

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE AND LOCATION:** February 14, 2018  
Community Center



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

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  
Park Police Officer Nick Lam

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### I. MEETING CALLED TO ORDER

Board chair Rick DeVore called the meeting to order at 11:02 AM

#### A. INTRODUCTIONS

Attendees: Mike Ferguson, Billings Gazette

#### B. ADDITIONS TO THE AGENDA

None

#### C. APPROVAL OF MINUTES

*A motion was made to approve January 10, 2018 meeting minutes with corrections. Board member Clark Johnson approved. Board member Jim Ronquillo seconded. On a voice vote, motion passed.*

### II. DIRECTORS REPORT – Michael Whitaker

None

### III. PUBLIC/BOARD COMMENT

None

### VI. OLD BUSINESS

#### A. Park Development:

Park development was discussed during the 5-year Capital Plan.

**B. Terry Park Cell Tower:**

Michael said we are still in negotiations. Agreement is with Legal being updated.

**VII. NEW BUSINESS:**

**A. Park Police Officer Report:**

Officer Lam verbal report;

- Not as many users out in the parks right now due to the weather
- Spent time handing out personal information cards to park users seen in the parks and residents living around the park. People have been receptive.
- Developed a revision to an existing ordinance (*No Trespassing Ordinance in the Parks and Recreation Code*) regarding suspension in a city park for 30 days for habitual offenders. All crimes related to weapons, people, drugs or theft in a park, alcohol in a park without a permit, public urination, driving vehicles off the road in the park, and in the park after hours will/can be issued this 30-day suspension.
- Will have a second officer this summer. They will be a school resource officer.
- Tackling some of the graffiti issues. Have installed some inferred cameras.
- Currently have made 120 arrests and 50+ citations

**B. Park Project Update:**

- 60% of Rose building is complete
- South Park sprayground; everything has been completed except for the fencing, landscaping and the startup which will take place this spring.
- Parking lot at Optimist Park is moving full speed ahead. Close to putting on the blacktop.
- Hawthorne playground equipment replacement was approved by City Council at the February 12 meeting. Should be installed and ready for children this summer.  
The equipment will be the first of its kind to meet special needs children \$125,000 will be funded by the LWC Grant and \$150,000 from PD1 funds There should be enough funding left over to install a shade structure over the playground.
- Working on a grant application for the Rose Park playground. Value of the grant is \$150,000

**C. 5-year Capital Improvement Plan (CIP):**

Michael gave the departments 5-year Capital Improvement Plan presentation. This first-year plan is part of this next year's FY19 budget. The departments goal is to maintain what we have and reduce our dependency on city water. All projects in the CIP are valued at \$25,000 or more. The departments recent comprehended plan was the guiding document for the CIP plan.

- Year 1 (FY19): from Park District 1 funding, CIP projects includes replacement controllers in 12 parks, convert 3 parks to well water, install pump station in Spring Creek Park, playground shade

structures at Pioneer, Central Park tennis court replacement, satellite maintenance shop design and cost estimate in the heights, batting cage safety net replacement and playground replacement at Primrose and Ponderosa Parks. Total cost \$1.3 million.

From Amend Park and SBURA funding, CIP projects include the Suburban Ditch viaduct repair engineering and estimate and Optimist Park playground replacement. Total cost is \$300,000

- Year 2 CIP's (FY20): from Park District #1 funding, CIP projects include North Park irrigation replacement and automation, road and parking lot repair/paving and satellite maintenance construction. Total cost \$1.3 million.

From the Amend Park funding, CIP project is for the Suburban Ditch viaduct construction. Total cost is \$75,000.

- Year 3 CIP's (FY21): from Park District #1 funding, CIP projects include satellite maintenance shop design and cost estimate for the west end and the Terry Park splash pad replacement. Total cost \$1.3 million.
- Year 4 CIP's (FY23): from Park District #1 funding, CIP projects include Rose and South pool liner replacement, various roads and parking lot repair/paving, South Park pool bath house study, satellite maintenance construction in the heights and North Park playground replacement. Total cost \$1.3 million.
- Year 5 CIP's (FY24): from Park District #1 funding, CIP project is the replacement of the North Park splash pad. Total cost is \$1.3 million.

A question was asked if the current CIP projects in FY20-FY23 are in today's costs. Michael said yes, they were the staffs best guess. Rick DeVore said we should take a look at inflation costs. Mike Pigg said until a project is designed we do not have an accurate number to adjust for inflation.

Tom Rupsis made comment that there should be an inflation factor of 1-2% annually to bump up the funding for new development projects in the CIP plan. Jim Ronquillo agreed.

Tim Warburton felt we would be redundant by asking for more money when City Council already knows we need more money.

Rich Lorenze said we should be asking Council for \$50-70 thousand every year for projects.

Tom suggested removing the satellite maintenance shop design and cost estimate in fiscal year 2019 and adding the Stewart Park traffic study in its place. It was

suggested instead to keep the maintenance shop project and add the costs for the Stewart Park study into the fiscal 19 budget.

Rick asked for a motion on the CIP presentation.

*Board member Tom Rupsis made a recommendation to City Council to instruct staff to increase fiscal year 2020 and out by an inflationary factor of 2% per year and adjust whatever proposed CIP projects accordingly and that assumes that we have the Stewart Park study in FY2019.*

*An amendment to the motion was made by Tom Rupsis to recommend City Council to direct staff to put the new development projects into the CIP starting with fiscal year 2019 and that we can provide them a plan for 2019 and beyond. Also, to tell staff to take the plan that is written and add in those projects that the Park Board has laid out and the board can give staff the costs according to the schedule that has been brought up and discussed. Also, to recommend that Council directs staff to put those in the CIP.*

*On a voice vote, motion passed 7-1*

**D. 2017 Annual Report:**

Individual division heads briefly reviewed their report.

- **Park Planning;** Veteran's Park irrigation is up and running, Poly Vista's master plan has been approved and Landons Legacy Foundation has begun to raise funds for the Miracle Field, Optimist master plan is approved
- **Community Outreach/Volunteers;** under 2,000 volunteers and over 7000 hours volunteered, growing every year in Eagle Scout projects with this past year at 13 projects, \$18,000 in funds raised for Arbor Day and Community Gardens
- **Recreation;** dramatic increases in revenue and participation totals, 60% of operating costs recovered, 95% of offered programs recover all direct costs, over \$4,000 in youth program funding for low income families, up to 35,000 people attend our pools, 93% of senior participants in our senior programs said they are very likely to participate again in our programs
- **Parks/Forestry;** added to our fall protection at 25 playgrounds, aerified open spaces that are used for soccer and little guy football, added parkland out at CopperRidge, a new lift truck arrives this March, forestry completed their pruning cycle in 5 years
- **Cemetery;** the City owned portion of the cemetery is about 98 years old, it doesn't change much year to year

**VIII. DIVISION UPDATES:**

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

No additional information presented

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

No additional information presented

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

No additional information presented

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

No additional information presented

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

No additional information presented

**IX. AJOURNMENT – 1:10 pm**