



#### **PRC PARK BOARD MEETING MINUTES**

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

**MEETING PURPOSE:** Monthly Board Meeting

**MEETING DATE:** December 11, 2024

**LOCATION:** Billings Parks & Recreation Office

**ATTENDEES:**

**PRC Board Members:** Thom MacLean, Jami Clark, Mark Sulser, Jim Rott, Chuck Platt, Laura Drager, Melissa Henderson

**PRPL Staff Members:** Mike Pigg, Director; Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; Brad Wright, Project Manager; Brandon Schmidt, Cemetery Supervisor; Gayle Lam, Urban Forestry IRA Grant Technician; Nick Miller, City Forester; Jake Milliron, Community Outreach & Engagement Coordinator

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

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**MEETING CALLED TO ORDER:**

Meeting was to order at 11:00 AM

**PUBLIC ATTENDEES:**

Hazen Patterson, Matt Stricker, Kris Glenn

**ADDITIONS TO THE AGENDA:**

None

**APPROVAL OF MINUTES:**

No minutes to approve

**DIRECTORS REPORT:**

Updates:

- Employee Recognition: Nick Miller was recognized as the new City Forester. Nick was formally a Senior Equipment Operator and has been with the city for over seven years.
- CIP: About two million dollars had been cut from the SBURA CIP for the new recreation center two weeks ago. After Monday night's meeting, that money was put back into the CIP. The CIP was fully approved as written.
- A.R.C Update: Had first design meeting; narrowed down the size of the building we can afford, still have four basketball courts, narrowed down parking spaces, and running track has been

- brought down to the floor
- Employee Update: John Gayvert has taken another position at CHS Refinery. Brad Wright has taken over his projects. We are currently advertising for his position; will continue to advertise another week.

**PUBLIC/BOARD COMMENT:**

Chairman MacLean announced that it was Board member Chuck Platt's last board meeting. He has served on the board for two terms; total of eight years. Mr. Platt thanked everyone and expressed how much he has enjoyed being part of the board.

**NEW BUSINESS:**

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

- Gearing up for next year's permits and rentals
- Spray feature at Rose has been replaced
- Staff is continuing to work on new mobile app; it will be a full functioning app
- Basketball and volleyball programs are underway
- City League basketball registration deadline is tomorrow; typically get 60-70 teams

**B. Parks Update-Cole McQuillan, Parks Superintendent:**

- Filling Nick Miller's position as senior equipment operator; position is being offered internally only
- Wrapped up fall mulching/ park cleanup
- Staff working on pump station repairs and maintenance
- Finalized pump station upgrade at South Park
- Staff did Christmas lighting at three parks; North Park, Mountview Cemetery and Community Park located across from Central High School
- Staff assisted the contractor with the removal of the racquet ball courts at North Park
- Met with Phillips 66, they will be doing some pipeline repairs in the heights. The Kiwanis trail/pathway along Coulson Park, Metra and heading north through the heights will be shut down while they are doing the work.
- Working with the IT Department on the GIS mapping for tree inventory and field maps of park features
- Temporary barrier planters have been installed at the veterans' section at Mountview Cemetery

Mr. Pigg said he received word that another bench has been donated to Mountview from Lockwood Precast. They have already donated one bench to the cemetery.

**C. Project Updates-Cole McQuillan, Parks Superintendent and Brad Wright, Project Manager:**

- Waiting for the finalized contract from the DNRC on the Coulson Park improvements
- Have selected the contractors for the work being done at the North Park handball courts
- Challenge board for Lillis Park Senior Challenge Board has been ordered
- Will be adding some solar lighting at Castlerock Park; checking into pricing
- Exterior siding for the gables has been installed at the Castlerock restroom
- Funding for the Arnold Drain Trail/Big Ditch Trail at Lillis Park will be accepted by City Council next week
- Meeting with the netting specialist to finalize details on the net design for the Dehler Park

- protective netting
- Dehler Park infield sod project has been pushed back until spring of next year

**D. Par 3 Budget for 2025:**

Ron Cole presented the Exchange City Golf Corporation budget for 2025. There were no major changes to the budget. (*copies of the budget available upon request*)

Mr. Cole point out that this coming year they plan to remodel the bathrooms in the club house and add a cart barn and build/upgrade the shed. He said they have run into a problem with barn and shed. The City's Fire Department will not approve any additional building/upgrades until a fire hydrant has been installed. Cost of the hydrant is around \$26,000. Mr. Cole said the Exchange City Golf Corporation is requesting for the Parks and Recreation Department to forgo their annual \$20,000 distribution to the City of Billings and use that money to pay for fire hydrant. Mr. Stricker noted that the hydrant will not be on the golf course property but on the corner near Sacajawea Park.

Board member Platt asked if the fees for the course have been raised. Matt Stricker said no

*Board Chair MacLean entertained a motion for approval of the Par 3 Budget for 2025 as presented. Board member Laura Drager made a motion to approve the budget as presented. Board member Jami Clark seconded. On a voice vote, all were in favor and the motion passed.*

*Board Chair MacLean entertained a motion for the board to approve forgoing the annual donation to the City of Billings Parks and Recreation Department. Board member Chuck Platt made a motion to approve forgoing. Board member Laura Drager seconded. On a voice vote, all were in favor and the motion passed.*

**E. American Legion Budget 2025:**

Director Pigg presented the American Legion budget. (*copies of the budget available upon request*)

*Board Chair MacLean asked for approval of the American Legion Budget 2025 as presented. Board member Mark Sulser made a motion to approve the budget as presented. Board member Jami Clark seconded. On a voice vote, all were in favor and the motion passed.*

**F. IRA Grant Update-Gayle Lam:**

- Working with Code Enforcement on tree maintenance
- Meeting with Jacob Byer USDA Forest Service to discuss the grant funding
- Working on an RFP (request for a proposal) for the tree inventory
- Met with GIS (Geographic Information System) team to discuss tree inventory

**G. Pioneer Park Basketball Court-Mike Pigg:**

Mr. Pigg presented rendering of installing a basketball court with lighting at Pioneer Park in the old softball field on the north side of the park. This project is moving forward. Plans are to meet with taskforce and area neighborhood to get their input and support.

**H. Parks Board Discussion:**

None

**AJOURNMENT** – at 12:01 pm.

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