



## **PRC PARK BOARD MEETING MINUTES**

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** Monthly Meeting

**MEETING DATE:** September 14, 2022

**LOCATION:** Parks & Recreation Office Conference Room

**ATTENDEES:**

**PRC Board Members:** Thom MacLean, Jami Clark, Mark Wahl, Jim Rott, Maia Dickerson, Chuck Platt, Jon Thompson, Laura Drager

**PRPL Staff Members:** Mike Whitaker, Director; Kory Thomson, Recreation Superintendent; Mike Pigg, Parks Superintendent; Mark Jarvis, Park Planner; Steve McConnel, City Forester; Paul Reinhardt, Community Outreach & Engagement Coordinator; Brandon Schmidt, Cemetery/Park Supervisor

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

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**MEETING CALLED TO ORDER:**

Thom MacLean called the meeting to order at 11:00 AM

**INTRODUCTIONS:**

Steve Shandera and Marian Kirst

Parks Superintendent Mike Pigg introduced Brandon Schmidt as the replacement for Chris Waite at the Cemetery. He is the Cemetery and Parks. He grew up here in Montana and retired from the Navy in 2020.

**ADDITIONS TO THE AGENDA:**

None

**APPROVAL OF MINUTES:**

A motion was made to approve the August 10, 2022 board meeting minutes. Board member Clark approved. Board member Dragger seconded. On a voice vote, motion carried.

**DIRECTORS REPORT: Michael Whitaker**

Mr. Whitaker gave the invitation to the board to attend the Board and Commissions Appreciation Dinner scheduled for October 25.

**PUBLIC/BOARD COMMENT:**

None

## NEW BUSINESS:

### A. Parks and Recreation Monthly Report:

- ❖ **Recreation Superintendent Kory Thomson gave the Recreation Division report:**
  - Wrapped up another excellent summer
  - Rose Park pool liner was replaced; contractors finished over the weekend. The liner has a warranty of 10 years
  - Last Saturday was the opening day for the Miracle League
  - Other programs starting up are adult co-ed volleyball, flag football and girls' basketball

A question was asked about the posting on the websites and how they have declined since the summer. It was noted the department had an intern this summer who kept those updated. The intern has since gone, and staff has been too busy to keep it updated.
- ❖ **City Planning/Trails Elyse Monat Report:**
  - Had a ribbon cutting for the BBWA trail; about 50 people attended
- ❖ **Community Outreach & Engagement Coordinator Paul Reinhardt Report:**
  - Landon's Legacy Miracle League Grand Opening turned out great. Huge support from the community.
  - The community garden is continuing; had the final meeting with gardeners
  - Working on the matching grant program
  - Working on CDBG projects: refined the design for the restroom at North Park; work will begin on the Pioneer Park Heritage Trail in October; spoke with contractor regarding the water issues on the Pioneer restroom
  - Refresh the Rims is a month away on October 16

A question was asked Paul if the department is looking for additional funding for Comanche Park. Mr. Reinhardt said no, not at this time.
- ❖ **Parks Superintendent Mike Pigg report for Parks, Forestry, and Cemetery divisions:**
  - We have started losing seasonal staff; 10 over the last month. We are down to 30 seasonals
  - All athletic fields have been aerated
  - Staff is starting to do fall spraying and fertilizing
  - Staff will start blowing out irrigation lines at the end of the month. The ditches will drain water on October 15

A question was asked about the ground penetrating going on at Mountview Cemetery and whether any sites have been found yet. Mr. Schmidt said it is his understanding that they did find some stuff. Mr. Pigg said not all of results from the testing have come in yet but once they do, he will give an update.
- ❖ **Park Planner Mark Jarvis report on Projects in Parks:**
  - Poly Vista Park Improvements: working on closing out project
  - Coulson: moving forward on design concept
  - Optimist Park Shelter: project is mostly complete; final walkthrough
  - Castlerock Playground: moving forward on project, building play pod
  - Cottonwood Master Plan: 5 firms have responded back; will be evaluating the proposals
  - Central Tennis Courts: council approved replacement project; moving forward on project
  - Ponderosa Irrigation: will have a preconstruction meeting today

- Working on North and Arrowhead Park playground
- Castlerock: contract signed for parking lot

**B. Cool Park Program:**

Marian Kirst gave a presentation to the board on species and plantae found in our natural area parks. Some of the plants, insects and other wildlife currently found in our natural parks; Paruroctonus boreus scorpions, rattle snakes, Meloe bugs, Scolopendra centipedes, Euchloe butterfly, and Tradescantia Occidentalis flowers.

