



PRC PARK BOARD MEETING MINUTES

RECORDED BY: Melonie Trang, Administrative Support

MEETING PURPOSE: Monthly Park Board meeting

MEETING DATE: January 8, 2025

LOCATION: Parks and Recreation Office

ATTENDEES:

PRC Board Members: Thom MacLean, Jami Clark, Mark Sulser, Jim Rott, Maia Dickerson, Jon Thompson, Laura Drager, Melissa Henderson, Genia Castro Waller

PRPL Staff Members: Mike Pigg, Director; Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; Brad Wright, Parks Project Manager; Gayle Lam, Urban Forestry IRA Grant Technician; Jake Milliron, Community Outreach & Engagement Coordinator; Melonie Trang, Administrative Support

City Staff Members: Elyse Monat, Active Transportation Planner

MEETING CALLED TO ORDER: 11: 01 am

PUBLIC ATTENDEES: None

ADDITIONS TO THE AGENDA: Added to the agenda under “New Business” for discussion and action the Billings Parks and Recreation Matching Grant Application Form

APPROVAL OF MINUTES: Chairman MacLean asked for approval of the November 13 and December 11, 2024, PRC board meeting minutes. Board member Jami Clark noted a correction to the December minutes. Administrative Support Melonie Trang said the correction had been made. ***Board member Clark made a motion to approve both minutes. Board member Jon Thompson seconded. On a voice vote, motion passed.***

INTRODUCTION OF NEW BOARD MEMBER: Board chair MacLean introduced Genia Castro Waller to the board and staff. Ms. Waller is replacing former board member Chuck Platt.

ELECTION OF PARK BOARD CHAIR AND VICE-CHAIR: *Board member Jami Clark nominated Thom MacLean for Parks Board Chair. Board member Mark Sulser seconded the nomination. On a voice vote, all were in favor.*
Board member Laura Drager nominated Jami Clark to be Parks Board Vice-chair. Board member Melissa Henderson seconded the nomination. On a voice vote, all were in favor.

DIRECTORS REPORT:

Mike Pigg announced his retirement. The board expressed their disappointment and frustration with reasons they felt were the cause for his retirement. The board also expressed how much they appreciated all the hard work and dedication he has given to this department and gratitude on how he has treated staff, board members, organizations and community groups.

- **Employee Recognition:** Mike introduced Shelbee from the front desk. He said she is the face of the department and is doing a excellent job. She has been working for us for about 10 months now.
- **CIP (Capital Improvement Projects) Update:** The CIP for the department has been approved by City Council
- **ARC (Amend Recreation Center) Update:** Will be working on the RFP (request for proposal) to select a general contractor

Mr. Pigg informed the board City Council may be having discussion on the sale of parkland at the February 3 Council meeting. He said there are currently 60 properties being looked at. He encouraged the board to attend and speak on their concerns with several of our general funded parks being mentioned to sell including Gorham and Grandview Park. The list is currently not publicly available.

PUBLIC/BOARD COMMENT:

NEW BUSINESS:

A. Parks Update - Parks Superintendent Cole McQuillan:

- We have filled Nick Miller's former position as Senior Parks Operator with an internal hire, Tim Mullen. Mr. Mullen's was working as a Parks Maintenance and Equipment Operator. We have started advertising to fill his position. To date, we have received twenty-two applications. Position closes this Friday.
- Parks Project Manager position is still open; Brad Wright has been doing great job handling projects John was working on before he left along with his own

- Staff has continued meeting with Phillips 66 regarding the pipeline repair work being done this spring along Kiwanis Trail
- Staff will be doing training this winter/spring for Playground Safety Inspection and State Pesticide Applicator License (renewal).
- Forestry staff are currently at the Montana Green Expo & Northern Rockies tree School Conference for training and education
- Staff has been out doing snow removal
- We have finished up the removal of the handball court at North Park

B. Recreation Update - Recreation Superintendent Kory Thomson:

- The new spray feature at Rose Park Pool (kiddie pool area) is complete; the former mushroom has been removed and has been replaced with buckets pouring water. Ordered a new pump. Staff will be painting the inside of the pools this spring.
- Front desk has been busy with shelter rentals and scheduling events for the upcoming year
- Finishing up the design for our new app. Should be ready March 1
- Meeting this coming Friday with the Recreation staff to discuss the summer/fall brochure. The brochure goes out to print February 15 and to customers in Simply Local Magazine first of March. Registration for summer programming starts April 1
- Boys' basketball starts Monday; approximately 200 students participating. We are still struggling finding coaches
- We have 60 teams registered this year for City League Basketball; started this week
- We have 30 teams registered this year for Co-ed Volleyball

Board member Thompson asked if there was any indication regarding funding for pools in the upcoming budget. Mr. Thomson said he has not heard; plans to do some Supplemental Budget Requests (SBRs) for this upcoming budget.

Board member Dickerson asked if there was any plan to expand Rec2U this year. Mr. Thomson said yes, not sure to what level yet. Will be discussing the program this coming Friday with staff. Would like to run the program year-round. Mr. Milliron said he is looking at using the Youth Volunteer Program as an opportunity for youth ages 11-18 to volunteer/community involvement helping with the Rec2U program and the Miracle League program.

C. Projects Update - Project Manager Brad Wright: (most projects have been put on hold until spring. Continuing to do administrative work on projects)

- Design of Dehler Park protective netting is complete. Working on the bid package.
- Funding for the Lillis Parks senior challenge board was accepted by City Council on December 9, challenge board has been ordered
- Coulson Park North and South improvement NRDp contract was signed off by the City Administrator. Bid award was given to K2 Civil Construction
- Finalizing design concept for the Arnold drain trail/Bid Ditch trail
- Swords/Rimrock shade structure selection is in process
- Contractor for the Centennial sidewalk is under contract
- Waiting on the stamped set of drawings for the Skyline Shade structures
- Dehler Park infield sod has been pushed back until spring
- Castlerock restroom; plumbing rough in complete, new doors installed, starting to install ceiling and partitions have been delivered

D. APDC (Amend Park Development Council) Budget for 2025:

Director Pigg presented the APDC budget for 2025 on behalf of Mike Mayott.

Chairman MacLean entertained a motion to approve the budget as presented.

Board member Jon Thompson made a motion to accept and approve the Amend Park Development Council Budget. Board member Jami Clark seconded. On a voice vote, all were in favor and the motion passed. (Board member Laura Drager noted the top of the presented spreadsheet of the APDC budget showed the wrong year. She suggested that be changed prior to it going before council.)

E. IRA Grant Update - Urban Forestry Grant Technician Gayle Lam:

- Completed the budget revisions for all the grant money for the tree inventory
- Finished the RFP for tree inventory; it is now ready for GIS and IT to review it
- Arbor Day planning
- Working on a sign for spring tree planting jobs such as boulevard trees

F. Billings Parks and Recreation Matching Grant Application #1-2025:

Partners for Parks presented their matching grant application for the purchase and installation of six solar lights along the forthcoming trail improvement at Rose Park. Requested amount for the project is \$18,000. Total cost of the project is \$36,000. The application does meet all the criteria and has the recommendation of the staff to accept. ***Chairman MacLean entertained a motion. Board member Laura Drager made a motion to accept and approve the matching grant application. Board member Melissa Henderson seconded. On a voice vote, all were in favor and the motion passed.***

G. Parks Board Discussion – Chairman MacLean: none

Adjournment: 11:58 am

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