



PRC PARK BOARD MEETING MINUTES

RECORDED BY: Melonie Trang, Administrative Support

MEETING PURPOSE: Monthly Park Board meeting

MEETING DATE: April 16, 2025

LOCATION: Parks and Recreation Office

ATTENDEES:

PRC Board Members: Thom MacLean, Melissa Henderson, Genia Castro Waller, Jon Thompson, Jami Clark

PRPL Staff Members: Gavin Woltjer, Interim-Director; Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; Brad Wright, Parks Project Manager; Nick Miller, City Forester; Jake Milliron, Community Outreach & Engagement Coordinator; Melonie Trang, Administrative Support; Dominic Deanda, AmeriCorps Vista

City Staff Members: Kevin Iffland, Assistant City Administrator

MEETING CALLED TO ORDER: 11: 05 am

PUBLIC ATTENDEES: Peter O'Brian, Amanda Kelly, Dianne Lehm, Kim Edinger

ADDITIONS TO THE AGENDA:

APPROVAL OF MINUTES: Chairman MacLean asked for a motion to approve the February 12 and March 12, 2025, PRC Board meeting minutes. ***Board Genia Castro Waller made a motion to approve both minutes. Board member Jamie Clark seconded. On a voice vote, motion passed.***

INTERIM-DIRECTORS REPORT:

Chairman MacLean introduced the new Interim-Director Gavin Woltjer.

- 1. Matching Grant Program:** The department has received three applications for grant funds. Applications:

- Kaden Court Committee requesting \$53,000 for new basketball court at the south end of Pioneer Park
- Billings Skatepark Committee requesting \$25,000 for (safety) improvements at Skatepark
- Big Sky Economic Development requested \$68,915 for Coulson Park signage and five solar powered lights.

Matching Grant current balance is \$82,000. With three applications turned in, and the grant balance being less of the total requested amounts, the parks board agreed the \$82,000 should be distributed to all applicants as long as they were good with only receiving a portion of their requested amount to do their projects. All applicants said they could do a portion of their project with the funds allotted to them. The parks board has decided to take action on applications at today's meeting. It was noted that Chairman MacLean and Vice-chair Jamie Clark both had connections in some way to two of the applications. They asked not to recuse themselves from voting due to the lack of a quorum. Mr. MacLean asked for Board members Thompson, Waller, and Henderson to allow them to vote on the applications. All three board members agreed and gave them permission to vote.

Board member Genia Castro Waller made a motion to approve matching all three applications with the following breakout amounts; Billings Skatepark would receive \$38,303, Big Sky Economic Development \$14,148 and Kaden Court Committee \$29,549. Board member Melissa Henderson seconded the motion. On a voice vote, all were in favor and motion passed.

- **Update on Amend Recreation Campus:** The Pro Forma for the Amend Recreation Campus goes before City Council April 21st.
- On April 24th there will be discussion panels with sports venues across the city. Mr. Woltjer has been asked to attend the meetings
- Staff will be meeting with the city's Finance department and budget committee on April 30 to discuss the budget and what next year will look like.

PUBLIC/BOARD COMMENT:

NEW BUSINESS:

A. Parks Update - Parks Superintendent Cole McQuillan:

- Parks staff have been busy doing irrigation startups, opening restrooms
- Easter egg hunts are planned for South and Highland parks this coming weekend
- Forestry staff are doing tree removal at Boulder Park

- Staff are working on relocating the easement to the ditch at Amend Park; ditch water should be turned on next week
- Staff met with Riverstone Health to discuss locations for the tobacco free signage; 15 signs will be placed in several of our main parks

B. Recreation Update - Recreation Specialist Chris Martin:

- Summer activities registration started April 1st. Enrollment looks good, similar to last year's numbers
- Recreation staff are working on hiring summer seasonal staff
- Staff will start working on getting pools ready in May
- Winter sports have wrapped up
- Recreation staff were in Bozeman last week at the annual Montana Trail, Recreation, Parks Association conference
- New app is up and fully functioning

C. Projects Update - Project Manager Brad Wright:

- Projects completed: North Park adult exercise equipment/shelter, North Park playground/restroom replacement, Castle Rock parking solar lighting, Pioneer Park tennis courts replacement
- Consent has been given by Council for the Rose Park North Trail
- Coulson south and north improvement project is 60% complete
- Playground installation at Landon's Legacy will begin next week
- Castle Rock Park restroom is getting the final inspection and water testing
- Design plans for Arnold Drain Trail/Big Ditch Trail are complete
- Council has approved the protective netting at Dehler. Moving forward on contract. Construction will probably begin in the fall
- Contractor has been selected for the South Park south basketball court resurfacing.

D. Volunteer Update – Community Outreach & Engagement Coor. Jake Milliron:

- Arbor Day will be at South Park May 1st; expecting over 400 4th grade students
- Starting up the Amend Community Garden soon; plot reservations are about the same as last year's numbers
- Rolling out "Adopt A Park" this spring
- Introduced Vista Dominic Deanda; he will be helping with the Youth Volunteer Core
- Receiving a lot of calls to volunteer

E. Q & A for Interim Director – Gavin Woltjer:

Assistant City Administrator Kevin Iffland said after Administration discussed further the long term for the department, it was decided to appoint City Library Director Gavin Woltjer as Interim Director. Before being Library Director, Mr. Gavin was an

engineer. He has been educated at some of the greatest institutions in the country and it was felt he would be the best fit as interim.

Mr. Woltjer said over the last two weeks he has seen that the department is not a dysfunctional or a toxic department but lacks in taking on too much in capacity. He said this department literally touches every other department in this city in some way. He said the people that work for this department are passionate, intelligent, educated people that get the work done. Mr. Woltjer believes what is missing is a strategic planning bridge. He hopes to build a framework in/for the department. He should be interim for 12-18 months.

F. Parks Board Discussion – Chairman MacLean:

None

Adjournment: 12:45 PM

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