compile in a single location.					
		Standardize methods for soliciting public participation.					
		Create standardized process for dealing with conflict and impact reports.					
	Montpelier residents and businesses understand the range of parks under Parks' management as measured by increased visitation and increased volunteerism.		"Meet me in the Park" (City staff, City Council, nonprofits, etc.)				
			Parkapalooza, Enchanted Forest ...other activities to help people connect with parks / public engagement				
54%* of residents are within a ten minute walk from a neighborhood park or playground and no more than a fifteen minute walk from a large protected natural area. 15%* of city land is protected parkland (2019: 26% of residents within 10 minutes: 7% of Montpeller land as park in 2019) *Represent national average according to Trust for Public Land	The commission has a 5-year plan for strategic acquisitions that further the Greenprint.	Create, publish, and promote list of volunteer activities. Develop and maintain list of interested volunteers. (Discreet projects/wish lists, seasonal or year-round tasks, one-time opportunities)					
		Understand TPL metrics for evaluation; ensure TPL includes all current parks in their algorithm.	Shelby	December			
		Use available tools (Trust for Public Land, GIS) to evaluate "park deserts"; prioritize areas where additional parks would serve the greatest number of residents.	Shelby	December			
		Based on mapping exercise, prioritize highest need areas to focus on first.	Commissioners	December			



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REVENUES				
18.22 PERMITS AND LICENSE REV				
18.2280.00.00.4 PARKS MISC GRANT REVENUE	\$6,000.00	\$0.00	(\$6,000.00)	0.00 %
TOTAL PERMITS AND LICENSE REV	\$6,000.00	\$0.00	(\$6,000.00)	0.00%
18.23 TIF REVENUE				
18.2300.00.00.4 PARKS TOWER GRANT REVENUE	\$0.00	\$110.00	\$110.00	0.00 %
TOTAL TIF REVENUE	\$0.00	\$110.00	\$110.00	0.00%
18.261 EQUIPMENT/LAND REVENUE				
18.2614.00.00.4 PARKS SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.264 OTHER REVENUE				
18.2642.00.00.5 PARKS ASH BORER GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.2648.00.00.4 PARKS VISTA	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.00.4 PARKS MISC CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.01.4 PARKS PET WASTE CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.268 OTHER REVENUE				
18.2680.00.00.4 PARK ENCHANTED FOREST RECEIPTS	\$3,000.00	\$1,105.00	(\$1,895.00)	36.83 %
18.2682.00.00.4 PARKS T-SHIRT SALES	\$0.00	\$45.00	\$45.00	0.00 %
18.2685.00.00.4 PARKS SHELTER RESERVATION	\$1,000.00	\$495.00	(\$505.00)	49.50 %
TOTAL OTHER REVENUE	\$4,000.00	\$1,645.00	(\$2,355.00)	41.13%
18.28 MISC REVENUE				
18.2804.00.00.4 CONTRIBS/DONATIONS/FUNDRAISING	\$6,665.00	\$2,227.25	(\$4,437.75)	33.42 %
TOTAL MISC REVENUE	\$6,665.00	\$2,227.25	(\$4,437.75)	33.42%
18.29 OPERATING TRANSFERS				
18.2900.00.00.4 PARKS INTEREST REV	\$0.00	\$0.00	\$0.00	0.00 %
18.2907.00.00.4 PARKS W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
18.2910.00.00.4 PARKS XFER GF OPERATIONS	\$181,895.00	\$201,740.84	\$19,845.84	110.91 %
18.2910.01.00.4 PARKS XFER GF PARK IMPACT FEES	\$0.00	\$0.00	\$0.00	0.00 %
18.2915.00.00.4 PARKS XFER FROM GF PET WASTE FEES	\$2,160.00	\$0.00	(\$2,160.00)	0.00 %



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18.2983.00.00.4 PARKS RANGER HOUSE RENTAL	\$7,200.00	\$2,600.00	(\$4,600.00)	36.11 %
18.2984.00.00.4 PARKS XFER FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00 %
18.2985.00.00.4 PARKS XFER GF EQUIPMENT	\$10,000.00	\$21,000.00	\$11,000.00	210.00 %
18.2986.00.00.4 PARKS XFER MONTPR FOUNDTN	\$0.00	\$0.00	\$0.00	0.00 %
18.2987.00.00.4 PARKS XFER GF CIP	\$9,000.00	\$20,000.00	\$11,000.00	222.22 %
18.2990.00.00.4 PARKS MISC. REVENUE	\$0.00	\$6.00	\$6.00	0.00 %
18.2992.00.00.4 PARKS MISC REIMB	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$210,255.00	\$245,346.84	\$35,091.84	116.69%
TOTAL PARKS FUND REVENUES	\$226,920.00	\$249,329.09	\$22,409.09	109.88%



