

# MEETING MINUTES

RECORDED BY: Melonie Trang



MEETING PURPOSE: Monthly PRC Board Meeting

MEETING DATE: November 12, 2008  
Dehler Park Conference Room

ATTENDEES: PRC Board Members:

Tom Iverson, Richard Deis, Margy Bonner, Wanda Walker, Rachel Cox, Rick DeVore, James Strecker, Dave Williams, Mary Fitzpatrick

PRPL Staff Members:

Mike Whitaker, PRPL Director  
Jon Thompson, Park Superintendent  
Lee Stadmiller, Cemetery Superintendent  
Mark Jarvis, Parks Planner

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## I. MEETING CALLED TO ORDER

Chairman Tom Iverson called the meeting to order at 11:35 am.

### A. INTRODUCTIONS

Introduced were Duncan Pete, Jeff Rice and Greg Wilson of the Exchange Club Par 3 Golf Course.

### B. APPROVAL OF OCTOBER 8, 2008 MEETING MINUTES

October 8th meeting minutes were presented for approval. *Board member Margy Bonner made a motion to accept the minutes as presented to the Board. Board member Rick DeVore seconded. On a voice vote, the motion to accept the minutes was unanimously accepted.*

### C. ADDITIONS TO THE AGENDA

Board member Rick DeVore requested an update on Rimpoint Park. Director Mike Whitaker said he would discuss it in his directors' report.

## II. DIRECTORS REPORT – Mike Whitaker

**Rimpoint Park**- Mr. Whitaker reported that a group of volunteers including Board member Margy Bonner have been meeting together to look at Rimpoint Park. They are reviewing neighborhood areas for future irrigation. The volunteers believe they can come up with the money to have the irrigation done.

**Citizens Survey**- City Council will be doing a citizens survey in January. A part of the survey will include looking at level of satisfaction as it relates to the Park and Recreation services in the city.

### **III. PUBLIC COMMENT**

No comments were made from the public.

### **IV. UNFINISHED BUSINESS**

#### **A. Park Superintendent Position:**

Mr. Whitaker introduced the new Superintendent of Parks, Jon Thompson. Mr. Thompson is from Great Falls, Montana and has twenty-seven years of experience in parks and forestry. Mr. Thompson expressed his pleasure in being here and thanked everyone for having him come.

### **V. NEW BUSINESS**

#### **A. Par 3 Golf Course Budget:**

Duncan Pete from the Par 3 Golf Course reviewed with the Board the proposed budget for 2009. (A copy of the budget is included with the November board packet). The proposal showed a slight increase in operation costs and a minimal increase in revenue.

Chairman Iverson asked if there were any reduced fees for city residents. Mr. Pete said no. He said they are locked into the green fees for the next three years and currently the golf course has the best value in fees for eighteen holes. He also said that they really don't have any other revenue sources other than the green fees and with the majority of golfers being residents, giving a discount would cause them to cut into their revenue.

Mr. Whitaker asked if employees received any benefits. Mr. Pete said they do a match on an IRA plan but as far as any health insurance they currently do not have any for them. He did say they are looking into it.

*The Board did a final review of the proposed budget. Board member Mary Fitzpatrick made a motion to accept Par 3 Golf Course proposed budget. Board member Rachel Cox seconded. On a voice vote motion passed unanimously.*

#### **B. Harvest Church; Compassion Weekend:**

Volunteers for this year's annual Harvest Church Compassion Weekend held on October 4<sup>th</sup> and 5<sup>th</sup>, donated approximately \$19,000 in labor and materials to park, recreation and cemetery projects.

Work done:

- Put on new garage door and painted outside of warming house and restrooms at Highland Park
- Painted entire inside of building and gym at North Park Recreation Center
- Painted entire outside of warming house and restrooms at Optimist Park
- Painted inside of warming house at Optimist Park
- Painted inside of warming house at Sacajewea Park
- Planted fourteen new trees throughout Stewart Park
- Replaced and painted old soffit at Zimmerman Center
- Planted thirty-six new trees throughout Mountview Cemetery

- Filled in and seeded three hundred and sixty graves at Mountview Cemetery

Park Supervisor Dean Sjolseth expressed that with the updates to the warming houses/restrooms, the department now has the option of renting those buildings out.

