

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** May 10, 2017  
**AND LOCATION:** Community Center



**ATTENDEES:** PRC Board Members:  
Rick DeVore, Lew Morris, Jim Ronquillo, Chuck Platt, Darwin George, Tom Rupsis, Tim Warburton

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

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### I. MEETING CALLED TO ORDER

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

#### A. INTRODUCTIONS

City of Billings Fire Chief Paul Dextras  
Kevin Howell, Verizon Representative

#### B. ADDITIONS TO THE AGENDA

#### C. APPROVAL OF MINUTES

The April minutes will be approved at the June meeting.

### II. DIRECTORS REPORT – Michael Whitaker

Michael said the Western Heritage Center will be doing a lecture series each month. He said they will be doing a lecture on Billings parks in December. Everyone is invited to attend.

### III. PUBLIC/BOARD COMMENT

None

### VI. NEW BUSINESS

#### A. Poly Vista Park Master Plan:

Park Planner Mark Jarvis said we have started the Master Plan for Poly Vista Park. The contract for the consultant was signed back in April with Land Design. Land Design brought out their sub-consultant from Pennsylvania who has experience

with playgrounds inclusive with special needs children to help with design concepts. This individual also has experience with “Miracle League” which helps in providing opportunities for children with disabilities to play Miracle League baseball.

Mark said Land Design and PRPL staff met last month with “Landon Legacy” group, parents, and stakeholders to discuss concepts. The PRC Board was also included in the meeting. He said from the meetings, we received some very good information.

Land Design has created an initial concept to help out “Landon Legacy” in fundraising. They have created more concepts for review. A public meeting will be held to review those concepts sometime at the end of May.

Mark said he hopes to have the master plan completed at the end of August.

## **VII. OLD BUSINESS**

### **A. Proposed Terry Park Cell Tower:**

Three proposals are on the table for cell tower locations/construction in Terry Park. Option #1 is the original proposed plan. Option #2 is located on the corner of Terry and 6<sup>th</sup> street west. Option #3 is the located at the top of Fire Station #4.

Fire Chief Dextras has reviewed the options presented and expressed the Fire Department was interested in the 3<sup>rd</sup> option, to have the tower placed on top of Fire Station #4. He said they have worked with Verizon before and currently have a tower on Fire station #6 in the Heights. He also said that a tower would be beneficial for both the Fire station and local customers.

*After further discussion of the options, the Park Board made a recommendation to City Council to approve; the construction of a Verizon cell tower be placed on top of Fire Station #4 in Terry Park; advance payment be made for the first 5 years to the City of Billings up front; the funding from the Cell Tower goes into an account for Terry Park improvements.*

*Board member Lew Morris approved the motion. Board member Jim Ronquillo seconded the motion. On a voice vote, all approved.*

The board requested for a meeting to be set up to discuss and evaluate cell towers in city parks. A meeting will be arranged in the future between staff and board members.

### **B. Update on Projects that are Underway:**

- Moving forward on the Hawthorne playground equipment replacement.
- Veterans automated irrigation project is complete. A walk through is planned for this coming Friday. Good Earth Works has done a great job on this project.

- Bids go out July 6<sup>th</sup> for the Rose Pool bath house. Proposed to start construction this September.
- Construction of the South Park spray ground has started. It should be completed by the end of June.
- Yellowstone Kelly Interpretative site construction project is still moving ahead.
- The Comprehensive Plan will be completed this summer.
- The new Kiosk has been installed at Swords Park.

**A. Movies in the Park:**

Recreation Superintendent Kory Thompson said that we have met with Firefly Productions and the Kiwanis Club. Both were encouraged to figure out a way to work together to continue their efforts in providing free movies in the parks to the families in the community. Firefly Productions and the Kiwanis Club have met together and have decided not to move forward together and part ways.

Kory said he has informed both entities that if they both would like to provide movies in the parks that we would allow each to that this year. He said in moving forward though the department would devise a process to do a Request for Proposal (RFP) to decide who the department would partner with in future movies in the park.

**VII. DIVISION UPDATES:**

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

In addition to his written report, Kory said we are off to a great start with registration. He said that all of the camps are already full. Expecting a busy year ahead. He said staff is already in the process of hiring for our summer programs.

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

In addition to his written report, Jon said we have hired most of our seasonals staff. Need about 2 more and we will be fully staffed. The full-time staff have been very busy and working extremely hard. He said he has been receiving calls regarding dandelions in parks. He explained that we rotate through about a third of our parks spraying for weeds/dandelions each year. This is due to the amount of an acreage we own. He also said that this year's dandelions are extremely bad.

**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 gave an update from this year's Arbor Day event. He reported that there were 445 students, 135+ volunteers working on projects, and 60 volunteers teaching or assisting with students. Jon Thompson also reported that this year's Arbor Day tree was a Valley Forge Elm which was appropriate for this year's theme and park location which was Veterans. Volunteers worked on the painting the bleachers by the ball diamond, sodded in the base pads, added more fall protection at the playground, did various

landscaping projects throughout the park.

**E. Cemetery Division-Cemetery Superintendent Lee Stadtmiller:**  
No additions to his report.

**VIII. AJOURNMENT - 1:00 pm**