

**SPECIAL JOINT MEETING
CITY/COUNTY PLANNING BOARD
PARKS, REC. & CEMETARY BOARD**



OCTOBER 18, 2017

Draft—To be approved by a motion on November 14, 2017

1. CALL THE MEETING TO ORDER

Chairperson Rick DeVore, Parks, Recreation & Cemetery Board, called the special joint meeting to order at 11:00 am on Wednesday, October 18, 2017, in the Parks & Recreation Conference Room, 390 N 23rd Street, Billings, Montana.

A. INTRODUCTIONS

Parks, Recreation & Cemetery Board: Chairman Rick Devore, Lew Morris; Rich Lorenz, Darwin George, Tim Warburton, Chuck Platt

Planning Board Members: Darell Tunnicliff, President, City Ward IV; Patrick Klugman, Vice President, City Ward V; David Goodridge, City Ward I; LaVern Bass, City Ward III; Dennis Cook, BOCC District 2; Woody Woods, BOCC District 5;

Planning staff members: Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Tammy Deines, Planning Clerk

Parks Department Staff: Mike Whitaker, Director, Parks & Recreation Department; Mark Jarvis, Planner, Parks & Recreation Department, Mike Pigg, Parks Superintendent; Kory Thomson, Recreations Superintendent; Melonie Trang, Administrative Secretary

Consultants: Mike Svetz, Pros Consulting, presenting. Jolene Rieck, Peaks to Plains Design

B. ADDITIONS TO THE OCTOBER 18, 2017 Agenda: There were no additions to the agenda.

C. APPROVAL OF MINUTES: Park Board minutes for August 9 & 16, September 13, 2017 will be considered at next month's meeting. Planning Board minutes will be considered on October 24, 2017.

2. PARKS & RECREATION REPORT-Michael Whitaker, Director

3. PUBLIC COMMENT: There were no public comments.

4. OLD BUSINESS:

4a. Billings Parks and Recreation Comprehensive Plan, Mike Svetz, Pros Consulting, presenting. .

Consultant Mike Svetz opened this agenda item with a brief introduction and followed

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with a PowerPoint presentation on the Billings Parks and Recreation Comprehensive Plan and commented on each slide.

Community Input Summary-Priority Investment Rating-How do we meet the needs of the community? The plan lists activities and the corresponding facility with the need in rank ordering. Mike Svetz pointed out that amenities for walking/jogging/biking trails does not necessarily mean lineal systems but also includes safe places to do this with loop trails within the neighborhoods and existing and new park systems.

Prioritized Programs-there is a tremendous amount of high programmatic uses. The City does not currently have a facility to host some of the high priority activities as there is no indoor facility space. This is noted in the CIP.

Programs and Services Strategy-what actions are needed and what is the timeline to fulfill the uses?

Priorities-Facilities and Amenities. From High to Low. Walking/Biking trails, Small Neighborhood Parks, Off-leash dog parks. Discussed using a low-strategic approach in providing these amenities.

Service Level Standards- This slide identifies current service levels and the recommended service level. Eighty acres of community parkland is needed. There is some opportunity with the undeveloped parkland to fill this need. The fifteen-year projection for increase population growth will increase the demand for developed parks. Mr. Svetz discussed the benefits of sports complex parks to communities. Recreation facilities need a feasibility study related to the specific element.

Service Level Standards Outdoor Amenities (2017 versus 2032). Mr. Svetz noted that the service level standards are not established for trails as it is a network. Amenities include Reservable Picnic Shelters, Regulation Sports Fields, Multi-Gen Recreational Center. He said the winter climate shifts people to move to heated indoor space to participate in activities from November to May.

Kristi Drake, BikeNet, commented that some groups meet at schools for indoor activities and asked if this is considered. Mr. Svetz stated this may be random due to the school schedules and their willingness to include these activities. Schools are set up for educational experiences. From a recreation center point of view, a community center would include opportunities for swimming, walking track, fitness center, and gymnasium space complemented with meeting spaces and enrichment spaces.

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Capital Improvements-"Total Cost of Ownership"-Capital Investment + Operations & Maintenance+Lifecycle Replacement \$. Mr. Svetz explained the need for understanding Cost Buckets- Critical maintenance projects; Sustainable Costs-sustainable projects, strategic changes to park system; Visionary Costs-for complete park renovation, new facilities.

Capital Improvement Plan Summary

Critical Projects -	\$ 22,542,500
Sustainable Projects-	\$ 770,000
Visionary Projects	\$ 55,300,000
Grand Total	\$78,612,500 *

***There is an additional recommendation divestiture of 37 parkland parcels totaling 56 acres. (Page 153 of plan)** Kristi Drake asked for a map of the identified properties. Mark Jarvis said there is nothing printed at this time but it could be made available. Bill Cole offered to answer questions as he is a committee member. Park Board members said the committee desires to dispense these parcels, and this information has to be brought before City Council. Mike Svetz said a Community Driven Master Plan reflects the values of the community and points out why projects are brought forward on an individual basis. He stressed the importance of using resources within the community and using nonprofit agencies to advocate for fundraising for projects. Planning Board member David Goodridge commented there is a level of participation and proven commitment pointed out through the community surveys. Mike Svetz stated the Parks Department has the opportunity to show success stories through the utilization of the park maintenance funds. There are a number of potential funding strategies included in the master plan.

