

# MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** October 8, 2014  
**AND LOCATION:** Community Center



**ATTENDEES:** PRC Board Members:  
Rick DeVore, Tom Rupis, Marc Wahl, Dayton Rush, Darwin George, Catherine Grott, Alan King  
PRPL Staff Members:  
Mike Whitaker, Director  
Kory Thomson, Recreation Superintendent  
Mark Jarvis, Park Planner  
Lee Stadtmiller, Cemetery Superintendent

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## I. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:35.

### A. INTRODUCTIONS

Assistant Administrator Bruce McCandless, Assistant Fire Chief Bill Rash and Officer.

### B. APPROVAL OF THE MINUTES

Chairman DeVore asked for approval of the September 10, 2014 minutes. ***Board member Tom Rupis made a motion to approve. Board member Darwin George seconded. On a voice vote, all were in favor.***

### C. ADDITIONS TO THE AGENDA

None

## II. DIRECTORS REPORT – Mike Whitaker

- The department received 4 awards at the Montana Recreation Parks Association conference. Those awards were 2 awards given for Outstanding Achievement in the Field 2014 to Mark Jarvis and Chris Waite, Citation of Merit for our Adventure Camp recreation program and an award for the development of our outreach division given to Chris.
- City Council has approved the list of projects for Park District 1 FY2015.
- Had a meeting with the Amend Park Development Council. Board members that attended the meeting were Marc Wahl and Tom Rupis. Mr. Rupis said this was the first time the council has even met. Felt that the meeting went good.
- We have had 2 interviews so far for the Forestry position. We plan on having another one this coming Friday. We had only 15 applicants. If we cannot find a good fit then we will re-advertise the position.

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

None

### **IV. NEW BUSINESS**

#### **A. Billings Public Safety Mill Levy:**

Assistant Administrator Bruce McCandless and Assistant Fire Chief Bill Rash gave a presentation on the Public Safety Mill Levy that is on the November ballot.

#### **B. Parks and Recreation Comprehensive Plan Update:**

Mr. Whitaker said this plan has been funded. He said that it should begin within the next month or two.

Park Planner Mark Jarvis gave a presentation on Parks and Recreation comprehensive planning project.

- The department manages about 10% of the land within the city limits of Billings. This includes both parkland and other public lands in the city.
- We own over 500 parcels of land.
- A comprehensive plan is an inventory of existing conditions; it provides recommendations for future programs and services, acquisition development and all those kinds of things.
- The plan is officially adopted by a governing body and in our case, it is City Council.
- The plan should be updated regularly.
- This will be the first comprehensive plan done by our department since 1997. It will be an update of our 20/20 plan done that year.
- This will be part of our accreditation.
- User groups, School District 2 and other city departments will be giving their input into the plan.
- It will make us a more effective and efficient department.
- We will be audited by a group of professionals. We will have a list of standards we need to meet.

#### **C. Parkland Acquisition through the Subdivision Process:**

Discussion was postponed.

### **ACTION/ADDITIONAL ITEMS**

- Update on dog parks.
- Update on Sale of Parkland.
- Poly Vista-we are looking at programming that facility this fall with a kick-ball and co-ed softball tournament. We are also looking at other opportunities with other user groups. The Park staff have been there doing a lot of repairs.
- Continue discussion on PRPL agreements. Priority agreements are Amend and Stewart. Look more at Par3 and Dehler Park at an upcoming meeting.
- Build accreditation into the strategic plan.
- Check into using Poly Vista ballfield for a dog park.

- Continue 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.

## **V. DIVISION REPORTS**

### **A. Recreation Division-Recreation Superintendent Kory Thomson:**

- In the middle of our fall programs and preparing for our winter season.
- We will be remodeling the front office. Funding for this project will be coming from a Supplemental Budget Request that was approved by Council. We hope to have the project done late this fall, early winter.
- Pool sales this year was a good not great. June and August was a little cooler so that effected attendance.

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

No additional information.

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

- Developing a memorandum of understanding with Yellowstone Boys and Girls ranch regarding a dog park on their property.
- Sold a piece of parkland in Rehberg Ranch. In the process of selling another piece in Briarwood. Still working on Lampman. It is ready to be put out on the market.

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

No additional information.

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

No additional information.

## **I. ADJOURNMENT**

1:15 pm