



## **PRC PARK BOARD MEETING MINUTES**

**RECORDED BY:** Melonie Trang, Administrative Support II

**MEETING PURPOSE:** Monthly Meeting

**MEETING DATE:** January 10, 2024

**LOCATION:** Parks and Recreation Office - Conference Room

**ATTENDEES:**

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

**PRPL Staff Members:** Mike Pigg, Director; Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; John Gayvert, Parks Project Manager; Brad Wright, Parks Project Manager; Steve McConnell, City Forester; Jake Milliron, Community Outreach & Engagement Coordinator; Kenny Mikkelsen, Senior Cemetery Maintenance Worker

**City Staff Members:** Kevin Iffland, Assistant City Administrator; Elyse Monat, Active Transportation Planner

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**MEETING CALLED TO ORDER:**

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

**INTRODUCTIONS:**

Public attendees: Brynn Schwarz, Mike Mayott  
Inanna Hencke, Parks Vista

**ADDITIONS TO THE AGENDA:**

Active Transportation Planner Elyse Monat discussion on planning projects related to Parks and Recreation was added to the agenda after Tree Board Discussion.

**APPROVAL OF MINUTES:** Chairman MacLean requested action on the December 13, 2023 minutes. ***Board member Jami Clark made a motion to approve the December minutes. Board member Laura Drager seconded. On a voice vote, all were in favor.***

**DIRECTORS REPORT:** Director Mike Pigg introduced Brad Wright as the second Parks Project Manager to be hired by the department. He is taking on the asset coordinating part of the job. Mr. Wright is from North Carolina and started January 8<sup>th</sup>.

Mr. Pigg recognized Senior Cemetery Maintenance worker Kenny Mikkelsen to the board. Mr. Mikkelsen has been at Montview Cemetery for about twenty-four years.

Mr. Pigg said staff met with Kelly Wenrich regarding some of the issues at High Sierra Dog Park she presented at December's board meeting. Staff are working on a couple of those issues, shade structures and lighting.

Updates:

- Swings were installed at Castlerock Park; consultant is working on the design of the parking lot and spoke with the design group about changes we can make to the restroom.
- Skatepark committee is going before City Council on February 5<sup>th</sup>.
- Veterans Memorial statue at Dehler Park will be in the grassy park area and not in the fence.

Community Outreach & Engagement Coordinator Jake Milliron informed the board that Vista, Inanna Hencke, will be moving over from Planning to start working with us on the gleaning project at the community garden and continue support of the CPTED (Crime Prevention Through Environmental Design) project.

**PUBLIC/BOARD COMMENT:**

No public comment

**NEW BUSINESS:**

**A. Election of Officers:**

*Board member Laura Drager nominated Thom MacLean as Park Board Chair. Board member Jami Clark seconded the nomination. Mr. MacLean was unanimously approved as chair.*

*Chairman MacLean nominated Jami Clark as Park Board Vice-Chair. Board member Laura Drager seconded the nomination. On a voice vote, Ms. Clark was unanimously approved as vice-chair.*

**B. Recreation Update-Kory Thomson, Recreation Superintendent:**

- Kicked off the new year with a lot of registrations and adult basketball (City League) team fees
- Working with School District 2 on June locations for programming
- Senior programming is seeing an increase in fitness and wellness programs participation
- Staff is working on the summer activity guide

- Allison Thomson and I are working on a new 3<sup>rd</sup> party credit card processing system with RecTrac; upgrading some of the workstations
- Currently waiting on an update from A & E on the aquatic assessment; hoping by mid-March should receive a report

**C. Projects and Parks Update-Cole McQuillan, Parks Superintendent:**

- Staff is doing a lot of playground inspections and fall protection; we add fall protection every year to keep with compliant with the ADA
- Working on an MOU with the Annafeld HOA regarding the parkland there. They would like to take over the maintenance of the parkland. We will continue to maintain the playground.
- The city Arborist last day was December 29, working on filling the position. Plan to hold interviews in the next couple weeks.
- Staff are doing a lot of training this winter; sending 3 employees to Bismark ND to get their certification to be playground inspectors. Also, several staff will be doing training to be certified commercial pesticide applicators.
- Working on a grant for the irrigation at Millice Park

Projects Manager John Gayvert continued with the updates on current parks projects.

- Making adjustments on the zipline at Castlerock
- North Park working on some corrections on the building permit for the shelter; did ADA modifications and new fixers put in the building
- Did the boring at Pioneer Park, should get the results back soon; should go to bid in early February
- Pre-bid meeting on Poly Vista project will be today

Board member Dickerson wanted to know how many staff are certified in playground inspections. Mr. McQuillan said about 6-7 staff members.

Director Mike Pigg said he was approached by the Back 9 Trail group with a proposal to help them in getting an easement from the DNRC (Department of Natural Resource Conservation) to build additional trails along the city's north edge on county land. He said DNRC has stated they would only give the easement to a government agency. The group has spoken with the county, and they were not interested so they decided to approach us. Mr. Pigg said he believes this is a huge recreational asset that would be adding to the community. He plans to take the proposal to City Council to see if they would like us to do that. Mr. Pigg said we are working on an MOU (Memorandum of Understanding) with the Back 9 Trail group for them to take all the responsibility for building the trails. He also noted that some of that (county) land will become city land.

**D. Amend Park Development Council Budget Review:**

Mike Mayott presented the Amend Park Development Council (ABDC) budget, see attachment B. Mr. Mayott noted the fees were going to stay the same for 2024.

***Chairman MacLean asked for a motion to recommend the Amend Park***

***Development Council 2024 budget be presented to City Council for approval. Board member Laura Drager made a motion to approve the recommendation. Board member Jim Rott seconded the motion. On a voice vote, all were in favor.***

**E. Tree Board Discussion:**

Mr. Pigg said he and Steve McConnel are working on the creation documents for that board.

**F. Planning Updates-Elyse Monat:**

Ms. Monat said this is the time of year when she is working on a grant application for recreation trails and trail programs. The current one she is working on is for the Rose Park trail completion of the new asphalt trail and road replacement on some of the broken concrete squares.

She said she is applying for a second grant, the Trails Stewardship Grant in the amount of hundred thousand dollars to match the Transportation Alternatives Grant for the Stagecoach Trail.

She said the Billings Trail Net is also applying for a grant in the amount of a hundred thousand dollars to extend the Big Ditch Trail where it ends at Rimrock West.

**G. Parks Board Discussion:**

Board member Chuck Platt asked when the plan for Coulson Park was going to start. Mr. Pigg said it has been delayed because of the bridge construction. We will start work once the staging area for the bridge work is done cleaning up and clears out. He said they hope to start work down there on both ends of the park sometime this year. Mr. Platt asked if there would be a road that would run all the way through. Mr. Pigg said the main road will stay where it is. Mr. Platt suggested adding to the design a road running in the middle of the park to the river and a parking lot so people could access the river without leaving their vehicle. Mr. Pigg said he would need to look at the design and look at altering the design layer.

**AJOURNMENT** – Meeting adjourned at 11:41 AM

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