

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE
AND LOCATION: March 11, 2020
PRPL office



ATTENDEES: PRC Board Members:

Lew Morris, Clark Johnson, Tim Warburton, Chuck Platt, Tom Rupsis, Larry Brewster

City Administration Staff:

Kevin Iffland, Assistant City Administrator

City Planning Staff:

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PRPL Staff Members:

Mike Whitaker, Director

Mike Pigg, Park Superintendent

Kory Thomson, Recreation Superintendent

Mark Jarvis, Park Planner

I. MEETING CALLED TO ORDER

Chairman Tom Rupsis called the meeting to order at 11:01 AM

A. INTRODUCTIONS

Kevin Nelson, Jeff Ballard, and City Council member Mike Yakawich

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

Board chair Tom Rupsis asked for a motion to approve the January 8, 2020 meeting minutes. Board member Clark Johnson made a motion to approve. Board member Lew Morris seconded. On a voice vote, all were in favor and the motion passed.

II. DIRECTORS REPORT – Michael Whitaker

Michael said the Coulson Park master plan was well received at the March 2 Council work session. The plan will go again before City Council for a vote March 23.

Michael had Kory Recreation Superintendent, update the board on what the department is doing regarding the COVID19 virus. Kory provided information sheets regarding the

increased cleaning and sanitation as it relates to the Senior/Community Center. He said staff is also handing out sheets to anyone who walks through the doors. Michael said the department is following the CDC's recommendations.

Tom asked if there were plans to close the center. Michael said we are monitoring the situation closely.

III. PUBLIC/BOARD COMMENT

Public attendee Kevin Nelson made a suggestion for this city department to look at working with a government class in School District 2, to lay out a draft of what it might look like to have Daylis Stadium at Amend Park. The board chair said Board member and School District 2 representative Mark Wahl had planned to be at today's meeting and discuss Daylis but was unable to attend. Plans are to discuss the subject at next month's meeting.

VI. OLD BUSINESS

A. Park Permit System:

Board member Larry Brewster said they had another meeting on the issues around permitting for profit small businesses. The City Attorney was present to give his ideas to the committee and to get feedback. Mr. Brewster said the City Attorney will return with his legal advice at next week' meeting.

B. Park Partners:

Vice chair, Tim Warburton said Tom Rupsis and the board have been working on bringing together various groups to discuss projects, funding sources, how everyone can work together, etc. Tim said some of the groups so far they have met with have been Friends of Billings Dog Parks, Parks Foundation, and Landon's Legacy. He said some of the areas they have discussed Centennial Park, Poly Vista, and trails. They hope to continue meeting the coming weeks.

C. Park Board's Annual Report:

A draft copy of the board's annual report was mailed out by Tom to the board for their input. No copy was given to the staff. The board discussed some of the items in the report. The final report will be sent to City Council.

VII. NEW BUSINESS

A. Pirtz Field Proposed Management Agreement:

Michael Whitaker distributed a copy of the proposed Pirtz Field management agreement to the board for review. The department has had an agreement with the Billings American Legion Baseball for the past 25 years. This draft agreement was modeled after the current Amend Park agreement. There were five individuals; Assistant City Administrator Kevin Iffland, President and Chairman of the American Legion Jeff Ballard, City Attorney Brent Brooks, Park Superintendent Mike Pigg and PRPL Director Michael Whitaker who worked together on putting this agreement together.

Jeff Ballard expressed to the board that the formalization of this agreement was long overdue. He said it would help define the roles of the American Legion and the City. He expressed his excitement to get this agreement done and said Pirtz field is an excellent facility.

The agreement lays out that the Parks Division will manage the irrigation inside and out of the fields and restrooms. The Legion will manage mowing and care of anything inside of the fenced areas.

Comments and questions from the board;

- The city manages any park projects over 10,000. A comment was made that in section 7.6.2 the wording “*any project greater*” should be changed to read, “all projects over 10,000 should be run through the city”.
- Comment on 7.5.1-3; have two clauses stating, “*if it’s all entirely funded by the American Legion then these are the processes*”, “*if it’s using city funds then we have to award and manage it.*”
- Comment on #2 & #6; wanted to know why it stated that the Legion’s annual report and financial statement would go before city council prior to going before the park board. Mike Pigg said that was an error in writing and would get that changed.
- Comment regarding section 7.7; it was expressed that there may be something missing, a paragraph or sentence between 7.7.4 and 7.7.5. Michael Whitaker said we could look again at it and see.
- A question was asked what the last sentence is referring to in section that states, “BALB will facilitate ALL non-City use of Pirtz Field”. Michael Whitaker said that if another organization would like to work out of or use Pirtz Field then they would need to work it out with the Legion since they do the scheduling for the field. A comment was made to change the wording to say “BALB will facilitate all *approved* non-city uses”

Board chair Tom Rupsis asked that the Stewart Park Pirtz Field agreement be updated before the park board take any action on it prior to sending it to Council. He made a motion that we bring this updated agreement back with the changes talked about today at the next meeting. Board member Larry Brewster seconded. On a voice vote, all were in favor.

B. Centennial Park Tree Planting Plan:

Mike Pigg said there is a plan in place for tree planting at Centennial Park that was done by the architect. Based on that plan, there would be a diversity of trees planted and an arboretum. Trees for phase 1 of the project have been ordered and planting should begin this fall with the concentration mainly in the dog park and parking lot areas.

A question was asked as to when the water will be turned on. Mike said when there is no threat of the pipes freezing, usually the first part of April.

A question was asked if there would be flowering trees planted in Centennial Park. Mike said yes.

A question was asked if the restroom has been installed yet. Park Planner Mark Jarvis said no. He said the restroom is a separate contract and the department is currently working with that contractor to get that installed.

VII. AJOURNMENT – 1:00 pm

(Please note these minutes are summary minutes)