

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE
AND LOCATION: February 8, 2012
Community Center



ATTENDEES: PRC Board Members:

Tom Iverson, Margy Bonner, Rick DeVore, Rachel Cox,
Darwin George, Catherine Grott

PRPL Staff Members:

Mike Whitaker, Director
Jon Thompson, Park Superintendent
Joe Fedin, Park Superintendent
Mark Jarvis, Park Planner
Lee Stadtmiller, Cemetery Manager

I. MEETING CALLED TO ORDER

Chairman Tom Iverson called the meeting to order at 11:35 am.

A. INTRODUCTIONS

Public citizens: Bruce Larsen

B. APPROVAL OF THE MINUTES

Board member Margy Bonner made a motion to approve the January 11, 2012 minutes. Board member Rick DeVore seconded. On a voice vote, motion passed unanimously.

C. ADDITIONS TO THE AGENDA

Budget was added to the agenda under New Business.

II. DIRECTORS REPORT – Mike Whitaker

- Mr. Whitaker pointed out the agenda has been updated with the boards requested changes from last month's meeting.
- Mr. Whitaker said Park Planner Mark Jarvis will be making a presentation on February 21 to City Council regarding Rush Subdivision.
- Mr. Whitaker said Chuck Barthuly of the Better Billings Foundation will be coming to the March board meeting to present a request to have the Parks Division contract with the Better Billings Foundation to do irrigation and seeding (landscaping) on the land around the new heights pool.

III. PUBLIC COMMENT

Bruce Larsen, member of the Yellowstone River Parks Association and the County Park Board, discussed his involvement in the trail system and briefly discussed his concerns for a single-track trail that runs through Swords Park. Mr. Larson has been asked to attend the March board meeting to discuss further the trail at Swords.

Ms. Bonner expressed her gratitude to Mr. Larson for his help and support of the City-wide Park District.

IV. NEW BUSINESS

A. Budget:

Mr. Whitaker updated the board on where the department is currently at with the proposed FY13 budget.

He said there are no major increases in the operation/maintenance (O&M).

He explained that part of the budgeting process is for staff to provide Supplemental Budget Request (SBR's) which are projects/item under \$25,000. Mr. Whitaker said that SBR's are more for the operation and maintenance of the department. Cemetery Manager Lee Stadtmiller gave an example of an SBR as being additional wages to cover the increase in minimum wages. It was explained that this type of SBR would not be covered under the assessment funds. Mr. Whitaker said that in the past, this department usually puts together several requests which go before the City Administrator for approval and then on to Council for final approval.

Mr. Whitaker said Board member Catherine Grott came to him several months ago to recommend for the board to be involved in the development of the departments SBR's. Mike said staff will present this year's SBR recommendations to the board for their input and suggestions. A special meeting was set up to review the SBR's on February 23rd. Staff will be providing a recommended list of SBR's prior to the meeting.

Mr. DeVore questioned why staff is doing SBR's. He was under the assumption that SBR's would be covered under the assessment funds.

Mr. Whitaker explained the assessment process and budgeting process are currently happening at the same time. He said in his conversations with the City Administrator, she gave no guarantees on what projects/items will be funded through the assessment district and recommended the department to continue as normal with the budget and SBR's.

Mr. DeVore suggested the department stay away from doing SBR's for the "brick and mortar" projects and do them more for wages and items like that. He wanted the department to be careful.

Board member Darwin George commented on the staff and board creating rules/categories for the assessment funds. He wanted to see us follow those rules. Mr. Whitaker agreed with Darwin and said there needs to be guidelines.

Mr. Whitaker said in addition to doing our regular budget, the city is also doing priority based budgeting. Priority based budgeting is when each department breaks down all the services they do down in programs and coming up with a cost of those programs. City Council will review those programs to see if there is

anything that the city should reduce or eliminate.

