

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE  
AND LOCATION: January 9, 2019  
PRPL Office



ATTENDEES: PRC Board Members:

Tom Rupsis, Tim Warburton, Thom MacLean, Jim Ronquillo,  
Chuck Platt, Rich Lorenz, Lew Morris

Planning Staff Member: Elyse Monat

PRPL Staff Members:

Michael Whitaker, Director  
Kory Thomson, Recreation Superintendent  
Mike Pigg, Park Superintendent  
Mark Jarvis, Park Planner  
Nick Lam, Park Police Officer

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## I. MEETING CALLED TO ORDER

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

### A. INTRODUCTIONS

Steve Zeier-SBURA, South Billings Urban Renewal Association  
Mike Mayott, Brynn Schwarz and Austin Ragsdale of Amend Park

Thom MacLean was introduced as the newest member of the Park Board. He is replacing Rick DeVore seat.

### B. ADDITIONS TO THE AGENDA

None

### C. APPROVAL OF MINUTES

*A request was made to approve the September 12, 2018 minutes. Board member Jim Ronquillo approved the motion. Board member Tim Warburton seconded. On a voice vote, all approved and motion passed.*

*A request was made to approve the November 14, 2018 minutes. Board member Jim Ronquillo approved the motion. Board member Tim Warburton seconded. On a voice vote, all approved and motion passed.*

*A request was made to approve the December 12, 2018 minutes. Board member Jim Ronquillo approved the motion. Board member Tim Warburton seconded.*

*On a voice vote, all approved and motion passed.*

## **II. DIRECTORS REPORT – Michael Whitaker**

Michael had Steve Zeier give an update on the SBURA Aquatics and Recreation center.

- South Billings Aquatics and Recreation Center is a South Billings funded collaboration with City Parks and Recreation, City Planning and City Public Works.
- Have a market needs assessment study in process. So far it has determined that the city could support a courts, ice and aquatics competitive and recreational type uses.
- The Comp Development plan is going to answer what we are going to build, how much it is going to cost and how much it will cost to run.
- Currently, half way through the process
- Had a public forum in December. Plan to do another one in March.
- Have added to the plan a community survey
- 2 sites are being contemplated; land adjacent to Amend and land adjacent to the Montana Convention Center

Michael said the 2017 Comp Plan supported the need for a recreation center.

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

None

## **VI. NEW BUSINESS**

### **A. Elections of Officers:**

By city code, the Park Board is to elect general officers. The offices available are Board Chair and Vice-chair. Board member Tom Rupsis asked for nominations of the board chair.

*Board member Rich Lorenze nominated Tom Rupsis. No other members were nominated. On a voice vote, all were in favor.*

*Tom asked for nomination of the vice-chair. Board member Rich Lorenze nominated Tim Warburton. No other members were nominated. On a voice vote, all were in favor.*

### **B. Amend Park Development Council (APDC):**

Members of the Amend Park Development Council were present to give the APDC budget presentation for the Park Boards recommendation to Council to approve.

Mike Mayott gave an overview of the budget. Copies of their budget was passed out to board and staff.

- Had another successful year in 2018
- Had approximately 74,000 player hours in 2018; this does not include training hours
- Park looks good due to Park staff
- Add storage sheds

- Officer Nick Lam has been out couple times and it has helped
- The park is being utilized
- Looking ahead to 2019; SUBRA has donated money for turf and lighting
- Planning to also remodel the concession stand

*Tom asked for a motion from the board to recommend to City Council to approve the Amend Park Development Council 2019 Budget.*

*Board member Jim Ronquillo made a motion to approve. Board member Lew Morris seconded. On a voice vote, all were in favor and the motion passed.*

#### **C. Community Parks Development Needs:**

Park Planner gave a presentation on the Community Parks Development and their improvement needs. Highlights from the presentation are as follows;

- CastleRock Park- this was only partially developed. Plans are to do a master plan update. Currently, there is no destination playground, loop trails, paved parking or a shelter. *This need is considered a top priority*
- Centennial Park- Implementing the master plan. *This would be considered as the third top priority.*
- Cottonwood Park-Development the park master plan. *This would be listed as the second top priority*
- Coulson Park-Development the park master plan (this is in progress)
- High Sierra Park-Master Plan update; parking lot improvements and additional dog park development such as restroom
- North Park-Irrigation automation; splash pad replacement (both of these are in the CIP)
- Optimist Park- installation of playground equipment
- Pioneer-Implement the master plan such of shelters
- Poly Vista-master plan has just been completed; Miracle League field
- Rose Park-playground replacement (have received grant money and council's approval); additional park shelters
- Terry Park-sprayground replacement and shelter (in the CIP/in progress)
- Wilson Park-develop a master plan
- Veteran's Park-master plan update to identify amenities
- South Park-replace the bathhouse and pool; replace or refurbish the tennis courts

