



PRC PARK BOARD MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: Monthly Meeting

MEETING DATE July 13, 2023.

LOCATION: Rose Park Pool Conference Room

ATTENDEES:

PRC Board Members: Jamie Clark, Maia Dickerson, Jon Thompson, Chuck Platt, Jim Rott, Thom MacLean

PRPL Staff Members: Mike Whitaker, Director; Mike Pigg, Park Superintendent; Kory Thomson, Recreation Superintendent; Mark Jarvis, Park Planner; Steve McConnel, City Forester; Allison Thomson, Customer Service Coordinator; Paul Reinhardt, Community Outreach & Engagement Coordinator

City Staff Members: Assistant City Administrator Kevin Iffland; Elyse Monat, City Planning

MEETING CALLED TO ORDER:

Thom MacLean called the meeting to order at 11:09 AM

INTRODUCTIONS:

Scott Meyers, Hunter Gibbs

ADDITIONS TO THE AGENDA:

None

APPROVAL OF MINUTES:

No minutes

DIRECTORS REPORT: Michael Whitaker

Nothing to report

PUBLIC/BOARD COMMENT:

None

NEW BUSINESS:

A. Parks and Recreation Monthly Report:

❖ **Recreation Superintendent Kory Thomson gave the Recreation Division report:**

- Things are going great in programming.
- Mr. Thomson gave a tour of Rose Park Pool

❖ **City Planning/Trials Elyse Monat Report:**

Ms. Monat said we were awarded seventy-five thousand for trails at Riverfront.

- The short trail connection on the east of Riverfront Park across the city/county drainage contract should be signed in early August.
- We had a successful commuter challenge to get people to walk, bike or bus commute. Board member Mai Dickerson won a prize in that challenge.
- The trail at Rose Park is about complete; just need to do a few wrap up items. The Parks and Recreation Department did help in funding this project.

❖ **Community Outreach & Engagement Coordinator Paul Reinhardt Report:**

No report

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

- Steve McConnell City Forester and chair for Montana Urban Community Forestry Association (MUCFA) presented the 2021 Outstanding Media Award to Hunter Gibbs for his exemplary use of cutting edge and innovative technologies to communicate the perils of European buckthorn to native ecosystems. Mr. Gibbs worked on his high school “Platinum Project” at Zoo Montana removing buckthorn and education other on how it is invasive and dangerous to the ecosystem.
- Down a trash truck operator, one of our biggest issues right now is trash pick up
- No problems with loosing restroom closers which has been nice
- Steve McConnell’s forestry staff has been busy with tree removal at riverfront from the flooding
- Riverfront has been cleaned up from the flooding and people are back using it
- Senior Equipment Operator Kenny Mikkelson has been filling in the supervisor position since Chris Waite left/moved away; it is continuing to be busy with burials

A question was asked about the dry spots at Pioneer. Mr. Pigg said due to all the events continually in Pioneer, it has made it difficult to water.

Board member Thomson commended Steve McConnell’s/forestry’s work and MUCFA

Board member Dickerson asked if there has been a conversation on putting a cap on events at certain parks, specifically like Pioneer. Mr. Pigg said that is a great idea and no we have not had any conversations on that. He did say staff has spoken to some of the groups/events to move to a different location and the response has been they would rather cancel their event. Mr. Pigg said Pioneer was not designed to have that kind of traffic through it. He said staff does try to steer events to other parks.

Board chair MacLean asked as to how many large events go into pioneer. Kory said it is almost every weekend. Mr. MacLean suggested maybe giving the park a rest sometimes. Mr. Pigg said that is a good idea.

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

- Multi-generational Recreation Center: moving forward; continuing to do analysis
- Ponderosa Irrigation: moving forward; consultant has given us the 95% drawings to go out for bid
- Poly Vista Park Improvements: close to finishing; tagged with graffiti, irrigation system is going well there, grass coming up, field goes into place next Monday
- Coulson: had to wait on the flooding situation to start, need to do a survey first but need to wait for water to go down
- Optimist Park Shelter: moving forward, contractor is forming the slab
- Lillis Park Playground: is completed; as soon as the fall protection is in place, staff will open it up
- North Park playground: looking to get concepts for this
- Castle rock: bid was approved for the play pod area; equipment has been ordered
- Central Tennis Courts: waiting on funding; plan to go out again for bid; hope to get it constructed this year yet
- Council has approved the following FY23 budgeted projects: Castlerock north parking lot and restroom design, Highland Park playground replacement, and several parks for irrigation replacement

B. Park Permit Process:

- Over 200 events in our parks annually
- No event fits into a box; have to do a case-by-case basis
- We send out letters to our returning events in November for them to send us their dates and times for the next year; some of the those returning events are Symphony in the Park, Big Sky State Games
- City Council has said that we cannot rent out a park
- City Council sets the amount of our permit fee by resolution; the fee set right now is \$150 for the processing of the permit and registration; this fee does not cover all the costs involved in staffing the event such as trash, cleaning restrooms etc.
- Permits start at the front counter with our front desk staff with filling out the permit forms
- There is a check list on the permit; certain events have to provide insurance, if serving alcohol they have to purchase a permit, inflatables have to have insurance due to our city insurance
- People do not have to have a park permit for a family union but we do ask them if they are expecting 30+ people to let us know
- A permit creates a partnership within our department to help facilitate the event between us and them
- From a parks perspective having a permit for an event is huge; we need to know if you are having 100 people, need to clean tables, get garbage, add more trash cans, depending how many restrooms in that park we might tell them to add more bathrooms, facilitate, clean bathrooms, provide power, help with layout for tent stakes, not to mow or run irrigation during an event, sometimes they need more than just the shelter and need part of the park
- Our goal is to make sure people have a successful event
- Concessions are not allowed in parks unless they have a permit; if your event is catered, the caterer does not need a permit. City ordinance says no sale of food in parks without a permit.
- Permit for concessions is a one-time fee annually per park
- It takes staff time for any events over 50
- If a food truck is just coming to your event and feeding just your group, then they are covered under your permit.

C. Parks Board Discussion:

Board member Drager asked when the playground at Castlerock will be installed. Mr. Jarvis said the middle of August the work will begin, the goal is to have it completed in either September or October.

Board member Dickerson said parks trail funding community outreach group has started to do some community outreaches. A presentation has been put together to use at these outreaches. Mr. Whitaker asked Ms. Dickerson for the presentation to be shown to staff and the board.

Board member Clark said as of July 1 there was approved by City Council a \$100,000 PD1 matching program. This is a new program and there are no guidelines, rules or anything set up for this. Mr. Whitaker said parks will take the lead on this. He said staff and stakeholders will be involved in coming up with procedures and criteria involved.

AJOURNMENT – Adjourned at 12:35

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