

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE December 13, 2017  
AND LOCATION: Community Center



ATTENDEES: PRC Board Members:  
Tom Rupsis, Marc Wahl, Lew Morris, Jim Ronquillo, Tim Warburton, Darwin George

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

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## I. MEETING CALLED TO ORDER

Board Vice-chair Tom Rupsis called the meeting to order at 11:30 am

### A. INTRODUCTIONS

Guests included: Kristi Drake, Scott Walker, Kathy Aragon, Stella Fong and Jared LeFevre  
Cole McQuillian, introduced as the new Park Supervisor

### B. ADDITIONS TO THE AGENDA

None

### C. APPROVAL OF MINUTES

*A motion was made to approve the August 9, 2017 minutes. Board member Jim Ronquillo approved. Board member Lew Morris seconded. On a voice vote, motion passed.*

*A motion was made to approve the August 13, 2017 minutes. Board member Jim Ronquillo approved. Board member Tim Warburton seconded. On a voice vote, motion passed.*

*A motion was made to approve the November 8, 2017 minutes. Board member Jim Ronquillo approved. Board member Tim Warburton seconded. On a voice vote, motion passed.*

## **II. DIRECTORS REPORT – Michael Whitaker**

- Recognized Darwin George for his years of service on the Park Board.
- Senior non-profit organization Update: Staff has attempted to formalize an agreement between the Billings Senior Citizens Inc. and the City for the use of the Community/Senior Center. The Community/Senior Center is owned and operated by the City of Billings and this department. The Department provides programs and services in the center for ages 55+ and will continue to do so.

Tom asked what the source is for the conflict between the senior organization and the City and has it been resolved. Michael said it has not been resolved. We have sat down with negotiations with them and they have walked out. The biggest stumbling blocks between them and us is we are asking for them to provide insurance. We require that all organizations using our facilities/parks must provide professional liability insurance. Staff will meet with administration in a week on how to move forward.

Lew asked about the parking lot across the street. Michael said at this time the senior organization does not want to move forward on developing it. He did say that City Council had agreed to pay \$200,000 to have it developed.

Tim asked how long this issue with the senior organization has been going on. Michael said it have been over a year now.

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

None

## **VI. OLD BUSINESS**

### **A. Park Development:**

Board members Rick DeVore and Tom Rupsis have put together a funding/work schedule for calendar years 2018-2021. This was done per the request of City Council.

- Possible funding sources would be from the General Fund, PD 1 and possible cash-in-lieu. Specific numbers for the cash-in-lieu funds are currently not available.
- Projects funds would be used for the Centennial drawings/construction, Coulson Master Plan, Poly Vista drawings/construction, Optimist drawings/construction, Castle Rock master plan update/drawings *(would like to add donation to Skyline trail to list)*

Rich brought up his concerns for doing two westend parks prior to anything being done at CastleRock. He expressed his concern that it will be several years before CastleRock is even looked at on the funding/work schedule. He felt we should finish CastleRock.

Lew brought up his concern that Coulson is part of the first-year projects and also

wanted to see CastleRock brought to the top of the list.

Tom said the schedule shows in 2020 the CastleRock master plan and design drawings should be done. He said what the schedule does not show and should, is that construction will begin in 2021.

Tom explained that the scheduled projects could change which year they will be worked on depending on funding. He said that if Landon's Legacy are not able to raise enough funds for Poly Vista in year 2019 then it might be possible to do another project. He said the schedule is not set in stone.

The schedule will be brought before Council in January.

## **VII. NEW BUSINESS:**

### **A. History of Trails in Billings:**

Scott Walker gave a summary on the history of trails in Billings.

- Around 45 miles of multi-use trails
- Maintenance of the trails has been a big issue
- Parks and Recreation Department help in maintaining the city's trail system
- Trails promotes a healthy lifestyle
- Approximately 2,700 people use our trail system daily; that makes almost a million users a year
- The community supports trails and developing more
- The city needs more trails developed

Kristi Drake gave an overview on Billings TrailNet (BikeNet).

- Billings TrailNet is a non-profit, 501c3 organization that supports urban trails in the Billings area.
- They host several events such as the "Trails for Ales", refurbishment of bikes to give to low income family, Lunch and Learn and "Tour de Fleur" women's ride. o raise
- Funds raised from events and TrailNet membership help in the support Billings trails.
- Over \$300,000 has been donated in developing the trail system
- Currently working on fundraising for the next trail project, "Skyline Trail". This trail is planned to connect Swords, Rimrock and Zimmerman parks. Cost to build trail is around \$3.5 million.

The Board would like to look at working together with the Billings TrailNet along with the Park Recreation and Public Land Foundation to fund the development and maintenance of trails.

### **B. Selection of Officers:**

Due to several park board members not in attendance, selection of officers was

postponed until next month.

## **VIII. DIVISION UPDATES:**

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

Kory touched on few items from his written report;

- Winter brochure went out December 1<sup>st</sup>
- Sent out in November notices to organizers to receive their information regarding dates for 2018 events
- Met with School District 2 middle school principals to discuss using their facilities for some of our programs
- Community & Senior Center is busy this time of year with holiday events

### **B. Park/Urban Forestry Division – Interim Park Superintendent Mike Pigg:**

Mike touched on a few items from his written report;

- Staff has been busy with leaf cleanup due to the nice weather
- Working on equipment maintenance
- There has been an increase in vandalism in our parks. Meet daily with Officer Lam to discuss the vandalism
- Forestry has been busy pruning in the Olympic Subdivision
- Forestry also facilitated a meeting of the Society of American Foresters at the Community Center. The presentation was given on the history and modern practices of Urban Forestry.

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

Mark touched on few items from his written report;

- Rose Park building project is moving forward
- Working on the north parking lot at Optimist park
- Working on Hawthorne Park playground replacement in the heights
- Subcontractor working on the landscaping out at the South splashpad

### **D. Volunteer Coordinator Report – Chris Waite:**

Chris touched on a few items from his written report;

- Songbird Community Garden advisory committee has raised over \$15,000 to construct the garden and build a well. They will need to raise an additional \$6,000 to install a cistern, bring electricity to the site and install pumps.
- Started to complete the grant for the Land Water Conservation Fund Grant. If granted the money, we will use it to upgrade Optimist Park playground equipment, install seating and shades structures and possible install an adult fitness equipment.
- Arbor Day planning is in full swing

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

Lee gave an overview of his written report;

- Staff is continuing to mulch leaves
- Burials are running about average for this time of year

**IX. AJOURNMENT - 12:53 pm**