V. UNFINISHED BUSINESS

A. Parks and Recreation Funding:

Mr. Whitaker said the department will go before Council on March 5th with the revised proposal that includes the suggestions and comments from Council at the last work session. He said we will also be presenting two separate prioritized lists of the proposal. One list will relate to the improving of ongoing maintenance and the other will be for the “brick and mortar”. Mr. Whitaker told the board that he would like to help prioritize the lists and give their comments and suggestions prior to the meeting with council. A special meeting was set up for the board to review the lists with staff on February 23rd.

Mr. Whitaker said council will also be prioritizing the lists. He said after Council gets done with their prioritization, City Administrator Tina Volek will collect all the lists, tabulate them, and then on March 19 she will present the information to City Council. It will be at that meeting that City Council will determine what projects they want funded by the assessment. Following that meeting, Ms. Volek will put together a resolution on the agenda for the next business meeting for council to vote on what projects will be funded. Finally, as part of the budgeting process, they will approve the assessment in September 2012.

Mr. Whitaker brought up that one of the items from the assessment proposal brought up by council that they wanted more information on at the last work session were restrooms. He said Park Superintendent Jon Thompson has gone ahead and done some investigating and has compiled a list of restrooms considered to be a priority for repairs, remolding or replacement using the assessment funds during the first year. Mr. Thompson went over the list and broke down 16 restrooms with the top nine as being the most critical in need and the last seven as our other considerations/lower priority. Mr. Thompson's top nine are Optimist, Gorham, Sacajawea, Veterans, Edgerton, Hawthorne, North, Central Park(s) and the Cemetery. The remaining seven are Stewart, Centennial, Castle Rock, Pioneer, Swords, Coulson, and Burlington Park(s). Mr. Thompson based his list on usage.

Mr. DeVore expressed that the Stewart Park restroom should be one of the top nine and not as part of the seven. He felt there is more usage there than at some of the top nine. A suggestion was made to switch Stewart Park restroom with Edgerton's restroom.

Ms. Bonner expressed there was a need for restrooms at Swords and at Phipps. She said there are a lot of people using those parks and there is no restroom at either one. She wanted to see the department put in new vault toilets at both. A suggestion was made to switch Hawthorn with Swords and include a bathroom for Phipps, which was not included anywhere in the list of sixteen.

Chairman Iverson asked for a motion on creating a different list with the boards' recommendations. *Board member Margy Bonner made a motion to substitute Stewart Park restroom for Edgerton Park restroom; and Phipps and Swords Park restroom for Hawthorne restroom and to have Edgerton restroom as number one and Hawthorne as number two on our other consideration list. Board member Rachel Cox seconded. On a voice vote, all were in favor.*

B. Board Sub Committee Update:

The Sale of Parkland sub-committee will be meeting on February 16th. The Board decided to make a motion to increase the number of members on the Sale of Parkland sub-committee since it had changed from the original decision of only 5 members. *Board member Margy Bonner made a motion to increase the number of Sale of Parkland sub-committee members from 5 to 9. Board member Rick DeVore seconded. On a voice vote, all were in favor.*

Chairman Iverson asked Rick to report to the board if his sub-committee on the PMD's would need to change its count of committee members. Mr. DeVore said he would get back to the board if there were any changes.

C. Number of Monthly Board Meetings:

Board members decided on not having 2 regular monthly board meeting but would instead have a special board meeting if any additional meeting were needed.

VI. ACTION ITEMS

- Mark Jarvis is to look into the Swords Park Master Plan and have it ready for review at the March board meeting.
- Mike Whitaker is to send out the list of Supplemental Budget Requests from staff for FY13.

VII. DIVISION REPORTS

A. Recreation Division-Recreation Superintendent Joe Fedin:

Recreation Superintendent Joe Fedin printed report was included in the board packet. No additional information was given.

B. Park Division-Park Superintendent Jon Thompson:

Park Superintendent Jon Thompson printed report was included in the board packet. No additional information was given.

C. Park Planning Division-Park Planner Mark Jarvis:

Park Planner Mark Jarvis printed report was included in the board packet. No additional information was given.

D. Cemetery Division-Cemetery Manager Lee Stadtmiller:

Cemetery Manager Lee Stadtmiller printed report was included in the board packet. No additional information was given.

I. ADJOURNMENT

1:17 pm