

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** February 10, 2016  
**AND LOCATION:** Community Center



**ATTENDEES:** PRC Board Members:  
Rick DeVore, Tom Rupsis, Catherine Grott, Dayton Rush,  
Mark Wahl, Lew Morris, Marcia Clausing, Darwin George,  
Rich Lorenz  
PRPL Staff Members:  
Mike Whitaker, Director  
Jon Thompson, Park Superintendent  
Kory Thomson, Recreation Superintendent  
Lee Stadtmiller, Cemetery Superintendent  
Mark Jarvis, Park Planner  
Chris Waite, Volunteer Coordinator  
Mike Pigg, Park Supervisor

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### I. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:33

#### A. INTRODUCTIONS

City Staff: City Administrator Tina Volek, City Attorney Brent Brooks (via conference call)

Amend Park Development Council Dennis Pyburn

Billings Gazette Mike Ferguson

City Councilman Richard Clark

Public: Chris Jones, Terry Stapleton, Sara Campbell

#### B. APPROVAL OF THE MINUTES

*A motion was made to approve the January 13, 2016 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 January 20, 2016 minutes. Board member Tom Rupsis approved the motion. Board member Dayton Rush seconded. On a voice vote all were in favor and the motion passed.*

#### C. ADDITIONS TO THE AGENDA

None

### II. DIRECTORS REPORT – Michael Whitaker

Michael said the comprehensive plan is being updated.

He said a survey has gone out to the board regarding the Mission, Vision and Core Values of the department. He said the survey is also posted on the website for the community to give their input.

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

None

### **IV. OLD BUSINESS**

#### **A. Amend Park Agreement (APDC):**

- Michael Whitaker said the agreement between the city and the Amend Park Development Council states that the APDC must present to the city their financial statement on or about March 15<sup>th</sup> of each year.
- Michael gave an overview on what is the departments responsibility as it relates to the operation and maintenance of Amend. The city mows and weed eats once a week, maintain all utility lines and services, maintaining and operating irrigation system, turn on all water lines to all restroom and concession buildings in the spring, blow out those water lines in the fall, responsible for trash removal, and removal of the ground squirrels.
- Michael gave an overview on the responsibilities of the APDC. They maintain the concessions stand, soccer goals and signage, provide playing field and layout markings, schedule soccer fields and pavilion, and provide playing field/turf maintenance.
- A copy of the APDC user fees price list for 2016 and profit & loss budget was presented to the board by Denis Pyburn.
- The APDC currently has only one active board member. That member is Denis Pyburn.
- Denis's compensation was determined several years ago when the Amend management group was formed. Denis said they determined the amount at that time. It has taken an increase since then. He said the amount is fourteen hundred a month.
- On the budget printout it shows management fees of \$17,250.00. A question was asked who receives that money. Denis said he does.
- On the budget printout it shows payroll-wages. Denis stated that amount of \$16,091.25 is to pay for people to run the concessions.
- It was noted that the maintenance costs over the last few years has gone up a lot. Denis was asked as to why those cost rose so much because those cost are impacting the players. He stated that years ago so much of the maintenance was donated. He said he didn't have the specifics on all that.
- On the profit and loss budget printout it has listed under repairs Field Maintenance. It was asked what was the breakdown of the \$144,708.35. Denis stated that it goes for stripping, moving goals, labor, fertilization, aeration, grass seed, rental of the portable restrooms and misc.
- Denis said he contracts out the aeration.
- Denise said he does the scheduling of the fields.
- The APDC employees 5-6 employees.
- Some user groups take priority over other groups to use fields.

- Denis said stripping the fields is done weekly. He said they have one machine to do that. Board member Marc Wahl stated that School District 2 does do their own field stripping.
- It was asked Denis if he pays his mowers 65 dollars an hour. He said yes.
- It was brought up that there have been complaints on how the APDC does their billing. Several say they don't receive a bill until months after they use the park.
- It was brought up that the APDC is currently not recognized by the Secretary of State as an entity/corporation. The last known time paperwork was done was several years ago. Denis said he was unaware but would be sure to take care of that.
- It was expressed that we no longer need a development council but we need management and Parks and Recreation would be the best at doing that.

