



## **PRC PARK BOARD MEETING MINUTES**

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

**MEETING PURPOSE:** Monthly Park Board meeting

**MEETING DATE:** December 10, 2025

**LOCATION:** PRPL Office, 390 N 23<sup>rd</sup> Street

### **ATTENDEES:**

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

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

**City Staff Members:** Kevin Iffland, Assistant City Administrator; Mike Hayes, Planning

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**MEETING CALLED TO ORDER:** 11: 00 AM

**PUBLIC ATTENDEES:** Ron Cole, Lynn Blevins, Hailey Waldon

**ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES:** Chairman MacLean entertained a motion to approve the November 12, 2025, meeting minutes. ***Board member Laura Drager made a motion to approve the November minutes. Board member Jami Clark seconded. On a voice vote, motion passed.***

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

Interim Director Gavin Woltjer informed the board that:

- City Council has approved another term on the Parks Board for Jim Rott, Jon Thompson and Laura Drager.
- Conversations continue with Yellowstone Valley Animal Shelter. They are currently using a portion of Wilson Park for their shelter.

### **PUBLIC/BOARD COMMENT:**

None

**NEW BUSINESS:****A. Parks Superintendent Cole McQuillan gave the following updates for the Parks, Forestry and Cemetery Divisions:**

- Staff have been putting up Christmas lights on trees at Community Park, North Park and Mountview Cemetery. Lights are on an automatic timer.
- Staff are working on three new pump stations for Central, Centennial and High Sierra
- First cornhole boards have been installed at Rose Park
- Staff have been installing engineered wood fiber playgrounds chips in about half the playgrounds in our parks
- Forestry staff have been working on stump grinding from tree removals this past summer

**Board comments and questions:**

Mr. Jon Thompson asked how many cubic yards of fall protection are being put down this year. Mr. McQuillan said a little over 500 cubic yards. Mr. Thompson asked where the materials came from. Mr. McQuillan said a local vendor.

**B. Recreation Superintendent Kory Thomson gave the following updates for the Recreation Division:**

- Registrations numbers for winter programs look really good so far
- Wrapped up girls' basketball; all fall programming is complete
- Winter program registration opened November first
- City League starts in January
- Numbers continue to increase in senior programming; mornings have more wellness programs running, while afternoons are more games and activities
- Recreation staff have been doing research for the ARC (Amend Rec Center) on such items as concessions and sports equipment. They are also working on the operational policy for the ARC.

**Board comments and questions:**

Board member Thompson asked if there has been an increase in the senior lunch program. Mr. Thomson said yes, especially on Thursdays and Fridays when the Pinochle group meets. They see it as a social opportunity.

Board member Thompson asked if the roof is done on the new ARC building. Mr. Thomson said yes, it should be.

**C. Parks Planner Brad Wright gave the following updates on PRPL projects:**

- Construction is complete on the Big Ditch trail project; finishing the administrative closeout
- Working on the final design with AARP for the Lillis senior challenge board
- Millice irrigation project is shut down for the winter

- Waiting for the permit approval from Planning on the Skyline shade structure
- Pending the weather, the goal/hoop should be installed by the end of the week at the Pioneer Park basketball court
- Demolition of the existing fence at Rose Park pool has been done, the contractor has begun installing vertical posts and security fencing.
- Working on contract documents for the south and east shop roof replacement project
- Starting in the spring of 2026; the Amend Park north trail, Rose Park concrete replacement and Pioneer Park bridge replacement
- Completed projects: Rose Park north trail, North Park court improvements, Skate Park lighting, and the Arnold Drain Trail renovations.

**Board comments and questions:**

Mr. Thompson asked if the roof on the south and east shops will go on next spring or sooner. Mr. Wright said the contractor would like to get it done by the end of the month.

**D. Par 3 Budget Overview – Ron Cole:**

Ron Cole of Par 3 gave an overview of the Billings City Exchange Golf/Par 3 budget. Mr. Cole indicated that 2025 was a good year and expects next year will be another solid year. He pointed out that there will be an increase in fees this next year. He presented to staff the annual distribution of \$20,000 to the city/department.

