

## MEETING MINUTES

**RECORDED BY:** Chris Waite

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE** November 12, 2014  
**AND LOCATION:** Community Center



**ATTENDEES:** PRC Board Members:  
Rick DeVore, Alan King, Rich Lorenz, Catherine Grott,  
Marcia Clausing, Dayton Rush, Mark Wahl, Darwin George  
PRPL Staff Members:  
Mike Whitaker, Director  
Jon Thompson, Park Superintendent  
Kory Thomson, Recreation Supervisor  
Mark Jarvis, Park Planner  
Chris Waite, Volunteer Coordinator  
Lee Stadtmiller, Cemetery Superintendent  
Guest:  
N/A

---

### A. MEETING CALLED TO ORDER

Chairman Rick DeVore called the meeting to order at 11:32

#### A. INTRODUCTIONS

N/A

#### B. APPROVAL OF THE MINUTES

Chairman Rick DeVore requested a motion on the minutes. *Board member Darwin George made a motion to approve the October 8, 2014 minutes. Board member Mark Wahl seconded. On a voice vote, all members were in favor and the motion passed. Board member Darwin George made a motion to approve the October 31, 2014 minutes. Board member Rich Lorenz 2<sup>nd</sup>. On a voice vote, all were in favor and the motion passed.*

#### C. ADDITIONS TO THE AGENDA

Chairman Rick DeVore requested an update on lease agreements be provided.

### B. DIRECTORS REPORT – Mike Whitaker

It was reported that Animal Control held a public meeting regarding the City of Billings Dog Ordinance. Mike has put a discussion of the ordinance on the Board agenda for next month. Board member Darwin George asked for clarification on how Animal Control relates to the ordinance. Mike Whitaker responded that Animal Control makes recommendations to City Council in regards to the Ordinance. Mark Jarvis explained that he has been in close contact with Animal Control about the ordinance and will

continue to work with them as changes occur.

### **C. PUBLIC/BOARD COMMENT**

None

### **D. OLD BUSINESS**

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

Mr. Whitaker reported:

- A consultant was hired for the upcoming tennis court reconstruction project. The contract was approved by City Council on October 27th.
- The South Park Splash Pad request for proposals is out.
- The South Park Playground Renovation Grant contract was signed and sent back to the State. It is expected the project will break ground in the spring of 2015.
- Staff plans to hold a grand opening for all three projects when they are completed.

#### **B. City-wide Park District Projects**

Mr. Whitaker Reported (**see attached list of projects**):

- 3 Year Plan (FY 16-19)-Staff highlighted projects that met 3 of the 5 criteria the Board setup previously to prioritize deferred maintenance projects. Cathy Grott asked if staff could clarify how the irrigation projects relate to safety, health, and welfare. Jon Thompson, Parks Superintendent, explained that manual irrigation systems must be run during the day, which causes user conflicts. Having an automated system that could run at night would improve the welfare of park users by making the parks more accessible. Additionally, the manual systems have components that can pose tripping hazards that an automated system would solve.

The proposed irrigation system upgrade projects were discussed including evaluating the potential for using wells as a water source and calculating the estimated savings by switching from manual systems to automated systems. Additionally, the benefits of being able to free up staff who were responsible for running the manual systems to be available for other maintenance projects was discussed.

Mr. Whitaker noted that road improvements located at Riverfront Park was identified as the top priority according to the 2013 needs assessment. The proposed projects will continue to address restroom upgrades in various parks. Some restrooms will be renovated and some such as Coulson Park will be replaced. Coulson Park Restrooms will be replaced with a product similar to the vault toilets recently installed at Swords Park.

Rick DeVore asked about the proposed improvements to Poly Vista Park. Jon Thompson said it is undetermined what the best method for the improvements there are. Staff would evaluate which method is most cost effective by either trying to repair the structures there, or demolish and put in new structures. Discussion continued about the future use of the

park. Kory Thompson stated that a meeting was scheduled for this evening with user groups of Poly Vista. He said they will discuss the potential of moving to a model similar to club baseball where the Rec. Division has a more active role in scheduling the facility and eliminating the need for all the separate clubs to fill out use permits and take different pieces of the scheduling.

The ramp to the mausoleums at Mountview Cemetery project was discussed. Lee Stadtmiller explained some of the potential challenges to the project including lack of electricity and physical constraints with the doors. Discussion continued on identifying other Americans with Disabilities Act (ADA) projects throughout the parks.

The third year of the proposed projects focused on needed repairs to aquatics facilities including bathhouse renovations at both pools.

It was determined that staff would evaluate other needed ADA projects and provide potential projects for each year at the next board meeting.

Additionally, staff would quantify the estimated savings by the automated irrigation system upgrades.

- C. Lease Agreements- Mike said he would have a discussion with Board Chairman Rick DeVore about how to proceed with the lease agreements and come back to the board.

## **E. NEW BUSINESS**

N/A

## **F. DIVISION REPORTS**

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

Recreation Superintendent Kory Thomson's report was mailed out prior to the meeting. A copy of the report is in the 2014 board binder. Kory stated the completion of fall programs was nearing. He noted the success of a new program Tiny Tikes that is a spinoff of the successful summer program Playhouse. Tiny Tikes is in its second session. Recreation staff is gearing up for a busy time of year with preparations for January programs and the winter brochure. He also noted that the website was going through a minor re-design with some changes to include further integration of social media and use of video.

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

Park Superintendent Jon Thompson's report was handed out at the beginning of the meeting. A copy of the report is in the 2014 board binder. Jon stated that a list of statistics is being compiled on park use. This year there were 580 shelter rentals and of them, 468 were on the weekends. It highlights the need for the weekend staff member that was added a few years back. Additionally, there were 21 sound stage rentals, 140 special events and many building rentals at North Park and the Zimmerman Center. He also noted that he is in the process of developing a field maintenance manual that would include standards to be used by those doing work on the ball fields. Lastly, he discussed his involvement in the recent Homeless Summit that focuses on issues affecting the parks as well as the City of

Billings.

**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 2014 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 2014 board binder. Chris highlighted the success of the Refresh the Rims project in partnership with Montana State University-Billings.

**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 2014 board binder.

**I. ADJOURNMENT**

1:13 pm