

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE
AND LOCATION: June 12, 2019
PRPL Office



ATTENDEES: PRC Board Members:

Tim Warburton, Tom Rupsis, Jim Ronquillo, Mark Wahl, Lew Morris, Thom MacLean, Clark Johnson

City Administrator:

Chris Kukulski

PRPL Staff Members:

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

Planning Department:

Elyse Monat

I. MEETING CALLED TO ORDER

Chairman Tom Rupsis called the meeting to order at 11:04 AM

A. INTRODUCTIONS

None

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

No minutes to approve

II. DIRECTORS REPORT – Michael Whitaker

- Michael thanked those from the board who attended the Optimist Park playground ribbon cutting. It was well attended and the media was there.
- There is a ground breaking ceremony at Centennial Park on June 19th at noon; board is invited to attend.
- Next month's board meeting will be held at Rose Park pool.

III. PUBLIC/BOARD COMMENT

None

VI. NEW BUSINESS

A. BUILD Grant:

Elyse Monat from City Planning presented a proposed letter of support for the 2019 DOT BUILD Discretionary Grant to the park board for their approval and support. The grant funding will go to construct the final components of the City's inner belt/marathon loop. This loop/inner belt is a multimodal system of roadways and separated non-motorized parkways (this will include some park trails) that will connect into one contiguous multimodal road and parkway system. A copy of the letter was given out to the board for their review. Ms. Monat asked for the board's approval and a signature on the letter.

A question was asked as to the amount of the grant. Ms. Monat said they will be applying for up to 25 million.

Board member Jim Ronquillo made a motion to approve the letter as written be sent with the grant proposal. Board member Lew Morris and Thom MacLean seconded. On a voice vote, motion was passed.

Board chair Tom Rupsis has been designated to sign the letter.

B. Proposed FY2020 Budget:

Director Michael Whitaker, City Administrator and the department Superintendents went over the department's FY20 budget proposal.

- 2/3 or roughly three quarters of the departments budget comes out of the general fund. General government stuff, Police and Fire come out of the general fund with Police and Fire taking 50%.
- PD1 Development was created in 2011 as a funding source to help parks that would not in affect compete with Police, Fire and other sources for funds. It generally generates around 2 million a year
- This year city staff is looking at phasing out all of the funds for parks/recreation in the general fund and depositing them into PD1. PD1 would of course need to increase. By doing this, it would help loosen funds for public safety. If this was done, it would happen gradually by doing half this fiscal year and half the next. Staff will be discussing this plan with City Council at the next council meeting.
 - A comment was made by a board member, regarding their concern with this proposal. He expressed that city staff should not touch funding source, PD1.
 - A question was asked if by moving the general funds into the PD1 accounts, would that go against or violate the city charter and cause problems. City Administrator Kukulski said he would have to look into the charter more closely to answer their question but at this time he does not believe so.
- The recreation division comes out of the general fund accounts. It also generates revenue that goes back into the general fund.
- The increase in personal services from FY19 and FY20 is due to full time step increases, COLA and increase of .50 for seasonals

- General fund capital amount in FY20 is for carpeting and repairs to the skylights on the senior/community side of the building
- Transfers in general fund are in regards to Equipment Replacement and technology funds
- Payroll rolls and some other general fund accounts are given to the department by finance
- The proposed expenditures in the Amend Park fund has remained at 181,000 due a project that was not complete/done in the previous fiscal year
- The revenue for the Amend Park fund will be decreasing this year. The reason for this, is because part of the generated revenue needs to go back into the general fund to replace the funds that were taken out of there for work done.
- The higher amount in the mustangs' lease revenue was due to their payment for the remodeling fee and the timing as to when their lease agreement payment is received during the fiscal year.
- The 100,000 in the Dehler Park maintenance fund is the money for the remodeling of the concession building and seal the buildings and walkways
- For misc. contributions in the park's programs operating budget, it shows a 51,000 proposed revenue; these funds are generated from donations such as benches, plaques etc.
- The Kiwanis License plate revenue is generated from residents who purchase a Kiwanis license plate and a portion of that cost is donated to the city from the Kiwanis for trees
- The Debt Service expenditures in the Parks Programs Operating budget is the debt we pay on the Billings Operations Building (BOC). We pay our percentage of using the building. We should have this paid off soon.
- The department uses spreadsheets to track the expenses in the 37 Park Maintenance Districts (PMD's). We are looking at special software this fiscal year to help with keeping track of those expenses. Revenues in several districts will increase due to new parkland being added and also to replace the playgrounds that are near their lifecycle.
- We run a fund balance in the PD1 accounts due to projects that have not been completed in the previous fiscal year, projects have not been started yet or/and we are waiting to hear back from the state regarding grant money that will help subsidies part of project.
- Funding in the Dog park construction fund will go for future dog parks.

VII. OLD BUSINESS

A. Centennial Park Development Update:

Park Planner Mark Jarvis gave an update on the development of Centennial Park:

- We have issued a notice to proceed; should see activity starting next week
- Friends of Billings Dog Parks has committed verbally to fund the fencing and the drinking fountains at the dog park

- Parks, Recreation and Preservation Foundation has commented to raise funds for the playground equipment
- The Little League shed is scheduled to be removed the first part of July; Little League and the contractor are both fine with that timing

VIII. DIVISION UPDATES:

A. Recreation Division-Recreation Superintendent Kory Thomson:

In addition to his report; he gave the following update:

- Shattered our all-time record in revenue at the pools in June
- The department is partnering with the Balloon Fest to do a kid's camp. The camp is planned for the day before the balloon rally starts. Kids will have educational sessions, tethered balloon rides, and a cold inflate for kids to run inside the balloon. This is a free event and we are expecting around 150 kids.

B. Parks Division – Park Superintendent Mike Pigg:

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

- The board is invited to participate in painting the mural at South Park
- The mural on the Shiloh tunnel is complete. Suggested the board to check it out. It has turned out great

C. Park Planning Division – Park Planner Mark Jarvis:

No additions to his report

IX. AJOURNMENT – 12:49 pm

(Please note these minutes are summary minutes)