

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** February 13, 2019  
**AND LOCATION:** PRPL Office



**ATTENDEES:** PRC Board Members:  
Tim Warburton, Tom Rupsis, Jim Ronquillo, Chuck Platt, Lew Morris, Thom MacLean

PRPL Staff Members:  
Michael Whitaker, Director  
Kory Thomson, Recreation Superintendent  
Mike Pigg, Park Superintendent  
Mark Jarvis, Park Planner

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### I. MEETING CALLED TO ORDER

Chairman Tom Rupsis called the meeting to order at 11:00 AM

#### A. INTRODUCTIONS

Rick DeVore, public attendee

#### B. ADDITIONS TO THE AGENDA

None

#### C. APPROVAL OF MINUTES

No minutes to approve

### II. DIRECTORS REPORT – Michael Whitaker

No report

### III. PUBLIC/BOARD COMMENT

- Board chair Tom Rupsis directed to the board the discussion on their responsibilities as a board and the presentation of an annual report to city council. A list of topics was presented to the board and reviewed. It was suggested to discuss further these topics at next board meeting.
- Public attendee Rick DeVore commented on the Billings Parks, Recreation and Preservation Foundation. He said that he has been appointed to their board. He said the Foundation is looking at developing a brochure that they can take to businesses and organizations to get donated funding for the Parks Department.

### VI. NEW BUSINESS

**A. 2018 Parks, Recreation and Public Lands Department Annual Report:**

Michael passed out a copy of the departments annual report to the board for their review.

**B. Stadium Committee Appointment:**

Michael requested for an additional park board member to serve on the Dehler Stadium Committee. Currently there is one board member serving, Tim Warburton. Board member Lew Morris offered to be on the committee. He was accepted. Michael said the next committee meeting would be at noon tomorrow. Tim asked for more of an advanced notice to when the meetings are held. Michael made note of the request.

**C. Annual Report to Council:**

The annual report will be given to City Council this week in their Friday packets.

**D. Cottonwood Park:**

Working on creating a master plan for Cottonwood Park which is located off of 54<sup>th</sup> street west in the Cottonwood Subdivision. Plans are to create into a regional park. The park is around 40 acres.

**E. Billings Softball Agreement:**

Park Superintendent Mike Pigg said he is currently working on a new agreement between the Billings Softball Association (BSA) agreement and the city. He said he is designing it after the current agreement the city has with the Amend Park Development Council. He said staff is reviewing the agreement and will present it to the BSA for their review before bringing it to the park board.

**VII. OLD BUSINESS**

**A. Major Park Projects Update:**

Michael gave an update on the following projects;

- Optimist playground installation has begun. Plans are to finish once the weather breaks
- Working on the Coulson Park master plan. Project is being funded by Big Sky Economic Development and the State of Montana
- The department will be receiving \$150,000 in grant funds from the Land Water Conservation Fund (LWCF) to replace Rose Park playground equipment
- The department will be receiving funds from the LWCF to rebuild the tennis courts at Central Park
- Primrose playground will be replaced
- The SUBRA is funding an artificial turf field at Amend; currently doing geotechnical testing. Mike Pigg said before we can do any design the soil testing must be done first. He expects results back in the next couple of weeks

**B. Centennial Park Development:**

Michael gave an update on Centennial Park.

- Phase one will include grading, seeding and irrigating
- Forestry and park staff will be doing all landscaping and tree planting
- Working with Public Works on costs for use of city water. Currently, the park is using treated water and we would like to continue using that.
- Garage storage and well building will be torn down by staff. The well building and well are in bad shape
- The current concession/restroom building will be left but the restrooms which are on septic will be put off our commission. There will no longer be water going to the building due to construction. A concrete pre-manufactured ADA restroom will be installed in a central location in the park. This restroom is not included in phase one of the development.
- Additive alternates include; electrical, restroom, parking lot #1, #2, & #3, internal sidewalks, Dog Park sidewalks & fencing
- Alternative sources to treated water include Arnold drain source and well source
- Construction of phase one will begin this year

A question was asked if we could use the CIP money/PD1 from this year 2020 plan to fund installation of the restroom. It was suggested to delay the Heights maintenance building which is in the 2020 plan and use those funds. Cost for the pre-manufactured restroom is estimated at \$174,001 (*This does not include the costs for electrical which is estimated at \$103,942.10*); cost for the Heights maintenance building is \$400,000. Michael said it is a possibility. He said if that is the direction the board would like to go, he asked that a motion be made to take to city council.

***A motion was made by board member Tim Warburton to update the Capital Improvement Plan for fiscal year 2020 to delay the funding for the Heights maintenance building for one year and use those dollars to install a restroom at Centennial Park. Board member Lew Morris seconded. On a voice vote, all were in favor and the motion passed.***

## **VIII. DIVISION UPDATES:**

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

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

- There has been a steady increase in registrations
- Staff is starting to get ready for summer
- January has shown to be the best ever in terms to revenue
- Partnership with School District 2 with boys' and girls' basketball is tremendous
- Brand new program; tennis for grade schoolers. About 40 kids are currently participating
- Still working on getting point of sale going

Board member Tim Warburton asked about Triniti. Kory said that Triniti was offered the job of Executive Director of the Yellowstone Animal Shelter and has accepted the position. Her last day was February 6<sup>th</sup>.

**B. Parks Division – Park Superintendent Mike Pigg:**

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

- Down one staff member. He has taken on another job and we wish him the best
- In the middle of budget season

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

No additions to his report

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

No additions to his report

**E. Park Patrol Report – Officer Nick Lam**

Nothing reported

**F. Planning Report - Elyse Monat:**

Nothing reported

**IX. AJOURNMENT – 12:30 pm**

*(Please note these minutes are summary minutes)*