

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE
AND LOCATION: November 9, 2016
Community Center



ATTENDEES: PRC Board Members:

Rick DeVore, Catherine Grott, Marcia Clausing, Mark Wahl,
Dayton Rush, Rich Lorenz, Lew Morris, Tom Rupsis

PRPL Staff Members:

Mike Whitaker, Director
Kory Thomson, Recreation Superintendent
Jon Thompson, Park Superintendent
Lee Stadtmiller, Cemetery Superintendent
Mark Jarvis, Park Planner
Chris Waite, Volunteer Coordinator

I. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:35 am

A. INTRODUCTIONS

Jeff Gruizenga, Exchange City Golf Cooperation Board President

B. APPROVAL OF THE MINUTES

A motion was made to approve the October 12, 2016 minutes. Board member Lew Morris approved. Board member Tom Rupsis seconded. On a voice vote, all were in favor and the motion passed.

C. ADDITIONS TO THE AGENDA

II. DIRECTORS REPORT – Michael Whitaker

- A special board meeting is planned for next Wednesday, November 16th at 11:30am to discuss the Mustangs agreement.

III. PUBLIC/BOARD COMMENT

None

IV. OLD BUSINESS

A. Update on Projects That Are Underway or Completed:

Michael gave an update presentation on the major projects underway or completed as of today's date.

- Yellowstone Kelly Interpretative site construction contract was awarded

October 11. This project should be completed in the summer of 2017.

- South Park Sprayground construction contract should be awarded by City Council at the November 28th City Council meeting.
- Our consultant for the PRPL Comprehensive Plan will be back in town on November 16 and 17 to go over the preliminary needs assessment survey results, Billings demographics and trends information, facility assessment overview, and the program assessment.
- City Council approved to delay our Park District 1 FY17 capital projects to move forward on the construction of the operations and bathhouse buildings at Rose pool. Our consultant is working on the construction documents. Estimated costs is currently around \$1,288,437.
- Veteran's Park irrigation project should be completed in December, weather permitted.
- Community Center Parking Lot improvements are underway.
- We were awarded the LWCF grant for \$125,000 to assist in purchasing playground equipment for Hawthorne Park.
- The City Administrator, City Attorney and Michael Whitaker have met with the Amend Park Development Council to discuss a lease agreement between them and the City. The department hopes to have the revised agreement at next month's board meeting.
- The Optimist Park Final Master Plan should be ready to present to the park board next month.

B. Funding Undeveloped Parkland:

Rick discussed again the possible scenarios for funding undeveloped parkland. He indicated that Michael will talk with City Administrator Tina Volek about scheduling a meeting with her to discuss what are the next steps to take and if we should look at doing bonds.

VI. NEW BUSINESS

A. PAR3 Golf Course Proposed FY17 Budget:

Jeff Gruizenga, Exchange City Golf Cooperation Board President reviewed the proposed PAR3 golf course FY17 budget.

- There will be a slight increase in the salaries for the Golf Pro and Superintendent. Due to this increase, there is a slight rise in the general costs from last year's budget but the total operating costs is at a decrease of \$8,942.
- Proposed FY17 revenue will remain the same as the FY16 budget. Total proposed amount is \$434,500.
- FY17 proposed fee structure will have an increase in the 18-hole green fee and Xtra 9 green fee by a \$1.
- FY17 proposed capital improvements, equipment and distributions are as follows:

- Resurface patio
- Parking lot patch work
- Cart path-18 green

- Tree work
- Irrigation intake screen
- Toro 3150 greens mower
- Ball picking vehicle
- Distribution to City of Billings and Exchange Club

Total amount in proposed capital improvements is around \$20,000.

A motion was made to present the proposed FY17 budget to City Council for approval. Board member Rich Lorenze approved. Board member Tom Rupsis seconded. On a voice vote, all were in favor and the motion passed.

B. Additional Comments:

Tom Rupsis read an email from Mr. Harry Miller regarding Swords Park and thanking staff and park board members for their efforts in making Swords Park more safe and secure.

C. Billings Mustangs Stadium Agreement:

Will be discussed next week Wednesday, November 16th.

VII. DIVISION REPORTS

A. Recreation Division-Recreation Superintendent Kory Thomson:

In addition to his report, Kory said they are wrapping up their fall programs. Staff is getting information together for the winter brochure. He said he will continue to add information to his report about senior services.

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

Jon had no written report for this meeting. He did give an oral update on his division. Update is as follows:

- Restrooms are closing for the season. We do have a portable restroom at Pioneer and that will stay through this winter season.
- Staff is mulching leaves, not mowing, throughout our parks.
- All of our seasonals except for 2 are gone for the season.
- Installed a couple park benches at the dog park.
- Sweeping trails.
- Everything is winterized.
- Transitioning into doing our projects.

C. Park Planning Division-Park Planner Mark Jarvis:

No additions to his written report.

D. Volunteer Coordinator's Report-Chris Waite:

In addition to his written report Chris said the Refresh the Rims event was a record year. We had over 169 volunteers.

He said the volunteer appreciation dinner was also a record year in attendance. This dinner is put on jointly with the Library, Police and this department.

E. Cemetery Division-Cemetery Superintendent Lee Stadtmiller:

No additions to his report.

VII. ADJOURNMENT - 1:18 pm