



## MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: Monthly PRC Board Meeting

MEETING DATE November 10, 2021

AND LOCATION: PRPL Conference Room

ATTENDEES:

PRC Board Members:  
Lew Morris, Chuck Platt, Thelma Armstrong, Thom MacLean, Mark Wahl, Tom Rupsis, Jamie Clark

PRPL Staff Members:  
Mike Whitaker, Director  
Mike Pigg, Park Supervisor  
Mark Jarvis, Park Planner  
Paul Reinhardt, Community Outreach & Engagement Coordinator  
Brad Knutson, Recreation Specialist

City Staff Members:  
Chris Kukulski, City Administrator  
Mayor Bill Cole  
Elyse Monat, City Planning  
Tam Rodier, Community Services

---

### I. MEETING CALLED TO ORDER

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

#### A. INTRODUCTIONS

Trent Gardner, Dusty Young

#### B. ADDITIONS TO THE AGENDA

No additions to the agenda

#### C. APPROVAL OF MINUTES

*Chairman Rupsis asked for a motion to approve the October 13, 2021, meeting minutes. Board member Lew Morris made a motion to approve; Board member Chuck Platt seconded. On a voice vote, all were in favor and the motion passed.*

## **II. DIRECTORS REPORT – Michael Whitaker**

- Aquatic master plan will be presented to City Council at Monday night's work session and along with that, will be the first draft of the Capital Improvement Projects (CIP).

Public input/forums on the CIP will take place at some point.

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

Chairman Rupsis opened the floor for public comment.

- A. Mayor Cole recommended the PRPL page on the city's website be updated. Paul Reinhardt said it should be updated in the next month
- B. Board member Lew Morris commented how many people are seen at Riverfront Park and Centennial Park.
- C. Board Chair Rupsis asked if there were any tree plantings done this fall at Centennial. Park Superintendent said there was no large-scale tree planting just a few tree plantings. He said plans are to do more planting next year.

## **VI. NEW BUSINESS**

### **A. Parks and Recreation Monthly Report**

**Recreation Specialist Brad Knutson gave the Recreation Division report on behalf of Kory Thomson:**

- Girls' basketball is operating now, average attendance of 100-150 participants
- After school, elementary tennis has been implemented. We hosted four schools with over 150 kids in the program and 15 high schoolers helping
- Received a tennis grant for 15,000 at the end of October
- Wrapped up our newest adult program, adult piano
- Had a well-attended indoor/outdoor pickleball program

**Parks Superintendent Mike Pigg report for Parks, Forestry, and Cemetery divisions:**

- Staff is winterizing parks
- All non-heated restrooms are closed; Veterans, Centennial and any vault toilets are kept open.
- Leaf mulching is being done in the parks
- Preparing the snowplows for winter season
- Shelter at High Sierra dog park has been installed
- Beavers are causing major damage to the cottonwoods at Riverfront Park; actively wrapping trees to help protect them
- Forestry staff has been working on tree removal at the Billings Operations Center (BOC) and they have been updating tree inventory
- Mountview Cemetery is setting a record in burials and plots sold. Headstones damaged back in January have been repaired and replaced

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

- Poly Vista Park: contractor has been working; the storm water retention is in place and irrigation for softball fields has been installed. We are having issues with the supply chain getting in materials
- Coulson Park: Working with the I90 contractor on the staging area and in negotiations with them on doing some work for us on the boat ramp
- Optimist Park shelter: Supply chain issues; should get the concrete work done, weather permitting
- Castle Rock: Donation sign has been put up. It has information on ways to donate through Partner of Parks
- Poly Vista: grand opening for phase 1 should take place sometime next year. Phase 1 includes infrastructure, sidewalks, and irrigation for softball area.
- Terry Park Shelter is on site. Waiting on the concrete to be delivered.
- Playgrounds for Terry and Lillis Parks: Both have been ordered. Should arrive in December.
- Optimist Parking Lot: Working with Public Works on the design; just received the layout this week
- Central Park tennis courts: Public works is assisting us on this project
- Recreation Center: Met with the perspective consultant; developing scope of work; will be meeting later today to look at the draft.
- North Park and Arrowhead Playground: Continue to work on this
- Ponderosa Park: starting the irrigation project

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

- Had a great turnout for our annual Refresh the Rims with 180 volunteers.
- Wrapping up the end of the year stats for Amend Community Garden
- Started working on next year's Arbor Day event. We have planned to hold the event at Castlerock Park on May 5.
- Working on the Christmas wreath project for Mountview Cemetery
- Working with Tam Rodier on the CDBG-CV parks projects
- Started working on the annual report
- Looking at the Poly Vista grand opening for next year. Meeting with Landon's Legacy on this next week.