#### **D. Capital Improvement Plan (CIP):**

Michael said that every year the City updated their CIP plan. He said the major changes we would see would be in fiscal year 2024. City Council has directed him and this department on projects. They have asked that we look at decreasing our use of treated water and PD1 assessment at 2 million a year. (*\$700,000 are for operations and maintenance and \$1.3 million are for projects*) He said this is what the board will see on the direction of our CIP.

A question was asked on how the master list of projects is developed. Michael

said we add projects to the CIP that we have funding for. Before the creation of PD1 we usually did not have any projects in the CIP plan. Now that we do have a funding source, PD1, we are able to add projects. The projects we have added are based on the direction he/the department has received from Council. Michael said the current projects on our CIP list are life cycle replacement and the reduction of treated water in our parks.

A question was asked where the projects for years 4 and 5 came from. Michael said staff talked internally.

A question was asked to be given a list of additional projects that were not included on the current CIP 5-year plan to see if maybe any of those projects need to be included. Michael said we do not have a master list on all of the needs in our parks. He said the current CIP list presented to the board today was a list put together by staff from the direction given by City Council. It was discussed that some of the projects on this were considered on the bottom of the priority list but were moved up due to the council's direction or the aging of equipment. Example was Terry Park splash pad.

A concern was expressed regarding the \$700,000 a year for operation and maintenance and that it does not include inflation. Michael said yes, there is some concern since that amount funds 3 of our staff. It was expressed that this amount should go up. Michael said if the funding for the operation and maintenance does not go up then the \$1.3 million for projects will start decreasing. He said as of right now the department feels that we can still operate at that 700,000 the next 2-3 years. Michael said that the board can recommend to council for an increase to operation and maintenance fund.

***Board member Tom Rupsis made a motion to not recommend to City Council to approve the presented CIP plan due to 3 reasons; one, it does not have the inflationary factor that we know we need to have; two, that the board has not had input in the prioritization of the projects; third, we know the comprehensive plan that was approved by Council, shows that we need to do \$15-20 million dollars in new park development projects over the next 15-20 years.***

Lue expressed concern about playing with this current CIP and not approving it. Board member Rich Lorenz said it did not agree with Tom's motion and said he would vote to approve the CIP plan that was presented.

It was mentioned that no second was made to the Tom's motion. ***Board member Thom MacLean spoke up and seconded Tom Rupsis motion. Board member Jim Ronquillo made an amendment to Tom Rupsis motion and then made a motion to accept the CIP that the Parks and Recreation department put together and then to ask staff to give the Park Board a breakdown of each park that they think or we think prioritized so that the board would have something to look at this year, next year.*** Michael said this list is part of the 2017 Comp Plan and can be given to the board. Tom said the list Jim is requesting is any projects that have come up since the 2017 Comp Plan. He said that the board should make a

recommendation to Council to have the items not listed on the current CIP plan listed. Tom said that we should recommend to Council that there are top priorities that the board has talked about regarding undeveloped parks such as Cottonwood, Centennial, Poly Vista be added to the CIP.

*Tom asked for a second to Jim's motion. Board member Chuck Platt seconded. To clarify the motion, Tom said the motion is to recommend approval of the CIP as presented along with staff providing in future better insight into potential projects so the Park Board could discuss it prior to the board meeting. Motion was passed 5/2 by a hand raised vote.*

## **VII. OLD BUSINESS**

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

Park Planner Mark Jarvis gave an update on Centennial Park.

- Working on trying to fit everything into the budget
- On schedule with the project
- Going out to bid in March
- Should start moving dirt in the spring
- Once we know what are plans are for what is being built, we will have a public meeting

## **VIII. DIVISION UPDATES:**

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

No additions to his report

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

No additions to his report

### **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**

Officer Lam reported 30% reduction in calls in parks for police service in 2018 compared to 2017. There was 117 arrest and issued 402 citations at city parks. Plans moving forward in 2019 Officer Lam said he would like to continue to increase public relations in the winter months and assist the department in planning and preparation for Billings to have a safe summer in parks.

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

Utility bill update (funding for trails); plans are to wait until after the legislative session.

## **IX. AJOURNMENT – 1:00 pm**

*(Please note these minutes are summary minutes)*