

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE January 10, 2018  
AND LOCATION: Community Center



ATTENDEES: PRC Board Members:  
Rick DeVore, Tom Rupsis, Lew Morris, Jim Ronquillo, Tim Warburton, Chuck Platt, Clark Johnson

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

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## I. MEETING CALLED TO ORDER

Board chair Rick DeVore called the meeting to order at 11:08 AM

### A. INTRODUCTIONS

Attendees: Mike Mayott, Brynn Schwarz, Joe Fedin and City Council member Mike Yakawich

Clark Johnson was introduced as the new Park Board member

### B. ADDITIONS TO THE AGENDA

Senior Citizens Inc. discussion added to Old Business

### C. APPROVAL OF MINUTES

*A motion was made to approve October 18, 2017 meeting minutes. Board member Jim Ronquillo approved. Board member Lew Morris seconded. On a voice vote, motion passed.*

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

## II. DIRECTORS REPORT – Michael Whitaker

- Terry Park Cell Tower Update; currently working on the proposed cell tower lease agreement.

The Interim Fire Chief Bill Rash expressed some concern with the cell tower being

located on top of the fire station. Met with the engineers to work out the concerns he had.

City staff met again this past Monday to discuss the agreement. Since the cell tower will be located on the fire station, it was proposed by Interim Fire Chief Rash for all revenue from the cell tower be given to their maintenance fund for the fire station. Michael said after further discussion and the mention of the Park Boards involvement on this project, that the revenue be split between Fire and Parks and Recreation.

Rick DeVore expressed his opposition to this decision, stating that the former Fire Chief Paul Dextrus had agreed for Parks and Recreation to receive all revenue from the cell tower. He also said the staff and park board proposed this idea to the neighborhood as a revenue source for the park to receive their approval.

Tom Rupsis said he understood for the Interim Fire Chief wanting the projected revenue to be given to their maintenance fund since the tower will be located on their property.

Lew Morris asked how much revenue would be generated. Michael said roughly \$8,000-\$15,000 a year.

Michael said any funding we get out of the lease agreement would go for a much-needed shelter at the park.

Rick asked for Michael to keep the board informed on the progress of the agreement.

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

Joe Fedin gave his comments on the Senior Citizens Inc. organization following the discussion from the board.

### **VI. OLD BUSINESS**

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

Michael said there will be a City council work session on January 20 here at the Community Center to discuss primary FY19 budget discussion and developing a 2018 work plan. The board was invited to attend. Rick said he plans to present the Park Development Plan at this meeting.

#### **B. Senior Citizens Inc. Organization:**

Michael reiterated on what was discussed at last month's board meeting regarding the situation between the City and the Billings Senior Citizens Inc. Board.

- City staff has been working for a year and half on formalizing an agreement between the Billings Senior Citizens Inc. and the City of Billings on the use of the Billings Community and Senior Center.
- The issues that have arose are between the City of Billings and the Billings

Senior Citizens Inc. executive board and not with the user/seniors at the center.

- The Billings Community and Senior Center is owned, staffed and operated by the City of Billings and the Parks and Recreation Department.
- The department provides all programs and services in the center.
- The Billings Senior Citizen Inc. operates their sponsored events out of the center. Their sponsored events include garage sales, bingo/gambling activities and dances. They also run a small thrift shop in the center.
- Due to change in City Recreation staff, it came to the department and city's attention that there was no formal written agreement between the senior organization and the City of Billings.
- The agreement that has been presented to the senior organization is similar to the one used by the City for other organizations who use City facilities and parks.
- The agreement with the senior organization is to clarify what the City will provide(s) in return giving the senior organization knowledge of what is/not provided by the City.

The main conflict between the City and the Billings Senior Citizens Inc. Board has been the liability insurance. The senior organization feels they should not need to provide insurance. We require insurance with all agreements/permits. It is there to protect the City if something should happen at an organization sponsored event in/on our facilities/parks. Liability insurance is required with all of our agreements.

- To date the issues between the City and the Billings Senior Citizens Inc. have not been resolved. As stated in the December meeting minutes, the senior organization has walked out of the last negotiation.
- The former City Administrator Tina Volek and the current interim Administrator Bruce McCandless have taken the lead in the negotiations.

Tom made a suggestion to the staff to possibly include a board member in the negotiations to see if that would help in assisting in coming an agreement. Billings Senior Citizens board member representative Joe Fedin expressed that the organization is willing to meet again and would like to see the issues resolved.

