

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** December 11, 2013  
**AND LOCATION:** Community Center



**ATTENDEES:** PRC Board Members:  
Mark Wahl, Tom Rupsis, Rachel Cox, Dayton Rush, Darwin George, Catherine Grott, Rick DeVore, Marcia Clausing, Dayton Rush  
PRPL Staff Members:  
Mike Whitaker, Director  
Jon Thompson, Park Superintendent  
Mike Pigg, Park Supervisor  
Kory Thomson, Recreation Superintendent  
Mark Jarvis, Park Planner  
Chris Waite, Volunteer Coordinator  
Lee Stadtmiller, Cemetery Superintendent  
Guest:  
Denis Pitman- City Council Member  
Chuck Barthuly  
Jackie Hill – Little League Parent Representative  
Justin Becker-Little League Representative

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### I. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:30

#### A. INTRODUCTIONS

Denise Pitman- City Council Member  
Chuck Barthuly, Jackie Hill and Justin Becker

#### B. APPROVAL OF THE MINUTES

Chairman DeVore requested a motion on the minutes. *Board member Rachel Cox made a motion to approve the November 13, 2013 minutes. Board member Tom Rupsis seconded. On a voice vote, all members were in favor and the motion passed.*

#### C. ADDITIONS TO THE AGENDA

- Appointment of PRC Board Officers
- LWCF Grant
- Temporary Dog Parks

### II. DIRECTORS REPORT – Mike Whitaker

- Update: Kory Thomson has been chosen for the Recreation Superintendent position.
- Board members re-appointed for another term; Darwin George, Dayton Rush and Tom Rupis. Mark Wahl has been appointed to serve as School District 2 representative on the board.
- Board member Rachel Cox has decided to go off the board as of January 1, 2014. She has served faithfully on the board since 2005. Mr. Whitaker thanked her for her service and he along with the board expressed how she will be missed.
- Rich Lorenz was chosen by the Mayor to be Rachel Cox's replacement.
- The Park crew is currently working on making an ice skating rink at Veterans. It should be ready tomorrow. A question was asked if there is a restroom available there. Jon Thompson said there was a portable restroom.

### **III. PUBLIC/BOARD COMMENT**

Public comment: Have an ice skating rink in the heights.

### **IV. UNFINISHED BUSINESS**

#### **A. City-wide Park District Projects:**

Mr. Whitaker reported:

- All FY13 District ongoing projects are completed except for the restroom project and playground fall protection.
  - Six of the nine restrooms are still under construction. They should be completed soon. The three modular restrooms are built. We are waiting on a break in weather to have them shipped out and installed.
  - Contract for the playground fall protection as been given to Good Earth Works. They will be working during the winter months. Once the weather breaks, they will begin updating the fall protection.
- 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:**

The rezoning of Lampman Park will be going before City Council in January. Once it has been approved, the department can move forward on it sale. Funds from the sale will go towards fees and Lampman Park Strip.

### **V. NEW BUSINESS**

#### **A. Community Needs Assessment:**

Currently we are doing an update to the needs assessment. The last one was done 5 years ago. This assessment will help with the LCWF grant we are applying for in February.

**B. Naming Request:**

Chuck Barthuly presented a letter to rename Crow Field at Arrowhead Park in memory of Little League coach Greg Chirrick who passed away this year during a little league game at the field. He along with a parent Jackie Hill and Little League representative Justin Becker expressed how this would honor this great man who did a lot for the kids of the Heights Little League.

The board asked if we had a policy in place regarding renaming a baseball field in a city park. Mr. Whitaker said no. The board discussed looking into creating a policy before excepting this request.

*A motion was made to defer making a decision on this request until some research has been done on policies in other communities and a policy is created. Board member Darwin George accepted the motion. Board member Marcia Clausing seconded. On a voice vote, all were in favor and the motion passed.*

Chairman DeVore asked for this topic be kept on the agenda for further discussion.

**C. LWCF Grant Update:**

Chris Waite brought to board for discussion the list of highest ranking areas of importance from the 2009 needs assessment. He would like to use this list to determine which area/project should be considered for the LWCF grant funding if it is awarded to us. He said staff discussed the list beforehand and would like to recommend the South Park playground equipment. Mike Whitaker asked if the board would support staffs recommendation. The board discussed the list and agreed to staff's recommendation but would like to add fall protection to that package. Chairman DeVore asked for a motion. *Board member Rachel Cox motioned for the board to recommend using the LWCF funding if it is awarded to us is used for the South Park playground equipment and fall protection. Board member Rick DeVore seconded. All were in favor, and motion passed.* Mr. Whitaker said they will take the board's recommendation to Council for approval in January.

**D. PRC Board Officers:**

Chairman DeVore asked for the board to nominate the 2014 PRC Board officers. *Board member Cathy Grott made a motion to appoint Rick DeVore as Board Chair. Board member Darwin George seconded. On a voice vote, all were in favor and motion passed.* *Board member Rachel Cox made a motion to appoint Cathy Grott as Vice-chair. Board member Darwin George seconded. On a voice vote, all were in favor and motion passed.*

**E. Temporary Dog Parks:**

Board member Darwin brought up the suggestion to use 2-3 of the city's baseball fields as temporary dog parks during the winter months.

Staff indicated that the current ordinance would need to be changed. (*Currently, we have an ordinance that states no dogs are allowed in city parks unless they in a designation closed in area such as High Sierra Dog Park or on leash along trails and walkways, and designated unimproved natural parks.*)

Mr. Whitaker explained that he needs to discuss making any changes to the ordinance or creating a policy first with the City Administrator to see if she would support us before moving forward. Mark Jarvis said Council would also have to approve both a new policy and any ordinance changes.

The board suggested looking at creating a temporary policy for a trial year in a couple different ballfields to see how it goes.

Park Superintendent Jon Thompson brought up that even though this sounds like a good idea the department would have to consider several different things such as how to deal with the entrances and most fences around the ballfields are only 4 foot.

Chairman DeVore suggested having a meeting between staff and ballfield user groups. Mr. Whitaker said staff also needs to discuss internally.

Mr. DeVore asked for this topic is kept on the agenda to discuss further.

## **VI. ACTION/ADDITIONAL ITEMS**

- Research other communities policies on naming within city parks. Create a policy and bring it back to the board for review and recommendation to City Council.
- A request was made to add to the agenda for next year a look at 2015 District One priority list of projects.
- Add ***Dog Parks in City Ballfields*** to the agenda.
- Add ***Naming Requests*** be added to the agenda.
- 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-Recreation Superintendent Kory Thomson:**

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

- Winter brochure is at the printer and will be out in the January issue of Family Magazine and also be mailed out to our customers.
- Next Wednesday is Santa Calling. This is an annual event.
- Meeting with KTVQ regarding marketing.

- Doing research on purchasing AED's. We are considering on putting one here at the Senior Center along with one at each of the pools.

**B. Park Division-Park Superintendent Jon Thompson:**

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

- Working on snow removal at approximately 86 locations. Also, working on the ice skating rink.
- Working on the logistics for the Urban Forestry grants.
- Planning the 2014 Arbor Day event. This year Pioneer Park will be used as our location.

**C. Park Planning Division-Park Planner Mark Jarvis:**

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

**D. Volunteer Coordinator's Report-Chris Waite:**

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

**E. Cemetery Division-Cemetery Manager Lee Stadtmiller:**

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

**I. ADJOURNMENT**

1:10 pm