

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE  
AND LOCATION: November 18, 2015  
Community Center



ATTENDEES: PRC Board Members:

Rick DeVore, Tom Rupsis, Dayton Rush, Mark Wahl, Lew Morris

PRPL Staff Members:

Mike Whitaker, Director  
Jon Thompson, Park Superintendent  
Kory Thomson, Recreation Superintendent  
Mark Jarvis, Park Planner  
Chris Waite, Volunteer Coordinator  
Sean Brandenburg, Recreation Specialist

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## I. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:30.

### A. INTRODUCTIONS

Par3 Board members; Jeff Gruizenga and Jerry Simonson

### B. APPROVAL OF THE MINUTES

*A motion was made to approve the September 9, 2015 minutes. Board member Tom Rupsis approved the motion. Board member Lew Morris seconded. On a voice vote, all were in favor and motion passed.*

*A motion was made to approve the October 14, 2015 minutes. Board member Tom Rupsis approved the motion. Board member Lew Morris seconded. On a voice vote, all were in favor and motion passed.*

### C. ADDITIONS TO THE AGENDA

None

## II. DIRECTORS REPORT – Michael Whitaker

Michael said Lampman Park has been brought up briefly at a Council work sessions. He said Council expressed some concern with keeping the land and then finding funds to develop it. Michael said he plans to bring Lampman Park back to a Council work session soon for further discussion.

Michael said the Montana Trails Recreation Association has awarded the department 2 citations of merit, one is for our Community Garden at Amend Park and the other was for

our Public Engagement in the selection of the playground equipment for Trails End Park. He said Jon Thompson, Park Superintendent received the Professional of the Year award and Mike Pigg, Park Supervisor received the New Professional of the Year award.

### **III. PUBLIC/BOARD COMMENT**

None

### **IV. NEW BUSINESS**

#### **A. 2016 PAR3 Proposed Budget:**

Jeff Gruizenga of Par3/Exchange City Golf Corp. gave a brief overview of their budget. Highlights of overview:

- Due to good weather this past spring, summer and this fall the year has gone wonderful.
- Not looking at proposing any fee increases for 2016.
- Looking into expansion of the cart storage building.
- Plans are to expand the cart fleet from 11 to 15 carts.
- Largest revenue increase is from cart rentals.
- There was an increase in manual labor costs. Biggest change was in salary wages for groundskeeper.
- Fencing along Central and 19<sup>th</sup> street west has been repaired.
- The expanded tournament program developed in 2015 has led to greater course revenue in the fall months.
- Plans for the clubhouse are to increase memberships by 20% this winter and spring.
- Proposed total of operating costs for 2016, \$399,550

*Rick DeVore made a motion to recommend approval of the Exchange City Golf Course/Par3 2016 proposed budget. Board member Tom Rupsis approved the budget. Board member Dayton Rush seconded. On a voice vote, all were in favor and motion passed.*

#### **B. Park Development:**

Mark Jarvis gave a presentation on the park development process. The following information is from his presentation:

- There are 3 policies to development; State Public Works Law, City purchasing policy and the city government is not intended to be efficient, it is intended to be fair.
- There are 2 scales of work: best pricing with single contract and phasing a project.
- The project sequence starts with the professional design services and then the construction documents.
- Options for funding the development can come from; private donations, special improvement district, Council general fund appropriations, a City Wide Park District, grants, Parks Recreation & Preservation Foundation, and State and/or Federal appropriations.

## **V. OLD BUSINESS**

### **A. Heights Disc Golf Course:**

Chris Waite said volunteers and park staff have installed the baskets. He said there were some changes with the layout. They are working on signage now. The course is open for use.

### **B. Yellowstone Kelly Interpretative Site:**

Michael Whitaker said the Billings Chamber of Commerce has raised \$166,000 so far for the project. He said the steering committee for this project, which include park board member Rick DeVore and Marcia Clausing have met and come to a consensus on the concept. He said the concept will be presented at either December or January's board meeting.

### **C. South Park Sprayground:**

Mark Jarvis said the construction contract will be going before City Council on November 23<sup>rd</sup>. He said if the weather stays nice, they will begin work either this fall or winter.

### **D. Centennial Park Master Plan:**

Rick DeVore said there is a subgroup of board members Tom Rupsis, Dayton Rush, Marcia Clausing, Rich Lorenz and himself that have formed to discuss funding and development. Tom Rupsis said they have plans to meet with user groups in January. He said they are also working on a presentation to take around to area service groups and other organization about developing the park. Rick suggested including the Chamber of Commerce and Parks Recreation Preservation Foundation in the meetings.

## **VI. DIVISION REPORTS**

### **A. Recreation Division-Recreation Superintendent Kory Thomson:**

Recreation Superintendent Kory Thomson's report was given to the board for review. A copy of the report is in the 2015 board binder.

### **B. Park/Urban Forestry Division-Park Superintendent Jon Thompson:**

Park Superintendent Jon Thompson's report was handed out at the beginning of the meeting. A copy of the report is in the 2015 board binder.

### **C. Park Planning Division-Park Planner Mark Jarvis:**

Park Planner Mark Jarvis report was given to the board for review. A copy of the report is in the 2015 board binder. In addition to his report, Mark said

### **D. Volunteer Coordinator's Report-Chris Waite:**

Volunteer Coordinator Chris Waite's report was given to the board for review. A copy of the report is in the 2015 board binder.

### **E. Cemetery Division-Cemetery Superintendent Lee Stadtmiller:**

Cemetery Superintendent Lee Stadtmiller report was given to the board for

review. A copy of the report is in the 2015 board binder.

**VII. ADJOURNMENT**

12:40 pm