

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE May 13, 2020
AND LOCATION: Due to COVID19 meeting was held via Zoom



ATTENDEES: PRC Board Members:
Thom MacLean, Tim Warburton, Tom Rupsis, Chuck Platt,
Lew Morris, Mark Wahl, Clark Johnson, Larry Brewster

City Administration Staff:
Kevin Iffland, Assistant City Administrator

City Finance Staff:
Andy Zoeller

City Planning Staff:
Elyse Monat

PRPL Staff Members:
Mike Whitaker, Director
Mike Pigg, Park Superintendent
Kory Thomson, Recreation Superintendent
Mark Jarvis, Park Planner
Jennifer Brown, Senior Services Specialist
Paul Reinhardt, Community Outreach Coordinator

I. MEETING CALLED TO ORDER

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

A. INTRODUCTIONS

Chuck Barthuly, Jennifer Owen, Dayton Rush, Nora Bland, David Weinstein
City Council members; Roy Neese, Frank Ewalt, Pam Purinton

B. ADDITIONS TO THE AGENDA

None

C. APPROVAL OF MINUTES

Board chair Tom Rupsis asked for a motion to approve the February 12, 2020 meeting minutes. Board member Larry Brewster responded with a motion to approve. Board member Clark Johnson responded by seconding the motion. Due to the meeting being on Zoom, each member of the board participating was asked if they approved by Tom. From the responses, all were in favor and the

minutes were approved. Two members of the board did not respond. Board chair Tom Rupsis asked for a motion to approve the March 11, 2020 minutes. Board member Clark Johnson made a motion to approve the minutes. Board member Larry Brewster seconded. On a voice vote, Thom MacLean abstained due to missing the meeting. All other responses were in favor and the motion passed.

II. DIRECTORS REPORT – Michael Whitaker

Michael gave the following report:

- Virtual ground breaking of the synthetic field at Amend Park on May 9
- COVID-19 impact on our parks; 61 social distancing sign posted in our parks, recreation programs suspended, closure of the Billings Community and Senior Center, Cemetery graveside services and volunteer projects adapted for phase 1 guidelines, playgrounds closed but are daily sanitized, removed basketball and volleyball nets, on hold are all park use permits and shelter rentals
- Completed part of the paving project at Riverfront Park
- Park Superintendent Mike Pigg gave update on Lillis park pickleball courts; work is being done by Koch's Tennis Court Services, project should be started in June
- Signage at Swords Park has been installed

III. PUBLIC/BOARD COMMENT

- City Council member Roy Neese commented for the department to do a follow up on any sports organizations currently using our parks that they are following the guidelines set up by the local health organization and CDC.

Mr. Neese asked if there are any sports organizations not approved by the county health officer. Recreation Superintendent Kory Thomson said most of them have been approved. The ones currently not approved are events for social gatherings such as wedding receptions, business picnics, etc.

Board chair Rupsis asked if the department is enforcing the local health guidelines in the parks. Mr. Thomson said the department is not a law enforcement agency but we do have a park police officer to do any enforcement if there is a complaint. Mr. Rupsis asked what the department will do if someone calls in with a complaint. Mr. Whitaker said we will contact the Police Department.

- City Council member Pam Purinton asked Michael if he has started hiring summer seasonal staff. Mr. Whitaker said we have hired park maintenance employees. Kory Thomson said he has only hired a few recreational seasonal staff. More will be hired once we go into phase 2.
- Councilmember Purinton asked Michael if he had compiled the amount of revenue lost and if that will be presented to Andy Zoeller the City's Finance Director. Mr. Whitaker said yes, he would be talking with Andy.

VI. OLD BUSINESS

A. Commercial Use Park Permit:

A subcommittee of advisory board and staff met worked on creating/updating the

language in the park use permit. The commercial use park permit is the inclusion of for-profit business and is on a trial basis with an annual review. This permit has been reviewed by the City Legal Department and City Administration.

Board chair entertained a motion on the permit. Board member Larry Brewster made a motion to recommend staff to add this language to the park use permit. Board member Clark Johnson seconded. On a roll call vote, the motion was approved unanimously.

VII. NEW BUSINESS

A. Park and Recreation Department Funding:

City administration has made a recommendation to City Council to move all parks and recreation funding to PD1. City Council is proposing a public safety mill levy and a mill levy for the Parks and Recreation department. Staff was asked to draft a ballot measure.

Board member Clark asked if the millage could be flexible. Assistant City Administrator Kevin Iffland said yes.

Board member Clark asked if PD1 money could be used for capital projects. Mr. Iffland said yes but would need to review the resolution.

Board member Clark asked if the general funds could be used for capital projects. Mr. Iffland said yes.

Board member Clark asked what departments are included in the public safety mill levy. Mr. Iffland said the bulk of it is Fire and Police.

Board member Clark using PD1 funds for capital projects.

Comment recommending adding to the parks ballot, measure verbiage on capping the mill levy, move all funding to the general fund and eliminating PD1 unless the levy would not pass.

Board member Lew Morris commented that he would not like to eliminate PD1.

Board member Tim Warburton commented that PD1 should be used for maintaining parks and building parks.

Board chair proposed having a special park board meeting next week. Michael Whitaker said he would get a notice out for the proposed date of the special meeting.

B. Castle Rock Park Master Plan Public Engagement:

Michael Whitaker thanked Larry Brewster for serving on the consulting selection

committee. The consulting committee chose Cushing Terrell, formally CTA to do the masterplan.

Dayton Rush and Nora Bland from CTA discussed the public engagement aspect of the project. The master planning process will not begin until July-August. Public input sessions will be held by phone, digital engagement, local events (only if able to), virtually or in person depending on the local safety guidelines regarding COVID-19.

Board member Clark asked who was or how was for the masterplan being paid for and how much does it cost. Board chair said it was coming out of the Cash-in-Lieu funding account and there was no funds to develop it. Michael Whitaker said this coming years CIP (capital improvement project) has funds for a destination playground.

Board member Larry stated that this park is mostly developed and the master plan should show some of the existing amenities.

Jennifer Owen from the Heights taskforce commented that they are excited to be a part of this process. Feels important for public engagement. Would like to see childcares and business associations to the discussions. Would like to see no constraints on its development planning.

Council member Neese said he agreed with Jennifer Owen. He wanted to know if the impact of operating and maintaining costs are part of the master plan. Michael Whitaker said the scope of the master plan does include that future impact.

C. Trust for Public Lands:

Board chair Rupsis said the TPL (Trust for Public Lands has grant funding available for the city to use. He said the TPL needs a letter from the Mayor/City Council/City Administrator to get engaged in the process and do analysis work at no cost to the city.

Mr. Rupsis proposed a motion be made to have City Council approve the engagement letter to the Trust for Public Lands. Board member Clark Johnson seconded. On a roll call vote, motion passed.

D. Better Billings Foundation's Request:

Park Planner Mark Jarvis said the Better Billings Foundation (BBF) is requesting to acquire the remaining land on Sahara Park just up to the north and east of their current property (the Oasis waterpark) to make improvements to enhance their operation.

Michael Whitaker said the department supports the request from the BBF.

Councilman Neese said the Better Billings Foundation and Chuck Barthuly have done a great job.

Board member Marc Wahl made a motion to support the Better Billings Foundations request for the remaining land on Sahara Park. Board member Tom MacLean seconded. On a roll call vote, all were in favor.

E. Quarterly Report:

Postponed until next month meeting.

F. Rose Park Playground Design:

Postponed until next month meeting.

G. Swords Park:

Postponed until next month meeting.

VII. AJOURNMENT – 1:30 pm

(Please note these minutes are summary minutes)