**Board comments and questions:**

Board member Thompson asked if the reorganization of staff is reflected in salary and wages in the 25-26 budget. Mr. Cole said yes

Board member Drager asked for an explanation of the \$1,500 under “Employee Benefits”. Mr. Cole said it is insurance for one full-time staff member.

Board member Thompson made a comment that the \$600 a year membership for seniors is really cheap and thought it was a good value.

Chairman MacLean asked for a motion to City Council on the Billings City Exchange Golf/Par 3 2026 Budget as presented. ***Board member Jon Thompson motioned for City Council to accept the proposed budget by Par 3 Golf Course board and recommend Council approve it. Board member Laura Drager seconded. On a voice vote, all were in favor and the motion passed.***

**E. Public Art Policy Update – Gavin Woltjer:**

Interim Director Woltjer went over the resolution for the City of Billings art policy including the public art review process flow chart with the board. Highlights from the policy and flow chart are as follows:

All public art on city owned property will generally follow the following process: first complete the public art application prior to it being submitted and reviewed by city staff. Any art piece within parkland will be reviewed first by the parks staff and then presented to the parks board for input. Once it has been reviewed by the department, it will proceed to be reviewed by the Public Arts Committee with the departments and board recommendations and decided whether to proceed to go to City Administration or City Council, depending upon the cost of the project, for final approval. If a piece has been approved, the individual or group requesting the installation of an art piece must coordinate with the appropriate parties/department for installation and maintenance. It is the responsibility of the individual/group to cover maintenance cost pertaining to the piece/project.

The Public Art Committee, with input from department staff and board, is responsible for making recommendations for approval or denial of the art piece(s). Staff may not advance a project to the committee if it violates any applicable city state or federal codes, regulations, resolutions or ordinance, or safety issues. It is up to staff to determine the best location of art piece.

If for any reason a piece is not approved by City Council or Administration, the applicant can appeal the decision within 15 days of the notice of denial.

It was noted that at this time the Public Art Committee had not been formed but it was expected to be in place by March of 2026.

**Board comments and questions:**

Chairman MacLean asked why “codes, resolutions and ordinance check on an art piece” is after board and staff review on the flow chart; he felt that those things should be first. Mr. Woltjer said he was not sure, the chart was done by City Planning. Board member Melissa Henderson stepped in since she was part of the group putting the art policy together and explained that city staff should have that information determined prior to it coming to the parks board. She also said that if staff says the art piece does not pass city policies, codes, resolution or ordinances, it will not even come up for review to the Arts Committee. Mr. Woltjer said the flow chart is not just necessarily a step by step but to be looked at as built upon layers that intertwine.

Board member Jami Clark asked the estimated time frame for approval. Mr. Woltjer said he was not sure. Ms. Clark asked if the department will be responsible for maintaining the art. Mr. Woltjer said around but not of the art itself. Ms. Clark asked if the 10% maintenance services from the artist is for around or the piece itself for future. Mr. Woltjer said that is where placement of the piece would play into it.

Mr. MacLean asked if staff does not approve the art piece, will it still get approved by the Art Committee. Ms. Henderson said it should not go through.

**F. PRPL Disposition List – Gavin Woltjer:**

Following Mr. Woltjer conversation with Administration, it was determined based on the recent local election, to wait until the new Mayor and six new council members

come on board before bringing the final report of properties to Council for a vote. He expects that to be sometime in the new year. Mr. Woltjer said he would like to bring the final report list of park properties to the board in February for their comments and recommendations. Mr. Woltjer noted the list does contain properties from other departments, but the board is only giving their recommendations on park properties. The current list contains 10 specific park owned properties.

**Board comments and questions:**

Board member Clark asked for clarification on properties labeled PMD; do residents have a choice. Mr. Woltjer said no, it would depend on whether there is a waiver of protest active. Ms. Clark asked if that was park specific. Assistant City Administrator Iffland said no, it is dependent on the creation of the subdivision. Ms. Clark asked if council would have the final say on the funds generated from the sale. Mr. Woltjer said yes. Mr. Clark expressed concern that any funds from the sale of parkland would not go back into the department. Mr. Iffland said the board could give their recommendations to council that the funds remain in the department.

**G. Parks Board Discussion – Chairman MacLean:**

None

**Adjournment:** Entertained a motion to adjourn. ***Motion was so moved, seconded and passed.*** 12:39 PM

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