

## MEETING MINUTES

**RECORDED BY:** Melonie Trang

**MEETING PURPOSE:** PRC Board Meeting

**MEETING DATE AND LOCATION:** July 8, 2009  
Community Center



**ATTENDEES:** PRC Board Members:  
Tom Iverson, Rick DeVore, Rachel Cox, Darwin George, Gary Gray, Todd Royal, Margy Bonner, Catherine Grott

PRPL Staff Members:  
Mike Whitaker, PRPL Director  
Jon Thompson, Park Superintendent  
Joe Fedin, Recreation Superintendent  
Lee Stadtmiller, Cemetery Superintendent  
Mark Jarvis, Park Planner

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### I. MEETING CALLED TO ORDER

Chairman Tom Iverson called the meeting to order at 11:35 am.

#### A. INTRODUCTIONS

#### B. APPROVAL OF THE JUNE 10, 2009 MINUTES

Chair Iverson requested a motion to approve the June 10, 2009 minutes. *Board member Catherine Grott made a motion to accept the minutes. Board member Rick DeVore seconded. On a voice vote, motion was accepted unanimously.*

#### C. ADDITIONS TO THE AGENDA

No additions

### II. DIRECTORS REPORT – Mike Whitaker

Director Mike Whitaker announced a special PRC Board meeting scheduled for August 4<sup>th</sup> to have a formal presentation on the results the needs assessment survey. Mr. Whitaker said the consultant will be giving three presentations; City Council, Chamber breakfast and PRC Board.

Mr. Whitaker updated the Board on beer sales at Stewart Park. He said the cities Legal Department has reviewed the insurance that was provided and it does not meet the requirements as it relates to liquor insurance. Mr. Whitaker said Legal is not accepting the current insurance or move forward on it until adequate insurance is provided.

Mr. Whitaker informed the Board that Public Works Director Dave Mumford has plans to meet with the department to discuss if there is anything they can do over and above what

has been contracted out to make Rimview Park a more usable area. An update will be given on a later date as to the results of what is discussed at that meeting.

### **III. PUBLIC COMMENT**

No comment

### **IV. UNFINISHED BUSINESS**

#### **A. Parks and Recreation Needs Assessment:**

#### **B. Selling Parkland Criteria:**

Park Planner Mark Jarvis presented to the Board a rough draft outline of criteria for the sale or transfer of parkland. Draft included sections for description, parkland(s) to be evaluated, and questions and responses.

Mr. Whitaker said they plan to present the criteria to City Council at the August 17<sup>th</sup> work session to receive their input and to see what parcels of land they would like the department to look at.

A question was asked regarding the use of funds from the sale of parkland. Mr. Whitaker said the funds from the sale of one parcel of parkland would be capitalized to develop another.

A board member brought up the option use the funds from a sale to purchase additional land.

There was a concern that selling off parkland would cut into the budget because the city would see it as less parkland to care for.

A comment was made that the criteria include that the neighbors of the parkland being considered for sale be notified and in support of the sale or transfer.

A question was asked as to how many parcels would be looked at for sale or transfer. Mr. Jarvis said he believes there is currently about a dozen.

### **V. NEW BUSINESS**

#### **A. Board Members Conflict of Interest:**

The Board reviewed city ordinance section 2-511-515 establishing the Parks, Recreation and Cemetery Board.

There was brief discussion on the responsibilities and conduct of board members in regards to letters to the editor or public comments. It was agreed that board members keep their personal opinions as personal comments and not of the opinion/comments of the whole board.

#### **B. Mustangs' Lease Payment:**

Board member Rick DeVore informed the Board that as per the information provided by the cities finance department, payment from the lease agreement with

Billings Mustangs' goes directly into the cities general fund. (Funding from the sale of bricks and donations generates the stadiums maintenance fund.) It was explained by PRPL staff that the purpose for the payment going into the general fund instead of the maintenance fund is due to fact that if there is a major catastrophe, the general fund is better equipped in handling the situation financially.

Mr. DeVore expressed that he would like to see the Mustangs' lease payment go directly back into the maintenance fund. He made a recommendation to have the board present to City Council a proposed change to have the lease payment deposited into the maintenance fund. Mr. Whitaker requested the board to wait on any formal recommendation to City Council until the results of the needs assessment survey have come in. He said there is a question in the survey asking if it is important for the department to be able to control its own funds. Mr. Whitaker would like to wait to see how the public response is to that question before moving ahead on funding recommendations.

**C. Shelter/Use permit:**

Board member Rick DeVore brought up for discussion the procedures/policy for shelter and use permits in regards to individuals or groups putting stakes into the ground. He said he was recently informed of a situation in which stakes were pounded into the ground at Central Park and one of the stakes hit the main water line shutting off all water for several days until it was fixed. He was told that there is currently nothing in place to charge individuals for damage. Mr. DeVore expressed that we should have something in place that if we are not contacted and an individual or group damage water lines due to putting stakes into the ground they should be accountable in paying for the repairs.

Staff commented that anyone calling in or coming into the office to purchase a permit are asked if they will be putting stakes into the ground and if so they are to contact park staff as to where they can place the stakes. Staff also said that many times individuals or groups do not contact the department if they plan to put stakes into the ground. Staff agrees that there needs to be some changes and revisions done to the permits to cover damages.

**VI. DIVISION UPDATES**

**A. Recreation Division-Recreation Superintendent Joe Fedin:**

Recreation Superintendent Joe Fedin reported that he is working with Ian Elliot on having six evening youth concerts at Dehler Park. Concerts will be free, open to the public and will be held over several days in July and August.

Mr. Fedin said summer is going fairly well. He said this has not been our best summer for making money mainly due to cooler weather conditions earlier on in the season.

Mr. Fedin reported that one of the Recreation buses is down. The department is borrowing a bus from MET to get through until the new buses ordered at the beginning the year come in.

Mr. Fedin said they were having problems with online registration. He said it had to do with the SSL certificate (the security part of the website) expiring. He said they have since fixed the problem and things are up and running again.

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

Update report was included in the board packet.

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

Update report was included in the board packet.

Chairman Iverson asked about the status of Pioneer Park Master Plan. Mr. Jarvis said he is waiting for the consultant to come back to the department with a work plan and then we can move forward.

**D. Cemetery Division-Cemetery Superintendent Lee Stadtmiller:**

Update report was included in the board packet.

**VII. ADJOURNMENT**

*Board member Rick DeVore made a motion to adjourn. Board member Todd Royal seconded. Motion passed, meeting adjourned at 1:05 pm*