



## **PRC PARK BOARD MEETING MINUTES**

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** Monthly Meeting

**MEETING DATE:** November 9, 2022

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

**ATTENDEES:**

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

**PRPL Staff Members:** Mike Whitaker, Director; Kory Thomson, Recreation Superintendent; Mike Pigg, Parks Superintendent; Mark Jarvis, Park Planner; Paul Reinhardt, Community Outreach & Engagement Coordinator

**City Staff Members:** City Administrator Chris Kukulski

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**MEETING CALLED TO ORDER:**

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

**INTRODUCTIONS:**

Trent Gardner, Matthew Stricker, Council Women Kendra Shaw

**ADDITIONS TO THE AGENDA:**

None

**APPROVAL OF MINUTES:**

*A motion was made to approve the September 14, 2022, board meeting minutes. Board member Laura Drager approved. Board member Jon Thompson seconded. On a voice vote, motion carried.*

**DIRECTORS REPORT: Michael Whitaker**

Mr. Whitaker announced Paul Reinhardt has accepted a job in Kalispell Montana as Recreation Superintendent.

**PUBLIC/BOARD COMMENT:**

None

**NEW BUSINESS:**

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

- ❖ **Recreation Superintendent Kory Thomson gave the Recreation Division report:**
  - The winter activity guide registration started November 1; 20,000 copies of the guide went out in Simply Local magazine; mailed postcards to nearly 10,000 of our customers informing them the activity guide has gone digital/app
  - Staff sent flyers to the schools with our upcoming youth sports and activities
- ❖ **Community Outreach & Engagement Coordinator Paul Reinhardt Report:**
  - 10<sup>th</sup> annual Refresh the Rims was held in October, 150 volunteers participated; the event went smoothly; we partnered with MSU-Billings for the event
  - The Amend Community Garden is closed the season; it was a good year even though we had less gardeners than last year
- ❖ **Parks Superintendent Mike Pigg report for Parks, Forestry, and Cemetery divisions:**
  - Staff has winterized all the park restrooms except the vaults toilets which are kept open year round
  - Centennial Park restroom will be closed this winter due to problems last year with pipes freezing. A portable restroom is on order
  - Staff has been out plowing snow after this recent storm
- ❖ **Park Planner Mark Jarvis report on Projects in Parks:**
  - Coulson: working on approvals from the core of engineers for the south end
  - Castlerock Playground: close to being finished on the site work; coordinating with the contractor on anything left on the play pod; playground is expected to come in three shipments with the final shipment arriving in April 2023
  - Central Tennis Courts: additional funding approved by council; working with contractor; additional funding will be coming from LWCF
  - Ponderosa Irrigation: ahead in project
  - Working on several of the CDBG projects; coordinating with consultants and sub-contractors; all are underway

## B. Par3 2023 Proposed Budget:

Trent Gardner presented the PAR3 FY 2023 proposed budget and highlighted the following items:

- the parking lot has been redone and repaved
- a new mower was purchase along with a new ball picker; the previous ball picker was wearing out
- Next year will be building a new barn to house the 24 carts currently in stock. Last year there was \$10,000 in cart damages due to lack of room in current barn and being left outside.
- Started this year taking IDs for cart rentals due to problems with individuals damaging the carts and not reporting it
- There have been approximately 8,000 range balls lost and stolen; staff has ordered more
- This year a new point of sale has been implemented
- The Clubhouse built in 1998 is starting to problems; plan is to address the air condition and heating next year
- The tree project started two years ago, has another two more years before being finished
- After looking into getting a beer license last year, it was decided to keep the golf course a more family-oriented place and not sell liquor.
- Looking at having food trucks next year and keeping the club house kitchen closed
- 2022 was the best year in green fees, there are no plans to increase fees in 2023

Board Chair MacLean opened the floor for discussion.

- A comment was made that Par3 does a great job at inviting people to their events
- Par3 was thanked for their support of high school golf
- A question was asked how much was budgeted for the new barn. Mr. Gardner said around \$40,000

After no further discussion, *Chairman MacLean entertained a motion on the presented Exchange City Golf PAR 3 Golf Course FY23 budget. Board member Jamie Clark moved for City Council to approve the FY23 budget. Board member Laura Drager seconded. On a voice vote, motion passed.*

#### **C. Park Development and Funding Recommendations:**

Parks and Recreation staff presented the Park, Recreation and Trails Funding recommendations. *A copy of the presentation is included in the 2022 board binder.*

- Board member Thompson asked if anything new has been added to the seventeen million in remaining critical improvement coming out of 2017 comp plan. Mr. Pigg said no
- Board member Drager asked if staff would reduce seasonal employee the additional 11.5 full time employees (FTE's) were added. Mr. Pigg said an FTE is just a way of calculating a body, it would not be 11 full time staff, it would be 11 FTE's. He said every 1 fte's is considered 3 seasonals. He said we would increase our number of seasonals, not necessarily increase full time staff.
- Board member Thompson asked if Mike Pigg knew the breakdown of the seasonal FTE's verses full time. Mr. Pigg said he had not spent a lot of time with staff discussing all of the staffing needs but said he thought we would be looking at about five full time staff members to fulfill all the needs.
- Board member Dickerson asked if any of the additional FTE's were for the recreation center. Mr. Thomson said not at this point.
- Board member Thompson asked if the city was still looking at purchasing the Sports Plex. Mr. Whitaker said there was a meeting last week with the core committee and it was announced that there was a possibility of a private entity purchasing it, so it is no longer being considered. He said the committee did recommend increasing the scope of the Recreation Center to include a second sheet of ice.
- Board member Clark asked if the new recreation center is included under the GO Bond. Mr. Whitaker said yes
- Board member Thompson asked how long the mill levy would be for. Mr. Whitaker said it would permanent and the GO Bond would be for twenty.
- Board member Dickerson asked if both would have to be voter approved. Mr. Whitaker said yes. Ms. Dickerson asked if they would be a separate vote. Mr. Whitaker said yes, that is correct.
- Board member Drager asked how the operations and maintenance for development be assessed. Mr. Whitaker said it would be the same as the new development and be included in the levy.

- Board member Clark asked for the staff opinion on the second sheet of ice for the new recreation center. Mr. Whitaker said staff supports it as a sport tourism perspective but right now the data support the second sheet.

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

Paul Reinhardt said staff has met with City Administration and the Finance Director to review the matching grant program document. He said a few minor changes were made, mainly clarification of language. *Document available in board binder.*

**E. Parks Board Discussion:**

Board member Jamie Clark said Partners for Parks had their Mayor Luncheon last month, \$38,000 was raised from the event.

**AJOURNMENT** – Adjourned at 12:39PM

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