



## **PRC PARK BOARD MEETING MINUTES**

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

**MEETING PURPOSE:** Monthly Park Board meeting

**MEETING DATE:** March 12, 2025

**LOCATION:** Parks and Recreation Office

**ATTENDEES:**

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

**PRPL Staff Members:** Mike Pigg, Director; Cole McQuillan, Parks Superintendent; Chris Martin, Recreation Specialist; Brad Wright, Parks Project Manager; Nick Miller, City Forester; Jake Milliron, Community Outreach & Engagement Coordinator; Melonie Trang, Administrative Support

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

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**MEETING CALLED TO ORDER:** 11:01 am

**PUBLIC ATTENDEES:** Kris Glenn, Dustin Timmons

**ADDITIONS TO THE AGENDA:** Director Pigg added “South Park Basketball Court Art Project” to the agenda.

**APPROVAL OF MINUTES:** No minutes to approve

**DIRECTORS REPORT:**

- **Employee Recognition:** Mr. Pigg wanted to recognize all of the staff in the department. He said they are a great team that is truly dedicated to this department.
- **Grant Program:** The department has not received any qualified applications yet. There is \$87,000 in available funds. Board member Jim Rott asked if the Skatepark group turned in their application yet. Mr. Pigg said they turned in an application but there were some holes in it. We are working with them to clean it up.

- **Projects:** The department accepted a grant from Partners for Parks to re-seal the basketball courts at south Park. The grant was accepted by City Council at the last council session.
- **Urban Forestry Grant Update:** We have processed our first request for reimbursement.

#### **PUBLIC/BOARD COMMENT:**

Board member Jamie Clark asked Assistant City Administrator Kevin Iffland for status on hiring the Interim Director. Mr. Iffland said there were two individuals scheduled to come into town tomorrow, but that has been postponed. He said they are trying to fill the position as soon as possible but, in the meantime, Parks Superintendent Cole McQuillan will be acting as Interim Director.

#### **NEW BUSINESS:**

##### **A. Parks Update - Parks Superintendent Cole McQuillan:**

- City Forester Nick Miller hosted a pesticide training session for staff. Mr. Miller said around 40 people attended, including staff from Code Enforcement and PW Streets Department.
- Parks Supervisor Marc Guaraglia and three of our parks' staff members are in Bismarck North Dakota doing a recertification course for playground safety inspector.
- The department has applied for a grant with the DNRC (Montana Department of Natural Resources and Conservation) for fire mitigation on parkland located in Rehberg Ranch.
- Mr. McQuillan said he has attended a preliminary meeting to discuss sale of properties/parkland.
- Parks and Cemetery Divisions have started seasonal hiring; plans are to rehire about 30 individuals from last season.

##### **B. Recreation Update - Recreation Specialist Chris Martin:**

- Summer brochure is out; registration starts April 1<sup>st</sup>
- We are offering eleven weeks of summer camps
- We are increasing our REC2U summer program this year; last year we did eight parks Monday-Thursday for eight weeks, this year we are doing nine parks Monday-Friday for ten weeks. With the increase in locations and time we are adding additional help for our staff from our Youth Volunteer Program.
- Started advertising for summer seasonal help
- Staff have been working over the last few months on the new PRPL app. It should be up and running by April 1<sup>st</sup>.

Recreation Campus Update: Assistant City Administrator Iffland said city staff are working on the land lease agreement with Yellowstone Ice. Yellowstone Ice would like to break ground in April. Staff are also working on campus and building design. Mr. Pigg said the proforma for the recreation center is almost completed.

