



## MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: Monthly PRC Board Meeting

MEETING DATE: August 12, 2020

AND LOCATION: Due to COVID19, meeting was held via Zoom

ATTENDEES: PRC Board Members:

Thom MacLean, Tim Warburton, Lew Morris, Chuck Platt,  
Larry Brewster, Tom Rupsis

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

Assistant City Administrator, Kevin Iffland  
Finance Director Andy Zoeller  
City Council members Denise Joy, Shaun Brown

#### B. ADDITIONS TO THE AGENDA

None

#### C. APPROVAL OF MINUTES

*Chairman Rupsis asked for a motion on the July 8, 2020 minutes. Board member Thom MacLean moved to approve the minutes. Board member Lew Morris seconded. On a roll call vote, the motion passed.*

### II. DIRECTORS REPORT – Michael Whitaker

- Michael Whitaker invited the board to the Amend Park Synthetic Grass ribbon cutting ceremony scheduled for August 28, 3:30pm.

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

None

### **VI. OLD BUSINESS**

#### **A. Centennial Park Phase 1 Development:**

Update on Centennial:

- Substantial completion on project
- Working on punch list items
- We have taken control of the project meaning that we have taken over the maintenance of the project.
- Fertilizer was put down
- Doing a complete audit of irrigation
- Planting flowers and first batch of trees this fall
- Spraying beds and along fence line
- Mowing every 2 weeks

A question was asked as to when the dog park will be open. Mike Pigg said that he could not give an exact date. The turf needs to be ready before dogs and people are let on it.

A question was asked on how soon on the restroom. Mark Jarvis said staff is working through that. Currently waiting on the permit and once we received that the restroom will be shipped.

A question was asked about installing signage at the dog park regarding the rules in using the dog park. Mark Jarvis said staff is working on that. He said as funding becomes available, they will be installed.

A question was asked as to how long for the grass to look good and not see as many weeds. Mike Pigg said we will not start spraying for weeds until next spring after the newly spread of grass seed get established. He said if you spray too soon after seeding, you can harm the new grass.

### **VII. NEW BUSINESS**

#### **A. Public Safety Levy:**

Assistant City Administrator Kevin Iffland did a presentation on the Public Safety Mill Levy to the board.

Board member Chuck Platt asked Mr. Iffland if the levy passes, will it cover the gap. Mr. Iffland said yes.

#### ***Public Comment:***

City Council member Denise Joy thanked City Administrator Kevin Iffland for

making the Public Safety Levy presentation to the board and for park board members giving their comments on the issue.

**B. Temporary Changes to Municipal:**

Kory Thomson, Recreation Superintendent said changes with colleges and high school openings, many of the seasonal staff are starting to leave. Due to this, South Pool will be closing on August 15 and Rose Pool August 22.

**C. Temporary Restroom Closures:**

Mike Pigg, Park Superintendent said he is also starting to loose seasonal staff and it has been decided to move up the time for closing several of the restrooms from 8pm to 4pm. Those parks are Highland, Optimist, Gorham, Edgerton, Arrowhead, South, North, and Sacajawea parks. He said the remaining restrooms will be left open until 10pm.

Chairman Rupsis asked as to why those specific eight restrooms are being closed early. Mike Pigg said they were either the least used or considered unsafe (*Mike does not want a seasonal staff member to close South or North at 10pm at night alone*).

**D. Park Reserves:**

Board chairman Rupsis asked for Michael Whitaker to give clarification on the status of the FY18 restroom remodels and FY19 irrigation controllers on the PD1 project tracking document. Mr. Whitaker said the City's Finance Director Andy Zoeller did some research and found a staff memo to City Council that the restroom remodels were eliminated at the time due to the sprayground at South Park. Michael said staff determined the irrigations wells fit better in the operation budget the projects are less than \$25,000 year. Mike Pigg gave an update on the controllers saying we are moving to different controller. He said PMD's, and several other parks have been changed out; about 50% of our parks.

Mr. Rupsis brought up that the City's Finance Director has said the Parks department could safely use up to a million dollars of the reserves in PD1 and asked for the board to give their recommendation to council as to what projects we can use that money on.

Board member Lew Morris suggested using the money to finish Lillis pickleball courts. Mike Pigg said the work is ongoing on those courts and we are actively resurfacing those courts.

Board member Chuck Platt suggested using the money for finish the road at Riverfront and Swords Parks and lastly spend some money out in the heights.

Board member Larry Brewster said he would like to move forward the playground at CastleRock Park and finishing the restrooms in the other parks.

It was suggested to use park reserves to finish the roads Riverfront Park roads.