Comments from public:

- Procedures in renting the park have been difficult.
- There are pricing discrepancies.
- Prices to rent the field are not told before hand
- People have commented their disappointment with how the park is maintained.
- Fields are not maintained safely
- There is a clash of usage of fields
- Should have access onto grass for launching hot balloons
- Should have use to city park use permits
- Fees increasing at an unusually large rate
- The park should be fenced and charge a fee to enter for a game.
- There should be collaboration between the city and user groups
- The City and APDC should meet every year

***Board member Catherine Grott made a motion to recommend to Council to not renew the agreement with the Amend Park Development Council based on the following reasons:***

- 1. Costs to rent the fields are too high***
- 2. There are conflicts of interest***
- 3. Complaints of the turf***
- 4. APDC is dissolved, not recognized as an entity and has been that way now for several years***

***Catherine recommended the Parks and Recreation Department take over the operation (which is the scheduling and field maintenance) of Amend Park.***

Board member Tom Rupsis asked for further discussion on the motion.

It was asked if the department could handle taking over what the APDC currently does. Michael said yes, we feel very comfortable if that is the direction the City Council wants us to go. He said we are already doing park use permits, we have

the staff and technology to handle scheduling and he said we are doing some of the maintenance already by mowing once a week, weed eating, picking up trash and handling the irrigation.

Tom Rupsis suggested in delaying the department to take over the field maintenance and scheduling and give the APDC a chance to get things in order. He said his preference was to see the agreement approved for one year and to meet again with APDC either in December of this year or January of next year and see if things were done and in order as per the agreement.

***Board Chairman Rick DeVore said there was a motion on the table and asked for a second on Catherine Grotts motion. Board member Lew Morris seconded. Board member Marc Wahl said he would not vote/abstain on voting based on his interest/representation of School District 2.***

There was further discussion.

***Board member Tom Rupsis made a proposal for a substitute that we delay or continue recommending that we continue forward with the APDC contract/agreement, we go through the update process that the Director of Parks and Recreation would work with APDC to update the agreement necessary for one year period, we concur the APDC get their management structure in place so that everybody's concerns would be addressed and that we revisit this in maybe December 2016 January time frame next year about taking it back. Vice Chair Catherine Grott asked for a second. Board member Darwin George seconded. All those in favor said I: Darwin George, Tom Rupsis and Rich Lorenz. All those opposed: Catherine Grott, Lew Morris, Dayton Rush and Marcia Clausing. The substitute motion did not carry with a 3 in favor to 4 against.***

***Vice Chair Catherine Grott asked for vote on those who are in favor of the first motion. On a voice and hand vote Lew Morris, Dayton Rush, Marcia Clausing and Catherine Grott were in favor; Darwin George, Tom Rupsis and Rich Lorenz were against. Marc Wahl abstained. The motion passed. (Board Chair Rick DeVore did not vote due to leaving prior to the votes being taken due to an emergency)***

#### **B. Animal Control Ordinance:**

Mark Jarvis presented the updated animal control ordinance with the minor changes discussed from the special joint board meeting between the Park Board and Animal Control Board back in January. Mark said the major change that accrued was made on page 14 item G. He said in there it talks about *establishing dog parks and that the rules of not having a leash on a dog in a dog park rather than having a dog on a leash in a regular park doesn't apply. There would be dog related events can occur in parks that they would need to get a use permit through the Park and Recreation Department and the City Administrator may regulate or restrict animals from being on certain public lands during designated public*

events.

Mark said everything else in the ordinance stayed the same.

Michael said the park board is making a recommendation to the Animal Control Board and City Council to either support or not support this revised ordinance. It was suggested by the board before making any recommendations to change the wording “dog park” to “off leash area”. Another suggestion was to use both sets of wording.

*Vice Chair Catherine Grott asked for a motion for recommendation of the revised ordinance with the included changes in wording “may be designated by City Council through resolution or as off leash use allowed by the City Administrator”. Board member Tom Rupsis moved to approve the motion. Board member Darwin George seconded. On a voice vote in favor except for one member opposed.*

**C. Park District #1 Projects Update:**

Due to time constraint the board did not discuss Centennial Park.

**D. Centennial Park:**

Due to time constraint the board did not discuss Centennial Park.

**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 2016 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 2016 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 2016 board binder.

**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 2016 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 2016 board binder.

**VII. ADJOURNMENT**

1:45 pm