Ms. Kirst encouraged everyone to check out our natural area parks and enjoy all the unique species found there.

**C. Parks and Recreation Matching Grant Program:**

The grant program was developed using other parks and recreation grant programs and Land and Water Conservation. This grant program is in its drafting stage. The board was asked to give their input on the program. Mr. Whitaker said after the board gives their input, he would like to take it before the foundation for theirs and then come back to this board with a final document.

Chairman MacLean requested for the final document be sent to the board at least a week in advance if possible. Mr. Whitaker said yes

Comments from the board on the grant program grant are as follows:

- Would like to see minimum \$10,000
- A question was asked if the grant applications would go before City Council. Comment was yes but with a recommendation. Any donation over \$5,000 does have to go before council. A comment was made that this information should be included in the grant information.
- A question was asked if the money would go directly to the city or to the foundation. Mr. Whitaker said it will be on a case-by-case basis. He said at some point the funds will need to come to the city.
- Mr. Whitaker said that all park projects must be approved by the department prior to them being done. A comment was made that this information should probably be added to the grant document. It was also told that all projects must be ran by the city and this should also be stated in the document.
- Show a list of pre-approved items in master plans available to donate too
- Suggest having a small board committee to review
- Have good criteria for projects
- Consider applications that do not necessarily have cash in hand

**D. Capital Improvement Program Update:**

Board reviewed the updated Capital Improvement Program/projects (CIP) as presented by Mark Jarvis.

Board member Clark questioned the reasoning behind the Amend parking lot repairs and Stewart parking lot repairs/upgrade was added this year and put before the Swords Park road replacement project.

Mr. Pigg said both of those projects are not funded by PD1 and both parking lots are failing and unsafe.

Ms. Clark asked why the Rose Park spray feature upgrade \$147,000 in FY24 come from since it was not on the CIP last year. Mr. Whitaker said we are combining the two buckets of money for the spray features. He said due to the construction costs, we found that \$103,000 was not sufficient in replacing or changing those features.

Ms. Clark asked about the \$64,000 in leftover funds from the Centennial Park construction and why on

the CIP it shows \$60,000 in FY25. Mr. Whitaker said staff had not received the total amount leftover from finance but knew it was around the 60,000. Staff used that number as a place holder. He said it was put out to FY25 as more of a capacity issue.

Board member Chuck Platt expressed his concern on the delay of replacing the road at Swords Park. He said the road is in really bad shape. He wanted to find a way to get it funded. Mr. Whitaker commented that the road is scheduled for repairs starting in FY25 with it being completed in FY28.

Chairman MacLean said he noticed the Pioneer Park tennis courts were on the CIP last year. Mr. Pigg said they had to be moved up because of the safety issues from the courts splitting and buckling up.

***Chairman MacLean asked for a motion on the presented FY2024-FY 2028 CIP draft plan as presented by the Parks and Recreation staff. Board member Jon Thompson made a motion for the Parks, Recreation and Cemetery board to recommend City Council approve the proposed FY2024-FY2028 CIP for Parks and Recreation. Board member Laura Drager seconded. On a voice vote, all were in favor and motion passed.***

**E. Parks Board Discussion:**

Chairman MacLean brought up for discussion the absence of board member Lew Morris from the board for several months now due to his health. It was discussed by the board to select a board member to speak Mr. Morris about his health and whether he plans to return. It was also mentioned that if he did not return to the board, he could give his input to the board a citizen. Board member Chuck Platt offered to speak with him and get back to the board.

**AJOURNMENT** – Adjourned at 1:00 PM

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