## **VII. NEW BUSINESS:**

### **A. Election of Officers:**

*Rick DeVore was nominated as Board Chair. Board member Chuck Platt approved the nomination. Board member Tom Rupsis seconded. On a voice vote, all were in favor.*

*Tom Rupsis was nominated as Board Vice-chair. Board member Jim Ronquillo approved the nomination. Board member Lew Morris seconded. On a voice vote, all were in favor and the motion passed.*

### **B. Annafeld Subdivision Parks Master Plan (phase 1):**

The master plan for Annafeld subdivision parks was presented to the board.

- Annafeld Subdivision is the development of McCall homes
- Located off Elysian Road; east of Josephine Crossing Subdivision
- Phase 1 is the development of the south area of land. It will include mixed usage both residential and commercial; pocket parks and one 5.82-acre park; slough trail
- The funding source to create the parks would come from an SID (Special Improvement District). *An SID is an assessment of the property in which funds would go into a special account to specifically develop the park(s).*
- Total costs including fees for phase 1 parks and slough trail is around \$1.4 million
- Parks and Recreation would design and manage the development of the parks.
- Maintenance for the parks would be funded by creating a Park Maintenance District (PMD)
- The Slough Trail will run from Elysian Road to the Yellowstone River
- The 5-acre park will be considered a neighborhood park. It is located between the slough trail and interior of the subdivision. It will include several amenities; play area, trials, unprogrammed open space, open space and shelter. It will have access to the river.
- The Recreation Pocket Park (.60 acre) is situated as a connection park between the slough trail and the interior of the subdivision. This park will act as a pocket park off the trail. It will have an unprogrammed play area as well as a potential programmed recreation space.
- The Linear Pocket Park (.46 acre) is a connective greenway between the trail system and interior subdivision. It will be low maintenance with shrubs, perennials or native seed mixes.
- The Gathering Pocket Park (.46 acre) is a larger pocket park with room for play area. It will have included a sidewalk that forms a figure 8. Low maintenance shrubs or perennials.
- Phase 1 should take around 1-2 years to complete. Total subdivision development should take 7-10 years.

Rick asked for a motion on the master plan. *A motion was made to recommendation to City Council to approve the Annafeld Subdivision Parks Master Plan as presented. Board member Tim Warburton approved. Board member Clark Johnson seconded. On a voice vote, all were in favor and the motion passed.*

#### **C. Amend Park Report & 2018 Budget:**

The board reviewed the proposed Amend Park Development 2018 Budget. The reports reflected a 33% net profit ratio, all debts were paid off, there was an increase in the profitability of concessions and the purchase of 4 new goals. The 2018 budget includes funding to purchase 4 new goals, installation of an LED video projector, screen and audio and a beverage cart for concession. *A motion*

*was made to recommend the adoption of the proposed Amend 2018 Budget be approved by City Council. Board member Lew Morris approved the motion. Board member Jim Ronquillo seconded. On a voice vote, all were in favor and motion passed.*

## **VIII. DIVISION UPDATES:**

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

Highlights from the written Recreation staff report;

- 2017 was a great year; revenue up 90% (\$250,00 increase since 2012 or 10% a year) and increase in enrollment
- Calendars updated for rentals
- January is a busy month with programs
- Winter and Spring brochure went out in December

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

Highlights from the written Parks and Forestry staff report;

- The Trash for Trees bins have been refurbished
- Emerald Ash Bore is 65 miles north of the North Dakota boarder. It is moving this way. Working with our city Forester on actions plans for the Emerald Ash Bore. Suggested the board look up the devastation this insect causes. Once a tree is infested with the Emerald Ash Bore, it kills it.

A question was asked how many of our local trees are Ash. Mike said around 30% of the trees in the City are Ash and 17% of trees in our parks are Ash.

- Working with a science class from Senior High School to save the tree in Pioneer Park.
- Staff is out doing snow removal

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

Mark touched on few items from his written report;

- Rose Park building project is moving forward; contractors are hoping to have the metal decking on the roof done by the end of the week. The building housing the showers and restrooms is about 50% complete (it mainly masonry work). The warming building which houses the administration, ticket offices and concessions has the inner walls completed.
- There is still about a week's worth of work that needs to be done on the South splash pad.

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

Chris had nothing to add to his written report.

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

Lee had nothing to add to his written report.

**IX. AJOURNMENT – 1:18 pm**