

MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE March 12, 2014
AND LOCATION: Community Center



ATTENDEES: PRC Board Members:
Dayton Rush, Rick DeVore, Tom Rupis, Rich Lorenz, Darwin George, Alan King
PRPL Staff Members:
Mike Whitaker, Director
Jon Thompson, Park Superintendent
Kory Thomson, Recreation Superintendent
Mark Jarvis, Park Planner
Lee Stadtmiller, Cemetery Superintendent
Fred Bicha, Forester

I. MEETING CALLED TO ORDER

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

A. INTRODUCTIONS

None

B. APPROVAL OF THE MINUTES

Chairman DeVore requested a motion on the February 12, 2014 minutes. ***Board member Alan King made a motion to approve the February minutes. Board member Darwin George 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

- Staff met with the Billings Gazette to discuss PD1 Projects. There should be an article coming out soon.
- Plans are to tour PD1 projects at the May board meeting.
- City Council voted Monday night to except the board's recommendation for the lease agreement between the City of Billings and the Better Billings Foundation to remain the way it is.
- The Recreation Supervisor position has been changed and split into two new positions referred to Recreations Specialists. The position is entry level and the wages from the former Supervisor position have been split to cover both positions. Interviews for the positions will start this week. We received 76

applications. We will interview 12. Three are local and the rest are out of state. We hope to have a decision made in the next couple of weeks.

III. PUBLIC/BOARD COMMENT

None

IV. UNFINISHED BUSINESS

A. Naming Request:

Jon Thompson provided a revised copy of the Naming and Renaming of Parkland policy. Jon added number seven paragraph to ***Section IV Naming Considerations and Criteria***, which states: *“Following approval of a name by the City Council, the Parks and Recreation Department will identify the specific park or facility with appropriate signage specifying the name. The signage will be designed according to the existing Parks and Recreation Sign Policy for plaques, marker, and memorials.”*

The board reviewed the addition and a suggestion was made to move this paragraph to ***Section III Naming/Renaming Procedure*** as a bullet.

Chairman DeVore asked for a motion on the revised policy. ***Board member Darwin George made a motion to accept the revised policy. Board member Dayton Rush seconded. On a voice vote, all were in favor and the motion passed.***

Following the approved motion, Mr. Whitaker said a letter will be sent to Chuck Barthuly with the policy and application for the request to rename Crow Field.

B. Use of Baseball Fields as Temporary Dog Parks:

Mr. Whitaker said it does not appear there would be a lot of support from City Council for using ballfields as temporary dog parks. He said several members have received emails against it.

He said there are concerns the ballfields would not recover in time to be used when baseball season starts in early spring and there is a chance people would continue to use the fields for their dogs even after they are closed to dogs and open to baseball season. Mr. Whitaker said he also contacted the Billings’ Little League District Commissioner, the National Recreation, and Parks Association’s Directors’ School Network about the pros and cons of using baseball fields as temporary dog parks

It was suggested to bring this up for discussion with the Dog Park committee and get their response along with more public comments before making any final decisions. It was commented that we need more dog parks.

Mark Jarvis said the department understands the need for more dog parks. He said staff is still looking at partnering with the Yellowstone Boys and Girls club regarding land they own to use for a dog park. He said we are also looking at using a portion of Centennial Park. A dog park will be considered in the master

plan update.

Mr. DeVore requested for discussion to continue at next month's board meeting.

V. NEW BUSINESS

A. Mustangs' 2013 Financial Report:

The Mustangs' financial report was presented and reviewed by the board. There were questions or comments regarding the report.

B. Arbor Day:

Forester Fred Bicha notified the board of the upcoming Arbor Day event scheduled for April 25. He said this year's theme is "*Pioneering the Future through Trees*". He encouraged everyone to attend.

The following activities will take place during the event:

- Volunteers will be doing park beautification (park cleanup, tree planting, pruning and mulching) starting at 7:30am.
- 100+ local 4th graders will be touring around 20 environmental education booths in the morning.
- Arbor Day Ceremony with special guest Governor Steve Bullock and tree planting at 12:30.
- Adult educational tree classes and education booths will open to the public in the afternoon.

C. Park, Recreation and Cemetery Board Goal Setting:

Mr. DeVore explained that he and board member Catherine Grott have been discussing project/things out there that should put on a list and tackled at getting done. He said he has talked with Mike Whitaker about a few items such as:

- Finish vision and mission statements.
- Have a Recreation Center with indoor pool
- Create Land Use Policy

A question was asked how the board would look into tackling these ideas. It was asked if the board would have special board meeting. Mr. DeVore said that was a good idea but also thought maybe have a sub-committee take an item, hash it out and then bring it to the board.

Mr. DeVore asked for "**Goal Setting**" is left on the agenda the next few months to give the board a chance to add their ideas they value to the list.

ACTION/ADDITIONAL ITEMS

- Add discussion on the priority list of projects for the next 3 year plan for District 1 funding to the agenda.
- A request was made to recognize the Forbes family for their donation of parkland. Staff will be looking into options for that recognition.

VI. DIVISION REPORTS

A. Recreation Division-Recreation Superintendent Kory Thomson:

Recreation Superintendent Kory Thomson report was mailed out prior to the meeting. A copy of the report is in the 2014 board binder.

- Update: batting cage equipment will be installed April 1-2. We are scheduled to open that first weekend in April.
It was asked what we were all doing to the batting cages. Mr. Thomson said all mechanical equipment is being replaced.

B. Park Division-Park Superintendent Jon Thompson:

Park Superintendent Jon Thompson gave a verbal report.

- We just finished the FY15 budget.
- The parks crew has been doing a lot of snow removal in addition to removing the snow they are repairing their snow removal equipment.
- The Forestry staff has been able to get out and start pruning trees now that the weather is better and the snow is melting.
- The Parks and Forestry staff has been going through various training programs including First Aid/CPR/AED, certified playground inspection, Arborist training, CDL's, pesticide application certification and Maxicom/irrigation program system management.

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 2014 board binder.

- The Requests for Proposals (RFP's) for Centennial Park Master Plan update have come in. We received 6, 3 in state and 3 out of state. All proposals look good. A selection committee has been created to review the RFP's and Board member Dayton Rush has willingly excepted to be on the committee. The committee will be meeting next week and look into choosing a consultant. Hope to have a contract go to City Council for approval in April.

D. 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 2014 board binder.

E. Cemetery Division-Cemetery Manager Lee Stadtmiller:

Cemetery Manager Lee Stadtmiller report was mailed out prior to the meeting. A copy of the report is in the 2014 board binder.

I. ADJOURNMENT

1:10 pm