**B. Par3 (Billings Exchange Club) 2022 Proposed Budget:**

Dusty Young of the Billings Exchange City Golf-Par3 presented their 2022 proposed budget for review. There were no proposed fee increases for next year. The Billings Exchange Club will be looking at doing a cart barn next year, standard updates to the course and do an update to the clubhouse. Mr. Young said there are plans to start giving back to the city next year with their annual donation.

***Chairman Rupsis entertained a motion to recommend City Council to approve or not approve the presented proposed budget. Board member Lew Morris made***

*a motion to approve. Board member Thelma Armstrong seconded. On a voice vote, all were in favor.*

**C. Amend Park Development Council (APDC):**

General manager Austin Bragsdale gave a brief review of the APDC 2022 budget. He indicated they had a good year with users in the park all year around. He said there will be no fee increases this next year other than they are asking users to help pay for lights usage on the fields.

*Chairman Rupsis entertained a motion to recommend City Council to approve or not approve the presented proposed budget. Board member Thom MacLean made a motion to approve. Board member Jamie Clark seconded. On a voice vote, all were in favor.*

**D. CDBG-CV Parks Project:**

The City's Community Development Divisions has received Community Block Grant-Coronavirus (CDBG-CV) funds to be used for nonprofit organization and other governmental entities. The Parks and Recreation department has been chosen to receive some of those funds along with potential CDBG funds. The staff from the Community Development Division along with the staff from Parks and Recreation have come together and created a list of potential park improvements in the following eight low-income area parks.

- North Park: accessibility and ventilation improvement, new 4 -room restroom, year-round touchless water fountain, additional shelter, and concrete path and an adult exercise area and equipment (stage 1).
- Pioneer Park: Zimmerman Center accessibility improvements, restroom repair and upgrades and Heritage Park Trail replacement the section within Pioneer
- Comanche Park: playground replacement and accessible parking spots and walkway to the playground.
- In addition to these parks the following parks, Arrowhead, Central, Highland, Optimist and South parks will have added free Wi-Fi hotspots (where feasible). Ongoing costs for Wi-Fi is being looked at and there may be potential for organizations to sponsor to cover those charges.

The total allocated amount from CDBG is \$485,040 and the total allocated form CDBG-CV is \$404,494. As an additional CDBG revenue is received, funding of \$110,000 will be available for North Park Adult Exercise Equipment (stage 2). Tamm Rodier representing the City's Community Development said no city funds will be going to these projects. It is all CDBG and CDBG-CV funds.

Ms. Rodier has also graciously offered to assist in these projects along with the recreation staff and our community outreach and engagement coordinator Paul Reinhardt. Staff feels this is a great opportunity and would like to not miss this half a million dollars in funds for projects.

*Chairman Rupsis entertained a motion to recommend City Council to approve or not approve the presented proposed use of CDBG/CDBG-CV grant funds for park projects as presented by the City's Community Development/Tam Rodier.*

*Board member Chuck Platt made a motion to approve. Board member Lew Morris seconded. On a voice vote, all were in favor.*

## **VII. OLD BUSINESS**

### **A. Capital Improvement Plan (CIP)**

The Parks Board continued their discussion the CIP plan for the Parks and Recreation Department. The plan will go before council in the coming weeks with the hopes for adoption/approval of the plan before the end of the year.

*Board member Thelma Armstrong made a recommendation to approve the Parks and Recreation CIP as presented by staff if there were no major changes to be added by the board. Board member Lew Morris seconded.*

The floor was opened by Chairman Rupsis for further discussion of Ms. Armstrong's motion. He recommended there be two changes made to the Parks and Recreation CIP and are as follows; first, would like the department to not use cash-in-lieu funds on the Comp Plan update and/or remove it. The second change would be doing an overall aquatic study for the whole city instead of individual studies for various individual parks.

*Mr. Rupsis moved to amend board member Thelma Armstrong recommended motion. Board member Thom MacLean seconded. On a raised hands vote, 4 were for/2 against and 1 did not vote. Board Chair Rupsis made a motion for City Council to approve the Parks and Recreation CIP with his 2 proposed changes; remove to update the Comp Plan or/change its funding source and second, to consolidate all the aquatic studies over the next few years into one comprehensive aquatic study before doing any updates to any pools, wading pools, or spray pads. On a show of hands, 2 against/5 approved, motion passed.*

## **VIII. AJOURNMENT** – There was no further business, and the meeting adjourned at 12:57 PM

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