Board member Margy Bonner asked if a letter could be written to the Editor in the Billings Gazette thanking Harvest Church. Mr. Whitaker said a plaque in their honor is being created and will be presented to them at an upcoming board meeting. Ms. Bonner said she would like us to do something more public and Board members agreed. Mr. Sjolseth brought up to the Board that there have been additional groups who have donated labor and materials to department projects and they should also be recognized. Ms. Bonner agreed to put together a letter thanking all the groups and have it ready for review at the next meeting.

#### **C. Heights Pool Project:**

Mr. Whitaker said the Better Billings Association has expressed that they would like to use Sahara Park for the location of their pool. He said in addition to the pool the city is also looking into adding a library.

A master plan is currently being drafted showing the pool and library's location and will be presented to the public for their input on November 20<sup>th</sup>. A final draft of the master plan will be presented at the December 1<sup>st</sup> council work session before final approval at a city council meeting.

Whitaker made a request to have the board review the master plan before the work session. Board members agreed to hold a special meeting December 1<sup>st</sup>.

#### **D. Current PRPL Projects:**

Director Mike Whitaker presented to the Board a list of current and upcoming projects within the department. Project list is as follows:

- Development of Rush Park
- Closing out Dehler Stadium Project - *should be done in the next couple of months.*
- Install netting along North 27<sup>th</sup>
- Complete Aquatic Study
- Central Park Playground
- Exxon Mobil Grant to purchase vehicles
- Complete Park Development guidelines
- Parks and Recreation needs assessment
- Install ADA entrance ramp at BCC -*this project is about complete*
- Preparing Section 15 of Mountview Cemetery for future growth
- Update River Front Park Master Plan
- Complete Briarwood Park Master Plan
- Update Pioneer Park Master Plan
- Implement new PRPL logo

- Construct new restroom at Skatepark
- Hiring a Park Superintendent - *this has been completed and we have a new Superintendent*
- Implement online registration- *the department hopes to have this up and running prior to the first of the year. We are currently waiting for the ok from the finance department.*
- Rejuvenate the Billings Parks Foundation- *Board member Rachel Cox briefly spoke on the foundations desire to incorporate on the PRPL website a brochure describing the foundation and its purpose and to make a channel for people to give to parks. They expressed the need to market how people can give to the city, a park or a trail through the foundation. She also said that an application has been given to them to financially support a shelter at Pioneer Park. Board member Mary Fitzpatrick asked if the foundation has an endowment or does it spend money as it gets it. Ms. Bonner said they spend the money as they get it.*
- Increase usage of Dehler Park
- Fee schedule for special events at stadium
- Complete Swords Park Bike Trail Design
- Complete park inventory
- Complete Howard Heights Master Plan

**E. Central Park Playground:**

Central Park playground completed and is ADA compliant. The total cost for the project was around \$150,000.

**F. Election of 2009 Officers:**

Term limits for five of the Board members will expire the first part of next year; only two are up for re-election.

Board member Richard Deis expressed that he would like to see another task force member like himself voted in. It was expressed that the Board should be diversified.

**G. Rush Park Update:**

Park Planner Mark Jarvis told the board that the development of Rush Park and the Poly Drive extension road will be funded through a single SID. He expressed that the department hopes that when the SID goes before City Council for approval a contract will be ready for approval on a consultant to start on the design work of the park. He would like to see construction of the park started in the fall of 2009.

There was discussion on whether the SID would fund both park and extension and if the developer had any additional financial responsibility. It was indicated that the SID did fund both and it was believed that the developer had met his financial obligation.

## **VI. DIVISION UPDATES**

### **A. Recreation Division:**

No report for this division

### **B. Park Division:**

No report for this division

### **C. Park Planning Division:**

Mr. Jarvis said he is trying to finish up with various master plans and wrapping up the Dehler Park project. He is still working on the Pioneer Park Master Plan. He hopes to have the RFP on it out soon.

### **D. Cemetery Division:**

Written report was included in Board packet. No comments or questions were asked regarding the report.

## **VII. ADJOURNMENT**

*Board member Mary Fitzpatrick made a motion to adjourn meeting at 1:00pm. Board member Rick DeVore seconded. All were in favor. Meeting adjourned.*