

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE November 13, 2013
AND LOCATION: Community Center



ATTENDEES: PRC Board Members:
Tom Rupsis, Rachel Cox, Dayton Rush, Darwin George,
Catherine Grott
PRPL Staff Members:
Mike Whitaker, Director
Jon Thompson, Park Superintendent
Mike Pigg, Park Supervisor
Kory Thomson, Recreation Interim Superintendent
Mark Jarvis, Park Planner
Chris Waite, Volunteer Coordinator
Lee Stadtmiller, Cemetery Superintendent
Guest:
Dale Brow- PAR3 Golf Course
Pastor George Burgin-Harvest Church

I. MEETING CALLED TO ORDER

Vice-Chair Rachel Cox called the meeting to order at 11:30

A. INTRODUCTIONS

Dale Brown – Vice President of the Exchange City/PAR3 Golf Course Board
George Burgin - Harvest Church

B. APPROVAL OF THE MINUTES

Vice-Chair Rachel Cox requested a motion on the minutes. *Board member Cathy Grott made a motion to approve the October 9, 2013 minutes. Board member Tom Rupis seconded. On a voice vote, all members were in favor and the motion passed.*

C. ADDITIONS TO THE AGENDA

None

II. DIRECTORS REPORT – Mike Whitaker

- o Update: We are in the process of interviewing candidates for the Recreation Superintendent position. We hoping to have a decision made by the first part of next week.

III. PUBLIC/BOARD COMMENT

None

IV. UNFINISHED BUSINESS

A. City-wide Park District Projects:

Mr. Whitaker reported:

- All FY13 District ongoing projects are completed and all differed projects are underway or completed.
 - The speed slide has been completed and re-tested. An additional loop has been added to help correct the initial flaw found with the design.
 - Six of the nine restrooms are under construction. They should be completed by the first of December. The three remaining restrooms are modular and are currently being built in another state. The sites they are going on are currently being constructed. We hope to have the sites ready by the end of November and the modular restrooms built and in place before the first of the year.
 - We recently had pre-bid meeting on the playground fall protection. Bids are due November 19th. Plans are to move full speed ahead with the project once the contract has been signed.
- FY14 District projects
 - Rebuild tennis courts at CastleRock and Pioneer
 - Upgrade playground equipment and construct Sprayground at South
 - Replace batting cage equipment at Stewart.

B. Lampman Park:

Mike Whitaker explained that City Council has requested that part of the process of selling Lampman Park is to have it rezoned. He said there was a public neighborhood meeting and they recommend to have zoned for single family residential housing. That recommendation has been given to the Planning Board/Department and they are in the process of moving forward.

C. LWCF Grant:

Chris Waite explained the Land and Water Conservation Funds (LWCF) are federal funds provided to the state and are administered to communities for outdoor recreation purposes/projects. He said there is up to \$75,000 available in a 50/50 match form of LWCF grant funds. He said the grant must be turned in by the 7th of February. It should take the approval process until July 2014 before we know if a project is funded.

Mr. Waite also explained that there are two key components to this grant.

1. A community survey must be done to show what our recreational needs are in the community and prioritized from the greatest need to the least. This will help drive what projects we can fund with those dollars. He said that he and Mark Jarvis are working on updating our city wide needs

assessment survey that was done over four years ago and that survey would qualify in helping us in prioritizing what projects we can fund.

2. We must pay for the project(s) in advance before getting reimbursed and we must have an environmental analysis done prior to submitting the grant.

Rachel Cox asked if we would have to come with half of the \$75,000. Mr. Waite explained that it is half of the total, which is \$150,000. The grant would give \$75,000 and we would have to come up with the other \$75,000.

V. NEW BUSINESS

A. Par 3 Proposed 2014 Budget:

Dale Brown reviewed the Exchange City Golf Course (ECGC) proposed 2014 budget.

- There are no proposed fee increases for the 2014 season.
- Had a really good year and was able to get catch up from 2011.

Mr. Brown also presented a check to the city/department for the remaining 2012 distribution balance, which totaled \$20,000. He said the ECGC board has also approved the 2013 distribution, which will be around \$16,000. He explained it was down from last year because they are paying for repairs to fix one of our irrigation controllers that feed water from Par 3 into Sacajawea Park.

A question was asked as to why the general cost for insurance has gone up almost \$5,600. Mr. Brown was not sure but said he would check into it.

A question was asked if Par 3 would be willing to use the golf course in the winter months for cross country skiing. Mr. Brown said he would have to look into it.

A motion was made to accept the budget as proposed. Board member Darwin George so moved. Board member Cathy Grott seconded. On a voice vote, all were in favor of the budget with the added subject to have the Exchange City Golf Course look into their general cost insurance and its substantial increase from last year's budget.

B. Arbor Day Award:

Jon Thompson announced that the City of Billings has received the Large City Arbor Day Award from the Montana League of Cities and Towns for our outstanding Arbor Day project at Rose Park this past spring. Along with the award, we will receive \$10,000 in a grant to use to establish a matching street tree planting program with home owners and to establish a tree nursery at Wilson Park.

C. Compassionate Weekend Report:

Jon Thompson reviewed some of the things that Harvest Church did for us during their Compassion Weekend back in October.

- Remodel of the Zimmerman Center at Pioneer Park.
- Created a shelter Highland Park.

- Placed parking post barricades at Castlerock and Riverfront Parks.
- Did trail repairs at Phipps Park.
- Painted the maintenance building at Pioneer Park.
- Removed thousands of Russian Olive trees at Riverfront Park.

VI. ACTION/ADDITIONAL ITEMS

- A request was made to have a tour of some of the projects done this year in various parks for next month's meeting.
- A request was made at the October 2012 meeting to have Chuck Barthuly from the Better Billings Foundation give an update on the Oasis water park. Mr. Whitaker has contacted Mr. Barthuly but he is currently busy.
- A request was made to recognize the Forbes family for their donation of parkland. Staff will be looking into options for that recognition.

VII. DIVISION REPORTS

A. Recreation Division-Interim Recreation Superintendent Kory Thomson:

Interim Recreation Superintendent Kory Thomson printed report was mailed out prior to the meeting. A copy of the report is in the 2013 board binder.

B. Park Division-Park Superintendent Jon Thompson:

Park Superintendent Jon Thompson passed out his and reviewed his report.

- All of our park restrooms have been winterized and are now closed.
- All park seasonals have been laid off.
- The Parks Department is preparing the restrooms for the project along with working with the contractor on utility locates, irrigation shut downs and other project logistics.
- Fall application of turf weed herbicide in developed parks was concluded on the first part of October as well as the weekly turf mowing.
- Our Forestry Division was busy in October with "RePlant the Southside", the first ever Billings Parade of Trees Bike Tour and the removal of Russian Olive trees at Riverfront Park with the help of both Harvest Church and the Montana Conservation Corp.

C. Park Planning Division-Park Planner Mark Jarvis:

Park Planner Mark Jarvis printed report was mailed out prior to the meeting. A copy of the report is in the 2013 board binder.

A. Volunteer Coordinator's Report-Chris Waite:

Volunteer Coordinator Chris Waite's report was mailed out prior to the meeting. A copy of the report is in the 2013 board binder.

B. Cemetery Division-Cemetery Manager Lee Stadtmiller:

Cemetery Manager Lee Stadtmiller printed report was mailed out prior to the meeting. A copy of the report is in the 2013 board binder.

I. ADJOURNMENT

12:45 pm