



## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** Monthly PRC Board Meeting

**MEETING DATE:** October 13, 2021

**AND LOCATION:** PRPL Conference Room

**ATTENDEES:**

PRC Board Members:  
Maia Dickerson, Lew Morris, Jami Clark, Chuck Platt,  
Thelma Armstrong, Laura Drager, Tom Rupsis

PRPL Staff Members:  
Mike Whitaker, Director  
Kory Thomson, Recreation Superintendent  
Cole McQuillan, Park Supervisor  
Mark Jarvis, Park Planner  
Paul Reinhardt, Community Outreach &  
Engagement Coordinator

City Staff Members:  
Kevin Iffland, Assistant City Administrator

---

### I. MEETING CALLED TO ORDER

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

#### A. INTRODUCTIONS

Public Attendee; Rick DeVore

#### B. ADDITIONS TO THE AGENDA

No additions to the agenda

#### C. APPROVAL OF MINUTES

No minutes to approve

### II. DIRECTORS REPORT – Michael Whitaker

- Grant to repave the trail in Pioneer Park was denied
- Working on a Memorandum of Understanding (MOU) with the contractor working on highway I90. The contractor is looking to stage out of Coulson Park during construction. MOU would allow the contractor to stage out of Coulson in exchange for doing our boat ramp project.

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

Chairman Rupsis opened the floor for public comment.

- Public Attendee Rick DeVore representing Partners for Parks updated the board that he has been elected as chairman of their organization after the previous chair stepped down. He commented the group would like to engage more with the park board and staff members. He said they are campaigning for funds to purchase playground equipment for Centennial Park. He also discussed the campaign for public lands and how to move forward.

### **VI. NEW BUSINESS**

#### **A. Parks and Recreation Capital Projects Not Included in the CIP:**

*At the September Park Board meeting, the CIP was presented to the board for action to either approve or disapprove. After further discussion at the meeting, it was decided to have staff provide additional information on projects that did not make it on the CIP.*

*Staff identified a list of projects from the 2017 Comp plan and determined what has been completed, currently in progress and what is in the CIP. That list was complied with an internal list of projects to produce the current document presented at today's meeting. Copy of the list is available at the Parks and Recreation Office.*

Michael Whitaker presented the list of projects not included in the CIP. The list of projects/items presented were rated/prioritized by numbers 1, 2, and 3. Items/projects rated as 1, indicate it needs urgent replacement now. Items rated/prioritized as 2, are considered 5-10 years out and priority/rated 3 indicates an item should be looked at beyond 10-15 years.

After some discussion, it was agreed by the board to postpone taking any further action on the CIP as presented at the September board meeting and with the information provided today, to do further review at the next park board meeting on all projects/items provided in the list. The board also requested staff to add "shelter and playground at Castle Rock Park" and "playground at Centennial Park" since those were not included in the list and to show costs for all projects rating as priority 1.

#### **B. Public Safety Levy:**

Assistant City Administrator Kevin Iffland presented the public safety levy to the board. Information from the presentation is available on the City of Billings website.

#### **C. Parks and Recreation Monthly Report:**

##### **Recreation Superintendent Kory Thomson report:**

- Wrapping up fall programming
- Girls' basketball started this week
- Continuing to have issues finding part time staff

- Winterized pools
- Staff working on winter/spring brochure; comes out December first
- Conversations have started with Landon Legacy on programming

**Parks Supervisor Cole McQuillan report for Parks, Forestry, and Cemetery divisions:**

- Hired 4 new full-time staff (3 out of the four are replacing 12 seasonal positions and 1 is replacing a park employee who has moved away) Will be hiring an addition full time staff member to replace a retired staff member.
- Staff are starting to winterize; half of our restrooms have been winterized and closed.
- Upgrading lighting in the heights and Shiloh bike tunnels
- The soundstage has gone out four times in 2 weeks for special events
- Staff is helping facilitate in fall activities in parks such as opening and closing restrooms and trash pickup.

**Park Planner Mark Jarvis report on Projects in Parks:**

- Poly Vista Park: contractor has started; irrigation is 70% done
- Coulson Park: received our permit from the Core of Engineering
- Optimist Park shelter: has been ordered
- Castle Rock: received the signage for donations that will be installed in the park; working through the playground equipment selection with the Heights Task Force. Should have something to go out to the public soon.
- Terry Park: shelter should be delivered this week or next. Received the building permit and the contract was signed yesterday. Construction should begin soon.
- Playgrounds for Terry and Lillis Parks; playgrounds have been ordered. Expect delivery in early December. Quotes are out for installation of the equipment. Installation is weather dependent.
- Optimist Parking Lot: working with Public Works on design and construction
- Central Park tennis courts: working with Public Works/Engineering to do that project. Geotechnical survey is being done and should be completed soon. January bid date for construction.
- Community Center: working on the RFP (scope of work and design fees)
- North Park and Arrowhead Playground: starting replacement project

**Community Outreach and Engagement Coordinator Paul Reinhardt gave a report:**

- Had our second Arbor Day with 195 students attending and 18 educational booths at North Park.
- Upcoming is the 9<sup>th</sup> annual Refresh the Rims. As of today's date, we have 80 volunteers registered.

**VII. AJOURNMENT** – There was no further business, and the meeting adjourned at 1:05 PM

**(Please note these are summary minutes; this meeting is recorded and available to the public for any additional information discussed)**