Board member Tim Warbuton said he would not recommend any projects. He said he would caution saying we need to spend money in the heights when we are currently spending money there. He also recommend doing anything unless staff made any recommendations.

Mr. Rupsis asked if there are any maintenance projects the staff recommends using the million dollars on. Michael Whitaker said staff has listed a couple maintenance projects on the current CIP (Capital Improvement Projects).

Board member Thom MacLean said he agreed with Chuck Platt on using the funds for Swords Park road repairs.

Mr. Rupsis asked for the board to make a motion on what should be done with PD1 reserve funds. ***Board member Chuck Platt made a motion to do something with Swords Park whether it's to do part of a road or at least get something started. It would make the most impact to do the whole thing. Board chairman Tom Rupsis seconded the motion.***

The board gave further discussion on the motion.

Board member Larry Brewster said the board should wait on their motion until they see what staff recommends on the CIP.

Mr. Rupsis asked for Chuck Platt to resend the motion until after the CIP has been presented by staff. Mr. Platt said yes and Michael Whitaker proceeded with the CIP presentation.

Mr. Rupsis asked Chuck Platt if he wanted to repurpose his motion.

Mr. Platt asked when the recommendation needs to be made. Mr. Whitaker said he needed to provide the City's Finance Director the documentation the Friday after the September park board meeting. He said once that is provided to the Finance Director, he will provide public meeting/public comments and then presented to a City Council work session.

***Board Platt made a motion to fix the road (at Swords Park); let the parking lots go because they are not in bad shape, and that would take about half the money and then either not spend rest of the money or spend it someplace else but I think that road should be done. Board member Lew Morris seconded the motion to use half the million excess reserves to fix Swords Park in the upcoming fiscal year.***

***Michael Whitaker said the half million dollars will not fix the road completely. The total cost in fixing the Swords Park road includes the two years roughly around \$900,000. He said the parking lot is just a small portion of that money. He also said to fix the road would cost around \$900,000.***

*Mr. Rupsis asked Chuck Platt if that changed his motion and Mr. Platt said not really. He said it changes the number.*

*Mr. Rupsis asked Chuck Platt if he is changing his motion to include the whole road. He said Michael Whitaker said we cannot do the whole road for \$500,000; he would be open in just doing \$500,000.*

*Board member Thom MacLean said he likes the roads repair but he also likes the pavilions. He said the pavilions would be a tremendous assets. He said he would not know if he would support the motion today.*

*Michael Whitaker said this motion is for FY22 since we are currently in FY21. Mr. Rupsis said certainly the FY21 plan can be changed since the funds are sitting there and we do not need additional funding source so we can ask City Council to do that. Mr. Whitaker said yes we can, but we cannot change FY21 projects but to add would be fine.*

Board member Larry Brewster said he would like staff to talk with Public Works to see if they could manage that project this year with their other projects. He said he likes the idea to fix the road but would like a little more information.

Board member Chuck Platt asked if Dave Munford could come to next month's board meeting. Board Chair Rupsis said Mr. Munford has retired. Mr. Whitaker said he could speak with Jennifer Duray and Debbie Mehling from Public Works to come to the meeting but would like more information from the board to present to her.

*Mr. Rupsis asked Chuck to amend his motion to include the whole road. Mr. Platt and Mr. Morris both said that was fine.*

*Mr. Rupsis asked if we should table the motion. Board member Larry Brewster made a motion to table the motion until next board meeting. On a hand raised motion all in favor were Lew Morris, Thom MacLean, Tom Rupsis, Larry Brewster and Chuck Platt. Against the motion was Tim Warbuton.*

#### **E. FY2022-FY2026 Capital Improvement Plan:**

Board member Larry Brewster asked Michael what two projects were added by staff to be paid with PD1 reserves. Mr. Whitaker said be adding two event pavilions; one at Centennial and one at CastleRock Parks.

Board member Lew Morris asked about the department moving forward on the Dehler Park ballfield replacement when we currently do not know if we will have a team next year. Michael Whitaker said staff is moving forward with the assumption that we will have a team.

Board member Larry Brewster said he liked the staff idea to add a pavilion at CastleRock Park. He thinks it would be good addition.

***Public Comment:***

Mayor Bill Cole called in to ask staff if the High Sierra Dog Park restroom was on the CIP. Michael Whitaker said we are in the process of ordering the pit toilet and should be installed this fall. Mr. Rupsis said it was part of the CIP but it was being paid out of Cash in Lieu funds.

City Council member Shaun Brown commented that the board and staff should look at maybe holding on to some of the reserves in PD1 just based on how things are going.

**VII. AJOURNMENT – 12:56 PM**

*(Please note these minutes are summary minutes)*

