

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board and Planning Board Joint Meeting

**MEETING DATE
AND LOCATION:** October 18, 2017
Community Center

ATTENDEES: PRC Board Members:
Rick DeVore, Lew Morris, Rich Lorenz, Darwin George, Tim Warburton, Chuck Platt

PRPL Staff Members:
Mike Whitaker, Director
Kory Thomson, Recreation Superintendent
Mike Pigg, Park Superintendent
Lee Stadtmiller, Cemetery Superintendent
Mark Jarvis, Park Planner
Chris Waite, Volunteer Coordinator



I. MEETING CALLED TO ORDER

Board Chair Rick DeVore called the meeting to order at 11:00 AM

A. INTRODUCTIONS

Wyeth Friday, Planning Director
Tammy Deines, Planning Clerk
Monica Plecker, Planning Division Manager
Planning Board members: Dave Goodridge, Patrick Klugman, Dennis Cook, Woody Woods and LaVerne Bass
Mike Svetz, PROS Consulting
Jolene Rieck, Peaks to Plains
Citizens: Jon Thompson, Cathy Aragon, Christi Drake, Bill Cole

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

Minutes for August 9th and 16th and September 13th will be approved at the October meeting.

II. DIRECTORS REPORT – Michael Whitaker

- Michael said the department has hired Mike Pigg as Park Superintendent. He said they received over 30 applications for the position and after reviewing all applications and holding interviews, it was unanimous by the hiring committee to choose Mike. Mike Pigg has been working for the City over the past five years as

the Park Supervisor.

III. PUBLIC/BOARD COMMENT

None

VI. OLD BUSINESS

A. Parks and Recreation Comprehensive Plan:

The final comprehensive plan document is complete. It has been posted on the Parks and Recreation website for public viewing.

Today's meeting highlights parts of the plan discussed with the City's Planning Board and Park Board. Mike Svetz from PROS Consulting gave the presentation along with the assistance of Jolene Rieck from Billings Peaks to Plains Design.

See following:

- Purpose of the Comprehensive Master Plan is to provide guidelines and strategies for future acquisition and development of recreational facilities and opportunities for the City of Billings.
- The whole idea of using the parks system is to meet the needs of the community. The plan indicates these areas are not currently being met; community parks, reservable large picnic shelters, off leash dog parks, skate parks, multi-generational recreation center, regulation sports field, and 90-foot ball diamond.
- The project planning path is one, "Where are we today", two "Where are we going tomorrow" and three "How do we get there".
- From the priority investment rating list, the following were near the top; aquatic facilities, neighborhood and community parks, walking and biking trails, and outdoor recreation amenities.
- From the program rankings list, the following three were listed as the top three; family recreation swimming, family outdoor adventure trips and indoor climbing/walking track program. The complete list of current programs offering and desired programs offerings shows that the City does not currently have a facility to host several of the programs listed.
- The City has no indoor facility which affects several of the high priority activity programs.
- Understanding Cost "Buckets"; critical for maintenance projects, sustainable for sustainable projects and Visionary for complete park renovation, acquisition and new parks.
- Capital improvement plan summary improvement type and cost; Critical \$22,524,500, Sustainable \$770,000 and Visionary \$61,142,000. Grand total

\$84,454,500

- Park staffing is comprised of 12.25 full time employees (FTE)s and 50 seasonals. To meet Best Practice Staff Levels staffing is deficient by at least 5.5 FTE's.
- Parks operation total combined funding from PD1, PMD and general fund is \$5,262,413. Based on total funding, park inventory, actual cost per acre and best practice cost per acre \$2,797,759 additional funding is needed to meet the best practice.
- 58% of every 8-hour work day is spent performing actual work in the field; this falls well below the best practice guideline of 5.6 hours. Achieving the best practice guideline would equate to an additional 2216 hours of actual work performed annually. This is the equivalent of 1.06 FTEs (*or approximately \$50,000 in total employee compensation*)
- Satellite Maintenance Facilities; it is recommended that basic satellite maintenance yards be constructed; one in the heights and one on the westend. Cost to construct each yard is approximately \$500,000 or \$1,000,000 total. Efficiencies gained by constructing the 2 yards equals \$50,000 annually.
 - A comment was made that these yards be placed on existing parkland.
- Primary sources for Capital Improvement Funding is from the city-wide Park District 1 and pursuing grants.
 - A question was asked as to what we are lacking for a funding source overall within the state of Montana. It was stated that it was a "sales tax".
- Areas of Recommendations:
 - do a feasible study before building
 - staff and park board need to get out and sell to the community
 - get the City Council engaged in the process
 - create advocates in the community
 - it's important to track hours and work in parks
 - need to achieve the long-term picture
 - have reserves
 - give a time frame and a way to fund building an aquatic facility
 - look at ways legislatively regarding subdivision and donations of parkland
 - do a park specific master plan
 - consider long term maintenance of park facilities
 - design a facility that would bring in revenue such a an indoor aquatic facility

Park Board Chair Rick DeVore asked for action from the Park Board on the recommendation to City Council to approve the Comprehensive Plan as presented by Pros Consulting. ***Board member Lew Morris made a motion to recommend. Board member Tim Warburton seconded. On a voice vote, all were in favor and the motion passed.***

The Comprehensive Plan will go before Council on November 13, 2017.

VII. DIVISION UPDATES:

No division updates given at this meeting.

VIII. AJOURNMENT - 12:30 PM