

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE
AND LOCATION: November 14, 2018
PRPL Office



ATTENDEES: PRC Board Members:

Rick DeVore, Tim Warburton, Chuck Platt, Lew Morris, Clark Johnson, Tom Rupsis, Jim Ronquillo

PRPL Staff Members:

Michael Whitaker, Director
Kory Thomson, Recreation Superintendent
Mike Pigg, Park Superintendent
Mark Jarvis, Park Planner
Chris Waite, Volunteer Coordinator
Officer Lam, Park Police Officer

Planning Staff Members:

Elyse Monat, Alternative Modes Coordinator

I. MEETING CALLED TO ORDER

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

A. INTRODUCTIONS

Jon Thompson, citizen

Brain Bentley, President of Exchange City Golf Corporation Board

Mike Yakawich, City Council member – Ward #1

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

Tom Rupsis made a motion to approve the October 10, 2018 minutes. Board member Tim Warburton seconded. Board member Clark Johnson opposed. Further discussion was made regarding the content of the minutes. Due to inappropriate behavior by Mr. Johnson and after the reading of Article XIII Section 72 & 73 of “Roberts Rules of Order”, Board member Rick DeVore made a motion to have Mr. Johnson removed from the meeting. Board member Jim Ronquillo seconded. On a voice vote, all were in favor and the motion passed. Mr. Johnson was escorted out by Officer Lam.

A motion was made to approve the October 10, 2018 minutes. Board member Tom Rupsis approved. Board member Tim Warburton seconded. On a voice vote, all were in favor and the motion passed.

A motion was made to approve the October 24, 2018 meeting minutes. Board member Lew Morris approved. Board member Tom Rupsis seconded. On a voice vote, all were in favor and the motion passed.

II. DIRECTORS REPORT – Michael Whitaker

- On behalf of Michael, Park Superintendent Mike Pigg gave a report that interviews are proceeding to fill the Cemetery Supervisor position. As of right now, staff is interviewing 6 individuals, only 3 are in-house.

III. PUBLIC/BOARD COMMENT

VI. NEW BUSINESS

A. Par 3 Golf Course 2019 Proposed Budget:

Brian Bentley of the Exchange City golf Cooperation Board gave an overview on the PAR3 2019 proposed budget and the 2018 year in review. Mr. Bentley highlighted the following items;

- Started 2018 with a broken pipe. Repair costs were minimal.
- Had a rough couple months due to weather; lost revenue, was unable to recoup the costs
- Came in under budget
- Working on stepping up pro bono marketing to try and get the younger generation interested in golf
- Broke even on net income
- There will be a distribution to the city for \$20,000
- Budget for 2019 is conservative with its numbers
- Have about a quarter million dollars in cash
- Green fees are going up \$1 in 2019
- Doing twilight rates for after 5pm for those that work
- Looking at doing a corporate discount
- Approved for a new mower in 2019

Rick asked for a motion to recommend to Council to approve the proposed Par 3 Course 2019 proposed budget. Board member Jim Ronquillo made a motion to approve. Board member Tim Warburton seconded. On a voice vote, all were in favor and the motion passed.

The proposed budget will be going before City Council in December.

B. Riverfront Trail Redevelopment:

Mike Pigg gave an update on a meeting he and Michael Whitaker attended regarding the Riverfront Trail redevelopment. He stated that the river keeps approaching and washing out the trail by the Washington Street Bridge. The Billings Chamber has put together a proposal to purchase or get approval from private property owners along the river to do easements. Currently, they are in negotiation with the property owners.

C. Additional Items Discussed:

At the end of the meeting there was discussion on the behavior of board member Clark Johnson outside of the board room and at previous board meetings how they have been inappropriate. A comment was made to have the board make a motion on his removal from the Park Board. *A motion was made by Tim Warburton to request City Council to have Board member Clark Johnson removed from the Park Board. Board member Jim Ronquillo seconded. On a voice vote, all were in favor and the motion passed.*

VII. OLD BUSINESS

A. Centennial Park Development:

Mark Jarvis gave the following update:

- Surveyors should be finishing up sometime today or tomorrow
- There will be a kick off meeting Friday with the surveyors to correlate with them and provide direction
- Bids are set to go out the first part of February

Tom Rupsis asked if there will be any public meetings during the design phase to address any concerns the public might have. Mark said we certainly can do that.

Lew Morris suggested to have a public meeting sometime in the spring with to discuss the plan. Tom said that it should be done prior to the design being finalized.

VIII. DIVISION UPDATES:

A. Recreation Division-Recreation Superintendent Kory Thomson:

In addition to his written report, Kory gave the following update:

- During the last week of October, the department ran an upgrade to our registration software which handles all of the rosters, registrations and rentals. The upgrade went great and staff is learning the new software.

B. Parks Division – Park Superintendent Mike Pigg:

In addition to his written report, Rick DeVore asked if the park restrooms were still open. Mike said they are all closed other than Veterans which is open year-round. He said there were plans to open Amend this weekend for an NWCA event. The bathroom will be activated and blown back out before the weather changes again.

Tom asked when the summer disc golf course at Pioneer Park will be switched over to the winter course. Mike said if the weather is nice stays nice in the fall and early winter, then he will leave the summer course as long as possible. He said staff will probably be changing it over in the next week or so.

Chuck Platt asked when gate at Swords Park will close. Mike said they will do that when the roads start to get icy or when the snow starts to build up.

C. Park Planning Division – Park Planner Mark Jarvis:

In addition to his report, Mark commented that staff will be working with the top ranked consultant for Coulson Park. Plan is to meet with them Friday to go over the scope of work. Hope is to start the project first part of the year.

D. Volunteer Coordinator Report – Chris Waite:

No additions to his report, Chris made 2 notes;

- We reached out highest participation for Refresh the Rims; 199 volunteers This is a partnership with MSU-Billings
- Our Vista is nearing the end of our edible forest project. She has also been helping us with managing the community gardens. Her assistance has helped with the Songbird Garden steering committee working on filing Articles of Incorporation with the state so they can become a legally recognized entity who can enter into a services contract to run their garden.

E. Park Patrol Report – Officer Nick Lam

Officer Lam touched on the following;

- Missing person at Coulson Park still has not been located. Billings Fire Department and Sheriff's Department has been assisting in the search efforts.
- The department had 40 sprinklers stolen from North Park. With the assistance of parks and recreation staff, all were located at Schnitzer Steel and all were in recovered in working condition. Have located the suspect.
- Graffiti battle is going well. Information was discovered of who of our habitual taggers is and a full investigation has been opening.
- Attended the International Police Mountain Bike Association Instructor School (IPMBA) in Tempe Arizona. Now a certified IPMBA Certified Bike Instructor in Montana.

F. Cemetery Division – Cemetery Superintendent Lee Stadtmiller:

No additions to his report

G. Planning Report - Elyse Monat:

Elyse reported the utility bill insert for trail funding is on hold for now.

IX. AJOURNMENT – 1:00 pm

(Please note these minutes are summary minutes)