

# MEETING MINUTES

RECORDED BY: Melonie Trang

MEETING PURPOSE: PRC Board Meeting

MEETING DATE  
AND LOCATION: December 10, 2014  
Community Center



ATTENDEES: PRC Board Members:

Rick DeVore, Rich Lorenz, Catherine Grott, Marcia Clausing,  
Dayton Rush, Mark Wahl, Tom Rupis

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  
Hannah Luedt, Recreation Specialist  
Paul Reinhardt, Recreation Specialist

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## I. MEETING CALLED TO ORDER

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

### A. INTRODUCTIONS

Brian representing the Billings Exchange Golf Course/Par3

### B. APPROVAL OF THE MINUTES

Chairman Rick DeVore requested a motion on the minutes. *Board member Rich Lorenz made a motion to approve the November 12, 2014 minutes. Board member Marcia Clausing seconded. On a voice vote, all members were in favor and the motion passed.*

### C. ADDITIONS TO THE AGENDA

Western Sugar Easement was added under New Business.

## II. DIRECTORS REPORT – Mike Whitaker

Mike Whitaker announced that the Billings Mustangs has been sold to new owners, Dave Heller and his business partner Bob Herrfeldt. Mike said we should know more soon. They will be coming to the board in the future with the Mustangs budget report.

Mr. Whitaker said Rick DeVore and Marc Wahl will be reappointed to the board for another 4 year term. He said the current vacant position left by Alan King has been filled. The new board member is Francis (Lew) Morris.

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

None

### **IV. OLD BUSINESS**

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

Mr. Whitaker reviewed the final list of projects for the FY2016-FY2018 deferred maintenance capital plan with the board.

- a) Proposed First Year Projects: \$2,075,000
  - Athletic courts
  - Park irrigation automation
  - Aquatics operation infrastructure
  - Poly Vista Sports Complex-accessibility compliant
  - Restroom remodel/replacement
  - Playground fall protection upgrades and playground replacement
  - Ongoing maintenance and operations
- b) Proposed Second Year Projects: \$2,040,000
  - Cemetery Mausoleum accessibility
  - Restroom remodel/replacement
  - Repair Riverfront Park roads and parking areas
  - Playground replacements
  - Park irrigation automation
  - Ongoing maintenance and operations
- c) Proposed Third Year Projects: \$2,050,000
  - Aquatics renovations
  - Park irrigation automation
  - Ongoing maintenance and operations

A request was made to have the proposed list sent to City Council.

*Board member Rich Lorenz made a motion to recommend the proposed FY16-FY18 Deferred Maintenance Capital Plan be sent to City Council for their review and approval. Board member Marcia Clausing seconded. On a voice vote, all approved and motion passed.*

#### **B. User Groups Agreements Update**

Staff has begun the process of updating the agreements. Mike Whitaker said staff met with BSA this morning and they are open to working with us. Plans are to meet with them again in January.

Mike said there are also plans to meet with APDC (Amend Park Development Council) in January.

### **V. NEW BUSINESS**

#### **A. Par 3 Golf Course 2015 Budget:**

Brian, treasurer for the Billings Exchange City Golf Course presented the proposed 2015 budget for the Par3 golf course. He showed several proposed increases in range balls charges, green fees and cart rental. There are also

proposed increases in salaries, utilities and repairs and maintenance.

A comment was made that the fence along Central does not look very good. Mike Whitaker commented for Par 3 to look at doing something about it in their next budget year.

Board chair Rick DeVore requested a motion to recommend the budget to City Council. *Board member Tom Rupis made a recommendation for the proposed Par 3 proposed 2015 budget be sent to City Council for their approval. Board member Rich Lorenz seconded. On a voice vote, all were in favor and motion passed.*

**B. City of Billings Dog Ordinance:**

A committee is being formed to review the city's dog ordinance. The committee will include staff, animal control officer Dave Cline and someone from the park board. Marcia Clausing volunteered to be on the committee.

**C. South Park Playground Replacement:**

- Two Requests for Proposals (RFP's) have been sent out. Deadline to respond is January 6<sup>th</sup>.
- The RFP's are for one standard playground equipment. The other is for a signature piece, which will have a unique play feature.
- A committee will be formed to review the proposals. It will include PRPL staff, members of the Southside Task Force and a Park Board member. Board member Tom Rupis volunteered to be on the committee.
- Park staff is currently working on removing the old playground equipment. The area will be fenced and closed for the winter.
- Cost savings to have the playground removed in house will be around \$20-30,000.

**D. South Park Sprayground:**

- We will be hiring an engineering design consultant for the sprayground.
- A committee will be formed to evaluate the proposals. The committee will include PRPL staff, members of the Southside Task Force and a Park Board member. Board member Rick DeVore has asked to volunteer on the committee.

**E. Pioneer Park Playground Replacement:**

- Two Requests for Proposals (RFP's) have been sent out. Deadline to respond is January 16<sup>th</sup>.
- The RFP's are for one standard playground equipment. The other is for a signature piece, which will have a unique play feature.
- A committee will be formed to review the proposals. It will include PRPL staff, members of the North Task Force and a Park Board member. Board member Dayton Rush volunteered to be on the committee.
- Park staff will begin removal of the old playground equipment after South and

will be contingent on weather. The area will also be fenced and closed for the winter.

**F. Western Sugar Easement:**

A meeting is scheduled with the Western Sugar Company to discuss an easement across their property for a trail. The trail is part of a marathon route around Billings. A portion of the trail will need to go through a part of land owned by Western Sugar.

Western Sugar Company has expressed some concerns with the integrity of their intake pump and the increase of people who could do any damage to it.

Mike Whitaker said the Billings Chamber of Commerce who is very actively involved on this project would like the board to pass a motion recommending the City moves forward on this easement and enter into an agreement with Western Sugar Company since we will be managing the trail.

*Board member Catherine Grott made a motion that we recommend the City to and enter an agreement with Western Sugar Company to put an easement across their property. Board member Dayton Rush seconded. On a voice vote, motion passed.*

**I. 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 added the winter brochure is at the printers. Recreation Specialist Hannah Luedt and Paul Reinhardt both worked on the brochure and did a great job.

**B. Park/Urban Forestry 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 mentioned the ice skating rink at Veterans was skated on over Thanksgiving weekend. The rink is closed right now though due to warmer weather. He did say that if it gets colder and stays that way, they will be able to open it back up. Lastly, he discussed putting together a committee to develop an Emerald Ash Bore strategic plan. This plan would be to how to handle the disease once it reaches here, how we can prepare for it, etc. Jon said the committee will include staff, members of the commercial arborist community, Public Works the City Planning Department and a member of the Park Board. Board member Dayton Rush volunteered.

**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.

**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**

1:00 pm