

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE December 12, 2018
AND LOCATION: PRPL Office



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

PRPL Staff Members:
Michael Whitaker, Director
Kory Thomson, Recreation Superintendent
Mike Pigg, Park Superintendent
Mark Jarvis, Park Planner
Chris Waite, Cemetery Supervisor
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 11:08 AM

A. INTRODUCTIONS

Marcia Clausing, citizen
Frank Ewalt, City Council Member - Ward 2
Brent Brooks, City Attorney
Nathan Steiner, consultant and owner of Steiner Thuesen PLLC

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

No minutes to approve

II. DIRECTORS REPORT – Michael Whitaker

- Mark Wahl has been reappointed to the board. Tom McLean has been appointed to replace the vacancy spot of Rick DeVore. His first meeting will be in January.
- Chris Waite has been promoted from Volunteer Coordinator to Cemetery Supervisor. Staff is working on filling that position. The position has been renamed Community Outreach & Engagement Coordinator. Until the position is filled, Chris will be spending half his time at the Cemetery and the other assisting with the volunteer program.

- Went with area leaders to tour facilities in Denver Colorado. The tour was very informative. Will give more information on that tour at a later date.

III. PUBLIC/BOARD COMMENT

A special thank you went out to Rick DeVore for his 12 years of service on the park board. Board members and staff will be purchasing a memorial tree and plaque to be placed at Centennial Park.

VI. NEW BUSINESS

A. Coulson Park Master Plan:

The Big Sky Economic Development Council raised the funding to do the master plan for Coulson Park. Part of this project is to include a steering committee. Michael asked for a park board member(s) to sit on that committee. Board members Jim Ronquillo and Chuck Platt volunteered.

VII. OLD BUSINESS

A. Centennial Park Development:

Mark Jarvis gave an overview on the project.

- A notice to proceed was issued on October 30
- The consulting team have started the site survey
- Have done soil sampling and testing
- Researched the existing conditions and city requirements on stormwater, utilities and traffic
- Had the first design development review
- Project schedule:
 - o Continue design development and bid package
 - o Bidding is anticipated for mid-February
 - o Bid opening, bid approval and notice of award in March
 - o Proposing a public meeting after we know where we are going and what is being built with the first phase
 - o Notice to proceed in April
 - o Construction anticipated to take about 6 months
 - o Grow in period for 1 year

A question was asked as to what kind of grass might be used. Mark said staff is looking at some sports turf varieties that are better suited to sustain wear and tear.

A question was asked if ditch water will be used to irrigate the dog park. Mark said staff is looking at all the options available. He said we are looking at wells, ditch water etc.

A concern was brought up with the schedule and the notice to proceed in April when baseball season starts. Mark said those are some of the things staff is looking at and discussing. Kory said he has talked with the Little League president Jim Sommerville regarding this and Mr. Sommerville is talking about a potential realignment. He said there are plans to hold a meeting the first part of the year to discuss this further.

Chris Waite gave a summary of the meeting staff had with students from MSU-Billings regarding fundraising ideas for the Centennial Dog Park. He said the students have given a lot of great ideas we hope to use.

VIII. DIVISION UPDATES:

A. Recreation Division-Recreation Superintendent Kory Thomson:

In addition to his written report, Kory mentioned the following:

- Winter/Spring brochure went out last week

B. Parks Division – Park Superintendent Mike Pigg:

In addition to his written report, Mike mentioned the following:

- All park vault toilets will have toilet vent covers placed on them to help keep birds from becoming trapped in the vault. These covers were all donated.
- South splashpad drainage issue has been fixed.

C. Park Planning Division – Park Planner Mark Jarvis:

In addition to his written report, Mark mentioned the following:

- Working on Primrose Park playground replacement project. Met with teachers from School District #2 Quest program to help teach part of the curriculum on playgrounds and inclusive play. The elementary school children will be assisting staff in the selection of the new equipment.

D. Volunteer Coordinator Report – Chris Waite:

No additions to his report

E. Park Patrol Report – Officer Nick Lam

Officer Lam touched on the following;

- Working on the annual report, trying to come up numbers for that
- Continuing work on the graffiti issue
- Helping with other police work due to the shortage of staff in the Police Department

F. Planning Report - Elyse Monat:

- Utility bill is still on hold

IX. AJOURNMENT – 1:00 pm

(Please note these minutes are summary minutes)