



PRC PARK BOARD MEETING MINUTES

WRITTEN BY: Melonie Trang, Administrative Support

MEETING PURPOSE: Monthly Park Board meeting

MEETING DATE: October 9, 2025

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

ATTENDEES:

PRC Board Members: Thom MacLean, Jami Clark, Mark Sulser, Jon Thompson, Maia Dickerson, Melissa Henderson, Laura Drager

PRPL Staff Members: Gavin Woltjer, Interim Director, Cole McQuillan, Parks Superintendent; Kory Thomson, Recreation Superintendent; Brad Wright, Parks Planner; Brandon Schmidt, Cemetery Supervisor; Jake Milliron, Community Outreach & Engagement Coordinator

City Staff Members: Kevin Iffland, Assistant City Administrator

MEETING CALLED TO ORDER: 11: 04 am

PUBLIC ATTENDEES: Matt Stricker, Par3 Golf Course

ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES: Chairman MacLean entertained a motion to approve the July 9 and September 17, 2025, meeting minutes. ***Board member Jami Clark made a motion to approve both minutes. Board member Jon Thompson abstained from the September minutes vote due to him not attending the meeting. Mark Sulser seconded. On a voice vote, motion passed.***

INTERIM-DIRECTORS REPORT:

Interim-Director Gavin Woltjer made a request on behalf of Transportation Planner Elyse Monat to move the location of the November Parks Board meeting to Rose Park Pool conference room. Ms. Monat would like the board to attend the ribbon cutting for the Rose Park trail opening. Board members expressed their approval of moving to that location.

- Had the last meeting for the Disposition of Property. Board members will receive a final draft list of properties by October 20th. The board will need to send any

comments or questions to Mr. Woltjer before the November Parks Board meeting. In the meantime, Mr. Woltjer has plans to meet with local realtors to discuss property values. The week of November 10, a final draft will be presented to City Council with the final draft resolution to Council at the end of November to be voted on.

Board member Maia Dickerson asked if the list only contained park properties. Mr. Woltjer said no, there are other departments represented on the list.

Board member Jon Thompson asked if part of the list includes a recommendation as to what to do with the funds generated from the sale of parkland. Mr. Woltjer said that it has been a topic of conversation, and it will be part of his report he turns into council.

PUBLIC/BOARD COMMENT:

None

NEW BUSINESS:

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

- Hired two individuals to fill parks vacant equipment operator positions; Madison Pisk and Joeseph Diekemper. Parks is fully staffed now
- Cemetery has filled their vacant equipment operator position; Cemetery is now fully staffed
- Winding down on seasonal staff; next week 80% should be done
- Fall activities in parks have started
- Staff have started winterization in our parks
- Staff are still working with TDS on irrigation repairs in Olympic and Harvest Subdivisions

B. Recreation Update - Recreation Kory Thomson:

- Staff are working on the winter/spring activity guide; should be available November 1st
- Fall programs have begun; adult co-ed volleyball and NFL youth flag football
- Staff winterized the pools and buildings
- Staff is working on the operational policies and procedures for the Amend Rec Center (ARC) The ARC should be completed next year with doors opening July 1. The department will operate it for the first 3 years. Plans are to hire three full-time employees; Facility Manager, Rec Specialist and maintenance person. Those positions will be advertised after the first of the year. The operational budget will be separate.

Board member Thompson asked if the department will be hiring seasonal staff to help with the operations. Mr. Thomson said yes, will need a lot of support staff such as front desk, concessions etc.

Chairman MacLean asked if there will be times to reserve on the weekends for community use. Mr. Thomson said yes

Vice-chairman Clark asked if the operational budget for the ARC will be separate from the parks and recreation budget. Mr. Thomson said yes, any revenues/expenses generated at that facility will stay there.

Mr. Woltjer invited the board to tour the ARC facility on November 21 at 9am. He said he will send out an email reminder.

C. Projects Update – Parks Planner Brad Wright:

- Contract has been executed for the Pioneer Park basketball court. Pre-Con is scheduled for October 13
- Working on the final punch list for the Coulson North and South improvements
- The notice to proceed has been given to Good Earth Works on the automated irrigation at Millice Park. Work should begin at the end of the month
- Fence materials have arrived for the Rose Pool fence replacement project. Should begin work at the end of month
- Meeting with BSEDA and Pedal United on October 10 to discuss the pump track at Coulson Park
- Scheduling bench installation and divider fence installation on the North Park court improvement project
- Arnold Drain Trail is complete
- Contractor is expected to be working on the Big Ditch Trail extension this month
- Reviewing a new proposed location for the shade structure at Swords/Rimrock
- Poles and cables for the protective netting at Dehler have been installed. Completion of the netting installation should be October 13
Infield sod project is underway and should be completed the week of October 20
- Waiting for the engineer for the Skyline shade structure
- Reviewing estimates for the south and east shop roof repairs

Board member Thompson asked if the Rose Park pool fence would be put up in the same location. Mr. Thomson said yes

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

- Refresh the Rims took place on October 4th. We had over 100 volunteers participate

- All-inclusive 2nd Annual Trunk or Treat event will be held again at Landon's Lagacy Miracle Field/Poly Vista Park October 26 from noon – 2PM. This is a free event for families with special needs.
- Wrapping up the garden at Amend
- Annual report is done and will be emailed out to the board; this report is January-June

Board member Dickerson asked if there are two annual reports. Mr. Milliron said yes

E. Cemetery Update – Parks Supervisor Marc Guaraglia:

- Replaced the signs out front and did landscaping
- Planted ten new trees
- Patriot Run is coming up on November 9; currently have around 35 signed up
- 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.
- Working on getting LWCF restrictions lifted off Wilson Park; found about 10 acres at the new westend reservoir to move LWCF restrictions there. Doing this would open Wilson Park up to be used for something else.

F. Parks Board Discussion – Chairman MacLean:

Board member Dickerson asked where the art policy was at. Board member Melissa Hendersen said the policy was approved. The committee plans to meet with city officials on what the next steps are.

Board member Hendersen asked if a piece of parkland has been deemed to be sold, is there a way to make sure it gets activated instead of just sitting there. Example would be land is sold and then it just sits there undeveloped and turned into weeds. Mr. Woltjer said it could be part of a sell agreement, but he did not know why any developer would agree to that.

Adjournment: 12:07 PM

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