

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE  
AND LOCATION: May 8, 2019  
PRPL Office



ATTENDEES: PRC Board Members:

Thom MacLean, Tim Warburton, Tom Rupsis, Jim Ronquillo, Chuck Platt, Rich Lorenz, Clark Johnson, Mark Wahl, Lew Morris

City Administration:

Chris Kukulski, City Administrator

City Finance Department:

Andy Zoeller

PRPL Staff Members:

Michael Whitaker, Director  
Kory Thomson, Recreation Superintendent  
Mike Pigg, Park Superintendent  
Mark Jarvis, Park Planner

City Planning: Elyse Monat

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## I. MEETING CALLED TO ORDER

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

### A. INTRODUCTIONS

Public attendees: Pam Ellis, Rick DeVore, Mana Lesman, Eden Sowards, Connie Wardell

### B. ADDITIONS TO THE AGENDA

None

### C. APPROVAL OF MINUTES

No minutes to approve

## II. DIRECTORS REPORT – Michael Whitaker

Michael reported the new playground equipment has been installed at Optimist Park. A ribbon cutting ceremony will be held at a later date.

## III. PUBLIC/BOARD COMMENT

## VI. NEW BUSINESS

### A. Parks, Recreation and Public Lands Department Budget:

Michael asked Park Superintendent Mike Pigg and Recreation Superintendent Kory Thomson to give an overview of their divisions budget.

Mike Pigg said the budget consists of personnel costs (*payroll, insurance etc.*) and maintenance costs (*grounds and building including fertilizer, mowing*).

Kory said his budget is generally the same as parks where funds come out of the general fund and go into subcategories such as administration, pools, senior center, programming, and batting cages. He said the revenue from these programs also goes into the general fund. Revenue is around 60% of the expenditures on the recreation side.

A question was asked if the department receives any money for the senior/community center and how is that money used. Kory stated that the department received around 40,000 this year from the Adult Resource Alliance of Yellowstone County. Those funds go into the general fund. The money helps offset the costs of operating the facility.

### B. Parks Board Outreach:

Tom Rupsis said the board is starting to meet with city council members to get their thoughts on things. The council members have suggested the parks board attend the monthly task force meetings. Tom asked for board members to volunteer to attend one of the various task force locations. Several members said they would.

## VII. OLD BUSINESS

### A. Centennial Park Development Update:

- We received two bids and the lowest bid came in under 6% of the engineers estimates
- Due to the low bid, a couple alternates were added. Those were to do the restroom and parking lot. Also included in this project will be the installation of sidewalks to make the park more assessable to the amenities.
- Contract will go before City Council May 13<sup>th</sup> for approval
- There will be trees throughout the park and also a tree arboretum. Funds to plant the trees will come from the Trash for Trees fund.

*A question was asked if the arboretum was included in the master plan. Park Supervisor Mike Pigg said it was in the final design plan for the park.*

*There was a concern brought up about the trees interfering with the open space in the park. Michael said Mark and Mike have worked directly with the designer and the trees will be located in areas that you would normally be able to play in. He said we will have open space at the park.*

### B. Capital Improvement Program (CIP):

Michael Whitaker gave a presentation on the departments CIP. Highlights from

the presentation are below:

- the proposed CIP projects the department funding sources are PD1 and cash-in-lieu.
- the department's goal is to maintain current level of services in the city.
- the CIP is used by all city departments
- the CIP is any project that helps maintain or improve a City assets/infrastructure. It can be new construction, expansion, renovation or replacement. It must cost greater than \$25,000
- the departments current CIP projects are for replacements or upgrades
- the department has been assessing around 2 million annually since its creation in 2011. Of that 2 million around 1.3 million is for capital projects and the remaining is going towards ongoing maintenance
- PD1 funding has not been considered for new development
- PD1 funds 3 full time positions and 6 seasonal positions
- due to PD1 we have established a weed management/fertilization program in our parks
- PD1 funds facility maintenance
- project review ranking criteria the staff uses for PD1 projects are; safety, health and welfare, preventing closures/removals, state and federal compliance, survey responses/public's priorities and efficiency savings
- added to the proposed CIP plan that was not presented at the time of the budget presentation to council was the Castle Rock Park master plan. Funding for the project will come out of the cash-in-lieu funding source.
- the north park irrigation automation was moved from FY21 back to FY20
- satellite maintenance facility in the heights project was moved from FY20 to FY21

A question was asked if there was a previous master plan done on Castle Rock Park. Park Planner Mark Jarvis said there was one done a long time ago but it was a basic drawing/graphic based drawing.

A question was asked regarding the various amounts for master plans; example was the amount different between Centennial and Castle Rock. Michael said the amount for the Castle Rock master plan on the CIP is a budget number for a worse case scenario. He said our budget number is also based on previous master plans and the scope of work. Mark Jarvis explained that over the years we have had master plans range in costs from \$40,000 to \$90,000. He said that each park had unique things that had to be addressed that played part in the costs.

A concern was expressed on the money being spent on the automated irrigation system and how it would affect events held at North Park. Michael said the current system that is there is 50 years old and is at the end of its life cycle so it must be replaced. He also said with an automated system, the department can turn the system off for events.

**Board Chair Tom Rupsis asked for the board to make a recommendation on**

the CIP plan that was presented by staff. Board member Rich Lorenze made a motion to approve the proposed CIP plan as presented, be sent to Council. Board member Jim Ronquillo seconded. On a voice vote, all were in favor.

## **VIII. DIVISION UPDATES:**

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

In additional to his written report, Kory reported the point of sale system is up and running. A kickstart will be done at the batting cages today.

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

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

- Arbor Day was held last week. He said it was one of the best we ever had.
- Repairs to the road at Riverfront will be done some time at the end of July, first park of August
- We will be doing the Emerald Ash bore boxes again this year

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

No additions

### **D. Park Patrol Report – Officer Nick Lam**

Officer Lam reported that he went out to give his card to area neighbors. He said there is a problem with transients at Dehler. He also went to a bike school in April. There are plans to create a Bike Response Team

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

Nothing reported

## **IX. AJOURNMENT – 12:55 pm**

*(Please note these minutes are summary minutes)*