



PRC PARK BOARD MEETING MINUTES

WRITTEN BY: Melonie Trang, Administrative Support

MEETING PURPOSE: Monthly Park Board meeting

MEETING DATE: June 11, 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, 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; Allison Thomson, Customer Service Coordinator

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

MEETING CALLED TO ORDER: 11: 00 am

PUBLIC ATTENDEES: Kris Glenn

ADDITIONS TO THE AGENDA: Added was Cemetery Update under Board Discussion

APPROVAL OF MINUTES: Chairman MacLean asked for a motion to approve the

INTERIM-DIRECTORS REPORT:

- **Update-Urban Forestry Grant:** Currently, appealing; if our appeal is denied we can appeal the denied appeal
- This year we are trying something new with our advertising; we plan to trade out five swim passes for about 75 commercials on one of the local radio stations this coming summer and fall

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:**

- Still hiring seasonal staff but are pretty much full; will leave a couple spots open due to students leaving early in the summer
- Full time staff finishing up irrigation startups
- Gave Gavin tours of some of our parks
- Spray grounds opened Memorial Day weekend
- Spending a lot of time with the ARC (Amend Recreation Center) project regarding the ditch/ditch water
- Forestry has been doing weed abatement, stump removing and tree trimming
- Started setting up soundstage rentals; weekly Alive After 5
- Shelters were all booked Memorial Day weekend
- The department has purchased and replaced the fence that was destroyed by vandals this past spring

B. Recreation Update - Recreation Specialist Chris Martin:

- Pools open on Saturday June 14, and camps start Monday June 16
- Counselors will be trained this Saturday
- We are at about 80% of the seasonal staff return rate
- Currently we have enough lifeguards; they will start their training on Friday night
- Cleaning up pools getting them ready
- Billings Aquatics Club has started using Rose for their morning swim practice
- Brand new kiddy pool pump only lasted about 18 hours; having it looked at, have found a replacement pump and should be installed Saturday
- A lot of our camps are full

C. Projects Update - Project Manager Brad Wright:

- City Council gave their consent for Kaden's Court at Pioneer. Doing final estimates and working on contract
- Still waiting on the shade structure and restroom for Coulson
- Confirmed funding for the Rose Park trail lighting with Partners for Parks; lights should be installed prior to school starting back in the fall
- City Council consented to the fall protection at Landon's Legacy playground, issuing a contract with Dakota Playground
- New project is the Coulson bike pump track; start work soon
- Painting of Rose Park pool and spray ground is done

- North Park court improvement has been delayed
- Castlerock restroom is functional, and the new replacement stainless steel sinks are on the way; Parks staff will handle the install
- Contract for the Arnold Trail should be finished this week
- Public notice on the Big Ditch Trail went out this week, scheduled BID opening is July 15th
- Approximately 400 liner feet of sidewalk has been poured at Centennial Park
- Working on schedule for protective netting at Dehler
- South Park basketball court resurfacing has been done; Boys and Girls Club is scheduled to do their painting project June 19th
- Dehler sod bid package has been sent out

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

- Adopt-A-Park/Adopt-A-Trail: an official press release has gone out, starting to get interest
- This program needs to have a sustainable group, quarterly clean up events, and be regularly users of the park/trail they adopt
- General activities of the adopt group are general clean-up, repair vandalism, replacing dog bag rolls in dispensers, spread mulch, help with any maintenance projects in parks/trails. Scope of opportunities; parks, trails, tree and large events
- Will have regular communication with groups, report hours, empower citizens to use park spaces, community buy-in scale and consistent volunteerism.
- First Adopter are: Phipps (Disc Golf Billings, Pedal United), Swords (Phillips 66), Big Ditch (Scout Troop 27), Gorham (West High Unique Bears), Boothill (Friends of Boothill Cemetery), Skate Park (Billings Skate Park Committee)

E. FY26 Budget – Gavin Woltjer:

Assistant City Administrator Kevin Iffland reported that the preliminary budget will potentially be adopted June 23 and then the final adoption will be in August. We will start operating on that budget starting on July 1. He said Northwestern Energy is looking at increasing their rates which could potentially impact parks around \$30,000. The city is looking at about a 1 million increase coming from those increases.

F. Parks Board Discussion – Chairman MacLean:

Board member Jami Clark raised concerns about the Scheels advertisement at Musburger Field in Centennial Park. She said that it had large, printed lettering and was very noticeable to people in the dog park and neighborhood. Mr. Woltjer and Mr. Thomson both expressed that they have looked into the city policy on signage says nothing about forward/outward/home plate facing. The department kind of has

an inside department policy to have the advertisement facing homeplace. The department also has a policy on the size and that it be printed on one side. Mr. Woltjer said this needs to be further discussion but said advertising is part of ballfields.

Board member Laura Drager asked if there was additional overtime expense for staff with everything going on this weekend (pools opening; seasonal staff training). Mr. Thomson said he does not have plans for any of his staff to get overtime. He said his full-time staff have

G. Cemetery Update – Brandon Schmidt:

- Pre-cast planters have been installed by the Veteran's section and volunteers have planted flowers in them
- Added a couple old belly dump trailers and planted flowers in those
- Billings PreCast donated some benches; couple are in the Cemetery's Veterans section, and one is at Veterans Park
- Last 18 months working on expanding the cemetery by installing irrigation and hydroseeding 2.5 acres in undeveloped cemetery adding 1,600 graves. Still have another 4 acres of that section to go
- Applied for and received certification as a Certified Wildlife Habitat
- Applied for and received certification for the Green Burials Program; we are the only cemetery within 500 miles to have this program. So far, we have done three.

Adjournment: 12:30 PM

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