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EXPENDITURES				
18.76 PARKS GRANT EXP				
18.7612.00.00.5 PARKS GRANT EXPENSES	\$0.00	\$1,686.76	(\$1,686.76)	0.00 %
18.7615.00.00.5 PARKS STATE HOUSE TRAIL	\$900.00	\$0.00	\$900.00	0.00 %
18.7621.00.00.5 PARKS GRANT EXP-COMMUNITY GARDEN	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS GRANT EXP	\$900.00	\$1,686.76	(\$786.76)	187.42%
18.7600 PARKS OPERATIONS				
18.7600.10.00.5 PARKS SALARIES & WAGES	\$100,070.00	\$38,687.38	\$61,382.62	38.66 %
18.7600.10.01.5 PARKS AMERICORP & SUMMER WAGES	\$16,000.00	\$6,483.25	\$9,516.75	40.52 %
18.7600.11.00.5 PARKS OVERTIME	\$0.00	\$190.74	(\$190.74)	0.00 %
18.7600.15.01.5 PARKS DENTAL INSURANCE	\$680.00	\$331.00	\$349.00	48.68 %
18.7600.15.02.5 PARKS FICA/MEDICARE	\$8,725.00	\$3,336.83	\$5,388.17	38.24 %
18.7600.15.03.5 PARKS HEALTH INSURANCE	\$23,910.00	\$5,418.00	\$18,492.00	22.66 %
18.7600.15.04.5 PARKS FLEX SPENDING ACCOUNT	\$400.00	\$0.00	\$400.00	0.00 %
18.7600.15.05.5 PARKS LONG TERM CARE INSURANCE	\$105.00	\$22.26	\$82.74	21.20 %
18.7600.15.07.5 PARKS CITY RETIREMENT	\$7,505.00	\$2,893.24	\$4,611.76	38.55 %
18.7600.15.08.5 PARKS LIFE, STD, LTD INSURANCE	\$1,230.00	\$498.18	\$731.82	40.50 %
18.7600.15.09.5 PARKS UNEMPLOYMENT INSURANCE	\$220.00	\$20.70	\$199.30	9.41 %
18.7600.15.10.5 PARKS WORKERS' COMPENSATION	\$5,735.00	\$2,856.26	\$2,878.74	49.80 %
18.7600.20.00.5 PARKS OFFICE SUPPLIES	\$200.00	\$245.13	(\$45.13)	122.57 %
18.7600.20.01.5 PARKS POSTAGE	\$70.00	\$0.00	\$70.00	0.00 %
18.7600.21.00.5 PARKS OPERATING SUPPLIES	\$2,000.00	\$374.09	\$1,625.91	18.70 %
18.7600.23.00.5 PARKS SMALL TOOLS & EQUIP	\$3,100.00	\$1,040.73	\$2,059.27	33.57 %
18.7600.30.00.5 PARKS ADVERTISING	\$200.00	\$0.00	\$200.00	0.00 %
18.7600.34.00.5 PARKS TELEPHONE BASIC SERVICE	\$130.00	\$62.03	\$67.97	47.72 %
18.7600.34.01.5 PARKS TELEPHONE LONG DISTANCE	\$100.00	\$4.05	\$95.95	4.05 %
18.7600.34.02.5 PARKS INTERNET WAN SERVICE	\$500.00	\$74.31	\$425.69	14.86 %
18.7600.34.03.5 PARKS CELL PHONE & PAGER	\$1,200.00	\$268.53	\$931.47	22.38 %
18.7600.40.00.5 PARKS DUES/SUBSCRIPTS/MTGS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
18.7600.48.00.5 PARKS PROPERTY & LIABILITY INS	\$5,005.00	\$2,099.84	\$2,905.16	41.95 %
18.7600.48.01.5 PARKS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.56.00.5 PARKS OTR PUR SRVC	\$2,000.00	\$773.99	\$1,226.01	38.70 %



