



## **PRC PARK BOARD MEETING MINUTES**

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

**MEETING PURPOSE:** Monthly Park Board meeting

**MEETING DATE:** May 14, 2025

**LOCATION:** Parks and Recreation Office

### **ATTENDEES:**

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

**PRPL Staff Members:** Gavin Woltjer, Interim-Director; Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; Brad Wright, Parks Project Manager; Jake Milliron, Community Outreach & Engagement Coordinator; Melonie Trang

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

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**MEETING CALLED TO ORDER:** 11: 05 am

**PUBLIC ATTENDEES:** Rick DeVore, Kris Glenn, Carol Mick

**ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES:** Chairman MacLean asked for a motion to approve the April 16 2025, PRC Board meeting minutes. ***Board member Laura Drager made a motion to approve the minutes. Board member Jon Thompson seconded. On a voice vote, motion passed.***

### **INTERIM-DIRECTORS REPORT:**

Chairman MacLean introduced the new Interim-Director Gavin Woltjer.

- **Matching Grant Program:** Following last month's meeting there are a few updates regarding the projects presented:

- a) Kaden Court application had to be resubmitted due to the grants policy that the court cannot be named in memory of an individual. There were also changes made to the language of the application.
- b) Staff discussed scheduling/timeline of starting/completion of grant projects based on workload of staff.
- c) Going forward staff feel there should be more time to review and discuss internally grant applications prior to being presented to the board for their approval.
- **Urban Forestry Grant:** Grant was terminated by the Federal Government; city staff plan to appeal

**PUBLIC/BOARD COMMENT:**

- Rick DeVore brought to the board's attention the Centennial Park informational signs. He stated Friends of Billings Dog Park provided funds to purchase the signs years ago and noted that signs were never completed by the department.

**NEW BUSINESS:**

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

- Parks staff working on irrigation startups
- Bringing in additional staff to work at Mountview Cemetery as they prepare for Memorial Day
- Forestry Division is currently understaffed; pulling parks staff to help
- Working on getting fully staffed this season (4 in cemetery/forestry and 40 in parks)
- Working with Brad Wright on his projects

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

- Staff preparing pools for season; chemicals will be delivered next week
- Lifeguard certification class will be at the end of May; currently have around 50 guards signed up, need about 60
- Waiting on a pool heater for south pool
- 80% of our seasonals are returnees, including 4 interns
- Registrations are on track from last year's numbers
- Splash pads will open Memorial Day weekend
- We should have enough lifeguards this year to open wading pools

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

- Working on bid package and City Councils consent for construction and funding of Kaden's Court
- Shade structure for Coulson should be delivered sometime early mid-July; slab prep and footings for shade structure are done

- Landon's Legacy playground installation is underway
- Rose spray feature installation is complete
- Castlerock restroom is open for public use; porcelain sinks were accidentally installed, changing those out
- Wharten Asphalt was awarded the bid on the Arnold Drain Trail renovation
- Installation of replacement playground and fall protection at Sacajawea is underway
- Centennial sidewalk project is expected to start at the end of May dependent on weather
- South Park basketball court resurfacing is complete
- Dehler protected netting is expected to start this fall
- Rose Park trail project will start once school is out and should be completed by the time school starts

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

- Arbor Day was at South Park May 1<sup>st</sup>; over 400 4<sup>th</sup> grade students attended; 18 educational booths, Western Native Voice spoke at the event and gave a blessing of the Arbor Day tree.
- Put out a formal press release on “Adopt a Park”
- Youth Volunteer Core; met with middle school students for volunteers to help with REC2U this summer

**E. FY26 Budget – Gavin Woltjer:**

The city is facing a major shortfall based on this year's state legislation regarding property tax. The department as of today's date is looking at a negative hit of \$770,748 dollars in its budget. Staff have identified several areas to make cuts in that would have a minimal impact on the department. Mr. Woltjer said those cuts do not include layoffs. He said he will present the department's budget to the board once he has had a chance to go over it with staff. He will be presenting the budget to the council on May 20<sup>th</sup>. He said he does not expect the final city budget to be approved until August or September.

**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)*