



WRITTEN BY: Melonie Trang, Administrative Support

MEETING PURPOSE: Monthly Park Board meeting

MEETING DATE: September 17, 2025

LOCATION: Parks, Recreation and Public Lands Office, 390 N 23rd Street

ATTENDEES:

PRC Board Members: Thom MacLean, Jami Clark, Jim Rott, Mark Sulser, Melissa Henderson

PRPL Staff Members: Cole McQuillan, Parks Superintendent; Marc Guagulara, Parks Supervisor; Jake Milliron, Community Outreach & Engagement Coordinator; Chris Martin, Recreation Specialist

City Staff Members: None

MEETING CALLED TO ORDER: 11: 04 am

PUBLIC ATTENDEES: Dianne Lehm

ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES: Chairman MacLean entertained a motion to approve the August 12, 2025, meeting minutes. ***Board member Jim Rott made a motion to approve. Board member Melissa Henderson seconded. On a voice vote, all were in favor and the motion passed.***

INTERIM-DIRECTORS REPORT:

Parks, Forestry, Cemetery Superintendent Cole McQuillan informed the board that Inter-Director Gavin Woltjer would not be attending today's meeting, he was pulled away to another meeting.

- Staff is working on the FY27 Capital Improvement Project plan. Looking at what the department is going to look like over the next five years with continued shortfall within the city's budget due to the change in state legislation.
- Mr. McQuillan reported the Amend Rec Center is moving in a positive direction.

PUBLIC/BOARD COMMENT:

None

NEW BUSINESS:

A. Cemetery/Forestry Update - Parks Superintendent Cole McQuillan:

- Did interviews for the two full time open positions in our Parks divisions. We will make offers to the two individuals this week
- Cemetery is fully staffed
- Doing preen work at Arrowhead Park

B. Recreation Update - Recreation Specialist Chris Martin:

- All day camps reported around 1,300 attendees
- Sports camps reported around 692 participants
- Specialty camps such as art and cooking had around 91 participants
- Rec2U, which ran 5 days a week for 10 weeks in 9 different parks, had around 3,187 kids attended
- There were 240 dogs with their owners at the Dog Days of Summer event
- We are at weekend number three of Miracle League
- Love Serving Autism started
- Flag football started this week
- The department received a \$2,000 Skatepark Grant; money was used to purchase 12 helmets/skateboards, held 2 skate camps, 2 clinics, and 2 competitions. Did a demo day event on August 23rd which included vendor tents, food trucks, pro-skaters, 2 bands and around 400 people.
- Staff have been doing table events at schools and colleges.

Board member Rott asked who was handling the installation of lights at Skatepark. Mr. Wright said Langlas.

C. Projects Update – Parks Planner Brad Wright:

- Rose Park north trail is complete; working on punch items and concrete repair
- Contract document on the Pioneer Park basketball court are in progress
- 40x60 shade structure for Coulson Park is under construction; bathroom installed
- Good Earthworks has been chosen as contractor for the automate irrigation at Millice
- A contract is in place for the Rose pool fencing
- Arnold Drain Trail is complete
- Contractor for the Big Ditch Trail will begin work in October
- Poles and cables are installed for the Dehler protective netting. Project is underway for the infield sod.

- Work is scheduled to begin the week of September 29th on the South Park south basketball court resurfacing
- Skyline shade structure has been ordered

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

- Getting ready for Refresh the Rims next month, event will be October 4 at 9:30am starting at Zimmerman Park
- All-inclusive 2nd Annual Trunk or Treat event will be held again at Landon's Legacy Miracle League October 26 from noon – 2PM. This is a free event for families with special needs.

E. Parks Division Update – Parks Supervisor Marc Guaraglia:

- Park staff will start irrigation blowouts next Monday. They should be done around the first week of November. Will try and keep restrooms open as long as possible.
- Splash pads were turned off Monday; will not be turned back on until next year
- Staff finished spraying for weeds last week
- Over the next two weeks we will be laying off most of our summer staff; by the end of October there will only be full time staff working
- Will be fully staffed once we have hired the new full-time people
- Ditch water goes out October 12th
- Staff has been trying help when they can with the repairs to the irrigation lines damaged by TDS in the Olympic/Harvest Subdivisions. TDS was unable to find an irrigation company to do the repairs. The irrigation system is located around 4ft in the ground making it difficult to get to. Staff has met with the City's Engineer on the project along with TDS representatives to discuss the situation.

F. Coulson Park – Park Planner Brad Wright

Parks Planner Wright said the Coulson Park Bike Pump project is currently on hold. Mr. Wright said the department is not against doing the pump track. He said there has been some communication issues with the Jason doing the pump track. He expressed there needs to be a construction plan in place before moving forward. Dianne Lehm from Big Sky Economic Development has been the lead on getting this project funded and communicating with Jason who is doing the work. She said Jason and his crew have indicated they can do the work and could have it finished in about 4-6 days. She said there are funds to do the project. Ms. Lehm also discussed Peddles United possibly handling the maintenance of the track. Mr. Wright said staff along with Dianne and Jason should sit down and have discussion and put a plan in place with a timeline. Mr. McQuillan said we need to have clarity of the project.

G. Parks Board Discussion – Chairman MacLean:

None

Adjournment: 11:50 AM

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