



PRC PARK BOARD MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: Monthly Meeting

MEETING DATE: January 11, 2023

LOCATION: Parks & Recreation Office Conference Room

ATTENDEES:

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

PRPL Staff Members: Michael Whitaker, Mark Jarvis, Kory Thomson, Mike Pigg

City Staff Members: Kevin Iffland, Assistant City Administrator

MEETING CALLED TO ORDER:

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

INTRODUCTIONS:

Mike Mayott represented the Amend Park Development Council (APDC)
Quincy Sanchez, community attendee

ADDITIONS TO THE AGENDA:

None

APPROVAL OF MINUTES:

Chairman MacLean requested a motion on the December 14, 2022, meeting minutes. Board member Laura Drager said she requested an excused absence, and it should be noted in the minutes. Mr. MacLean said a correction to the word USDA should be USTA.

Board member Drager moved to approve the minutes with changes. Board member Platt seconded. On a voice vote, all were in favor.

DIRECTORS REPORT: Michael Whitaker

Mr. Whitaker gave an update on the two vacant positions. The interviews on Tuesday for the Project Manager position were promising and will be moving forward on that position. The Community Outreach and Engagement Coordinator position has received eighteen applications and plans are to do interviews in the next few weeks.

Board member Clark asked if all eighteen applicants would be interviewed. Mr. Whitaker said no. Board member Clark asked Michael if there are any goals he was trying to finish before retiring. Mr. Whitaker said yes, he would like to get a Project Manager on board and get them up to speed with all the projects. He also mentioned that Park Planner Mark Jarvis will be retiring at the end of March.

PUBLIC/BOARD COMMENT:

NEW BUSINESS:

A. Parks and Recreation Monthly Report:

- ❖ **Recreation Superintendent Kory Thomson gave the Recreation Division report:**
 - Adult basketball and volleyball kicks off in January
 - Boys' basketball has started games last Saturday and girls' volleyball registration opens
 - Continue to see an increase in participation in our senior adult wellness programming. Tremendous benefit with the usage of the Adult Resource Alliance centers for some of our senior programs
 - In cooperation with Simply Local magazine, we are moving up the release date of our activities guide. Registration for summer activities will open April 1

Board member Dickerson asked if there was only online registration. Mr. Thomson said no, online only on Saturday and Sunday but customers can come in on Monday when we open. He said staff is looking at leaving a couple of spots open in some of our more popular programs that fill up right away. We want to be able to leave those open for individuals that come in for scholarships.

Board member Drager asked if we track the refunds and is it the same people. Mr. Thomson said no, there are no abusers. He said most of the refunds are mothers trying to plan for summer on April 1st and sometimes there are changes in their plans or an emergency happens.

- ❖ **Parks Superintendent Mike Pigg report for Parks, Forestry, and Cemetery divisions:**
 - Staff is mulching leaves in parks due to the nice weather
 - Staff is doing pump station training today
 - Trail project at Riverfront Park is finally underway

Board member Dickerson asked if the parks staff used a city phone or personal phone. Mr. Pigg said it is a mixture of both. Staff have the option of using their personal phone with a monthly stipend from the city or a city phone. He said all staff are also given a Notebook for their irrigation program and other city programs.

- ❖ **Park Planner Mark Jarvis report on Projects in Parks:**
 - Coulson: phase 1 is on hold; phase 2 plans are about 85% complete
 - Castlerock North Parking Lot: design work is nearly complete; going out for bid soon
 - Central Tennis Courts: site has been demolished; waiting on good weather to complete it
 - Ponderosa Irrigation: nearly completed; waiting on pumps
 - Castlerock Playground: site work completed, waiting on equipment; part of it has been shipped, the other half will be coming end of May, first of June

- Cottonwood Master Plan: is moving forward, working with survey company
- North Playground: working on various stages of it
- Highland Playground: working on various stages of it
- Arrowhead Playground: nearing complete on design and selection of equipment
- North Park adult exercise equipment: consultant is finishing off the design
- North Park Restroom: has been ordered
- Comanche Park: waiting on playground equipment
- Pioneer Park Trail Improvements: all but complete; waiting on 1 punchline item

B. Election of Officers:

Chairman MacLean entertained a motion for the Park Board Chairman position. ***Board member Jami Clark nominated Thom MacLean as Chair. Board member Jon Thompson seconded. On a voice vote, all were in favor.***

Chairman MacLean entertained a motion for the Park Board Vice-Chair position. ***Board member Laura Drager moved to nominate Jami Clark. Board member Maia seconded. On a voice vote, all were in favor.***

C. Amend Park Development Council (APDC) 2023 Budget:

Mike Mayott presented the APDC 2023 budget. Mr. Mayott commented that this past year their building has been hit a lot by vandalism and burglaries. He said they have upgraded the security. He said they were able to operate for 12 months last year, and the park was heavily used. The development council was able to purchase a much-needed robotic field painter. This helps cut down the amount of hours in stripping the fields. He said APDC is \$95,000 in the black and there are no plans to change the fee structure this year.

A member of the community, Quincy Sanchez briefly spoke about the need for an indoor soccer facility.

Chairman MacLean entertained a motion to have the presented APDC 2023 Budget be approved by City Council. ***Board member Jami Clark made a recommendation for the 2023 APDC budget be presented and approved by City Council. Board members Jon Thompson and Laura Drager both seconded. On a voice vote, the motion passed.***

D. Billings Parks and Recreation Matching Grant Program:

Park Planner Mark Jarvis said the department has received three matching grant applications.

Application #1 was presented by Elyse Monat for a 10-ft wide paved trail from the western parking lot in Rose Park over to Rose Park Elementary. Requested cost for project is \$16,640.

Application #2 was presented by Rick DeVore to install a 12x12-shade structure with bench at High Sierra Dog Park. Requested cost for project is \$16,735

Application #3 was presented by Jami Clark to install amenities such as shade structures, benches, and art on parkland along the Skyline Trail. Requested cost for project is \$34,110.

Board member Jim Rott made a motion to approve all applications presented. Board member Laura Dragger seconded. On a voice vote, all were in favor.

E. Parks Board Discussion:

Board member Jon Thompson brought up for discussion the land owned by Norm Miller adjacent to all the Riverfront Park property. Mr. Miller has told Mr. Thompson that he would like to see the city own the 29.40 acres of property near Riverfront east parking lot/trail area. Mr. Thompson said this would make sense for him and the city to own this property because it would give an east entrance into the parkland and consolidates the land. He said Mr. Miller should be contacting the city soon.

Board member Dickerson asked for an update on the presentations that were made to the City Council on park funding. Mr. Whitaker said the City Administrator has been speaking with City Council members on how to proceed. Assistant City Administrator Kevin Iffland said the City Administrator would like to put together a small group of some City Council members, city staff and a park board member to discuss what are priorities are and funding mechanisms. He said this would be our next step.

AJOURNMENT – *Board member Jon Thompson made a motion to adjourn. Board member Laura Drager seconded. On a voice vote, all were in favor and the meeting adjourned at 12:23 PM*

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