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18.7600.62.00.5 PARKS PRINTING & BINDING	\$200.00	\$10.96	\$189.04	5.48 %
18.7600.67.00.5 PARKS ROADS/REPAIR/MAINT	\$2,000.00	\$0.00	\$2,000.00	0.00 %
18.7600.68.00.5 PARKS VEH/EQUIP REPAIR/MAINT	\$8,000.00	\$880.55	\$7,119.45	11.01 %
18.7600.69.00.5 PARKS BLDG/GRNDS REPAIR/MAINT	\$5,000.00	\$1,039.42	\$3,960.58	20.79 %
18.7600.69.01.5 PARKS NON RE-OCCURRING MAINT	\$2,000.00	\$62.80	\$1,937.20	3.14 %
18.7600.69.02.5 PARKS TOWER REPAIRS/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.70.00.5 PARKS COPIER	\$295.00	\$75.86	\$219.14	25.72 %
18.7600.74.00.5 PARKS TRAVEL/TRANSPORTATION	\$300.00	\$0.00	\$300.00	0.00 %
18.7600.76.01.5 PARKS ELECTRIC	\$885.00	\$72.54	\$812.46	8.20 %
18.7600.76.02.5 PARKS HEAT	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.76.03.5 PARKS TRASH REMOVAL	\$200.00	\$0.00	\$200.00	0.00 %
18.7600.76.04.5 PARKS IN HOUSE UTILITIES/WATER	\$400.00	\$162.00	\$238.00	40.50 %
18.7600.79.00.5 PARKS MISC	\$250.00	\$0.00	\$250.00	0.00 %
18.7600.79.01.5 PARKS PET WASTE EXP	\$2,160.00	\$0.00	\$2,160.00	0.00 %
18.7600.79.02.5 PARKS EVENT EXPENSE	\$0.00	\$5,635.44	(\$5,635.44)	0.00 %
18.7600.82.00.5 PARKS CIP PLAN PARKS	\$9,000.00	\$9,241.20	(\$241.20)	102.68 %
18.7600.83.00.5 PARKS EQUIPMENT PLAN PARKS	\$10,000.00	\$24,267.00	(\$14,267.00)	242.67 %
18.7600.83.01.5 PARKS TOWER RESTORATION	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.94.01.5 PARKS PENSON PRINCIPAL	\$645.00	\$0.00	\$645.00	0.00 %
18.7600.95.01.5 PARKS PENSION INTEREST EXP	\$3,600.00	\$0.00	\$3,600.00	0.00 %
18.7600.99.01.5 PARKS XFER TO GF-TREE WARDEN ASST	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS OPERATIONS	\$225,520.00	\$107,128.31	\$118,391.69	47.50%
18.764 PARKS MISC EXP				
18.7643.00.00.5 PARKS PEACE PARK	\$500.00	\$0.00	\$500.00	0.00 %
18.7644.00.00.5 PARKS IMPACT EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS MISC EXP	\$500.00	\$0.00	\$500.00	0.00%
TOTAL PARKS FUND EXPENDITURES	\$226,920.00	\$108,815.07	\$118,104.93	47.95%
PARKS FUND NET EXCESS / (DEFICIT)	\$0.00	\$140,514.02		

From: **Alec Ellsworth** <AEllsworth@montpelier-vt.org>
Date: Mon, Oct 14, 2019 at 7:44 PM
Subject: staff updates
To: Parks-Commission <Parks-Commission@montpelier-vt.org>

Here is a staff update in written form. Geoff, chime in if you think I missed anything.

GOOD NEWS

Enchanted Forest:

We had great weather for our sold out Enchanted Forest. Financials haven't been tallied yet but it's likely that we hit our target of \$3000 after expenses. I'll take this as an opportunity to mention that it would be great to get this line item out of the budget so that we can use any revenue for special projects, or not have to make it up elsewhere if we take a loss some year.

Trail Signs:

We installed ~35 new trail signs since the last meeting. Hubbard Park is now fully (or at least 95%) signed. We plan to make similar signs for the North Branch Park this winter.

Geoff's award:

Geoff received the Theresa Brungardt award for lifetime achievement in the field at the VRPA conference last Friday. It's the highest honor that they give out, and is a great recognition of Geoff's contributions to the field. After he was presented with the award, the former head of VRPA approached me to say how much she appreciated Geoff's approach to leadership of the department, and how it was unique across the state. Congratulations and cookies are in order!

BAD NEWS

Budget:

Some of you have probably heard by now that health insurance premiums for the city are estimated to go up ~25% effective Jan. 1, 2020. This means the city is looking at about a \$100,000 gap in current FY20 funding. It also means we'll be starting next year's budget congress with a 4% tax increase before any new spending. This will make for a very challenging (or very easy!) budget congress. You probably remember that we had a "full time" employee scheduled to start in January and that the position would be funded as a full year position starting next budget year. Obviously this position is in jeopardy along with probably other things as well. Mayor Watson has already said that she does not plan to propose any new spending.

UNFINISHED BUSINESS

Hubbard Park Vegetation Management: No chance

Hubbard Road Mitigation: No Change...meeting with Zach Blodgett from DPW was canceled due to DPW emergency.

North Branch Pump Track: No Change

ADA improvements: We need to develop a comprehensive budget from the recommendations in order to pursue funding. It's not the agenda for this fall.

Spring Hollow: No Change

OTHER NEWS

2019 Volunteer Hours to Date: 3395

FY20 Budget to date: attached