**C. Projects Update - Project Manager Brad Wright:**

- Currently we have about 23 active projects
- Landon's Lagacy is starting on the next phase of the playground installation project. Installation should start around April 1<sup>st</sup>.
- Bid opening for the Rose Park north trail project opened last week; Rimrock Dirt Works was the lowest bidder
- Still waiting on a few more quotes for the Spitz bollard replacement
- Work at Coulson Park officially started yesterday; contractor is pouring about 75 linear feet of sidewalk today. We have completed the final approval of the shade structure.
- North Park court improvement paperwork has been issued; waiting on a start date
- Challenge Board for Lillis Park is scheduled to arrive today or tomorrow
- First Light Technology will be supplying solar lights for the Castle Rock parking lot
- We are about 70% on being done with the Castle Rock restroom
- Finalizing the design for the Arold Drain/Big Ditch trails
- Sacajawea playground replacement installation should begin around May 1<sup>st</sup>. Contractors believe they should have it completed by June 1<sup>st</sup>.
- Dehler infield sod project has been pushed back until this fall due to game scheduling

**D. Forestry Update – City Forester Nick Miller:**

- Staff have updated the mission and vision statement for the Forestry Division
- The division has recently switched to the City's GIS software system. This software will help to record and document trees in real time while staff are out in the field, and it will also assist in getting a handle on our pruning cycle and help in instituting a tree planting plan.
- The division has placed a hold on mass tree planting for the next three years. Forestry staff will continue to do tree memorials and specialized tree plantings.
- Based on State and Federal Officials projections, the invasive insect species Emerald Ash Bore is expected to arrive in Montana within the next three years. This insect is known to kill Ash trees within two years and become a nuisance/hazard four years after that. City Forester Miller reported 17.5% of

our city parks contain Ash trees. He said Forestry staff will be removing around 300 ash trees each year over the next three years to mitigate the situation. Plans are to start planting trees again in 2028 with the help of the DNRC. This should help in replacing the Ash trees that have been removed.

- The Departments annual Arbor Day event is May 1. The day's events include an opening ceremony for the kids, educational booths followed by a luncheon for volunteers to interact with community members and parks staff. New this year will be the implementation of the Parks Ambassador Program for middle school, high school and college age students. Ambassadors will accompany the 4<sup>th</sup> graders to each of the educational stations and also speak to them on their own studies and future plans to hopefully inspire the younger students in their future.
- City Forester Miller said he is working with the Montana Conservation Core (MCC) to provide seasonal help. He said using MCC will allow the department to get highly trained individuals for a guaranteed amount of time and at a reduced rate.
- The Forestry Division is getting a mascot and is currently looking for an artist to help with the cartoon design. The name of the mascot is Pondo the Ponderosa Pine. Plans are for Pondo to spread the word about how cool parks and trees are and help in promoting the Parks Department.
- For the first time, the Parks and Recreation Department will be participating in this year's Holiday Parade. Someone in the community has agreed to sponsor the department to participate in the event.
- In recognition of Mike Pigg years of service, Mr. Miller said staff will be planting a Lindan and installing a plaque in one of our city parks.

#### **E. Trail Update – Elyse Monat**

- Rose Park trail project has come under bid
- Working on grants for trails in Riverfront Park
- Continuing to work on the draft for the Public Arts Policy. Plans are to take the draft copy to the April 1<sup>st</sup> Council work session

#### **F. South Park Basketball Court Art Project:**

Director Mike Pigg said the Rotary Club service group “Interact” has requested to do an art design project on the South Park basketball courts. Draft design concepts have been turned into staff for review and were passed around for the parks board review. This project will be at no cost to the city. Volunteers will do the work, and paint will be provided by Partners for Parks. Mr. Pigg requested for the Parks board to take action to accept or deny the project. ***Board member Genia Castro Waller made a motion to approve the project using the light blue design. Board***

*member Jon Thompson seconded. After further discussion and clarification on the designs, Ms. Waller amended her motion to approve both art designs for the basketball courts. Board member John Thompson seconded the motion again. On a voice vote, all were in favor and motion passed.*

**G. Parks Board Discussion – Chairman MacLean:**

None

**Adjournment:** 12:17 PM

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