Park Staffing-Staff levels are deficient by at least 5.5 FTE's in order to meet the staffing requirements for Best Practice Staff levels.

Parks Operations-Identification of funding for actual Billings cost per acre, Best practice cost per acre, and the additional funding needed to meet best practices. Mr. Svetz point out the concern that if best practice maintenance and staffing is not applied to investments they will have to be replaced sooner.

Task time Analysis-Achieving the best practice guideline would equate to an additional 2,216 hours of actual work performed annually. This is the equivalent of 1.06 FTEs, (or approximately \$50,000 in total employee compensation).

Recommendation for Satellite Maintenance Facilities-The recommendation is for a facility in the Heights and another located in the West End of Billings.

Return on Investment in years=20 years

Efficiencies gained by constructing the 2 maintenance yards=\$50,000 annually.

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Planning Board member Klugman commented on the potential increased efficiency of response time. Planning Board member Goodman suggested placing these facilities on existing parkland.

Capital Improvement funding. Primary Sources: Increase in City Wide Park District 1 funding, Grants-501 (c)3; Other sources identified in the Master Plan.

Planning Board member Klugman commented on implementation and asked what funding source Montana lacks. Consultant Svetz replied "sales tax" and commented on other cities that use a "meals tax" to invest in infrastructure. Mike Whittaker noted an additional \$300,000 that was leveraged as match through Park District Funds, (PD-1 funds). Discussion followed on diversification of the funding portfolio. Board member Goodrich asked if the district portfolio is defined. Mike Whittaker replied the boundary grows with the City.

Best Practice Recommendations for Subdivision Regulations-work towards growth starting to pay for itself. Mr. Svetz referred to the appendix listing the existing language, recommendation, rationale, and fiscal considerations. He explained if the recommendation is for approval of the plan, the appendix is not adopted as the subdivision regulation changes listed are only recommendations for the development community.

Areas of Recommendations-listing of considerations-The City should be credited for including this as a scope item as it addresses the codes dealing with development providing a better opportunity to bring the recommendations of the master plan forward.

Planning Board President Tunnicliff asked about-best practices for replacement costs and suggested doing a park specific master plan. He said the flaw is not considering the cost of long term maintenance of facilities.

Mike Svetz advocated for doing maintenance plans and designing a facility that will address revenue capture. Parks Board members commented on the difficulty of selling the need to the community. Mr. Svetz pointed out the importance of ownership and communication to the community through workshops to keep the momentum going. He suggested advocating for champions who are active in City Council, Parks staff, and the Parks Board. He stressed it has to be a priority on a political level to become a reality.

Planning Board member Goodrich noted significant changes on County design standards brought forward by a Subcommittee intimated by the Planning Board. He asked how this master plan compares to previous plans with the availability of data. Mr. Svetz explained the previous master plan was done 17 years ago and looked at demography and service radius. This plan recommends tracking a maintenance system and it will be implemented as soon as possible. The Parks Board has met with the Chamber and Board of Realtors and will be presenting to City Council on November 6, 2017 to fund underdeveloped parkland as they wish to increase Park District 1. Bill Cole asked for Mr. Svetz' comments on this approach versus the larger picture of presenting a "big ask". Mr. Svetz stated Billings is the type of community that doesn't recognize how big it is. If an incremental foundational difference is made, then advocacy can be built at a grass roots level for future projects.

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Planning Board Member Cook asked if there is value in divesting the undeveloped properties and he commented that a foundation would be good for planning purposes. He suggested dedication of parkland may need to be addressed legislatively. He said he feels the Master Plan is a good plan but it comes with the challenges of bringing it forward to community. Mr. Cook stated he feels there is a need to make the aquatic center happen within a certain time frame and he asked if Operation and Maintenance reserve accounts are set up. Director Whittaker stated there is no reserve in any accounts. Planning Board Member Cook commented on the benefits of building reserves within a budget to fall back on for maintenance purposes. He said he is excited to have the Master Plan in place.

PUBLIC COMMENT: There was no further public comment.

PARK BOARD ACTION

Motion

Lew Morris made a motion and was seconded by Tim Warburton to forward a recommendation of approval of the 2017 City of Billings Parks and Recreation Comprehensive Plan. The motion carried with a unanimous voice vote.

CITY/COUNTY PLANNING BOARD ACTION

Motion

Planning Board member David Goodrich made a motion and it was seconded by Planning Board member to forward a recommendation of approval of the 2017 City of Billings Parks and Recreation Plan. The motion carried with a unanimous voice vote.

**This item will be heard by City Council on November 13, 2017.*

Director Whittaker thanked the Planning Board for their involvement and invited Planning Board members to attend the November 13, 2017 City Council meeting and speak on their behalf for this plan.

9. OTHER BUSINESS/ANNOUNCEMENTS

Special Meeting. Ethics Training for Boards and Commissions. Wednesday, October 18, 2017, 4:00-6:00 pm Billings Community Center This is a training session for members of City and County Board and Commission members. City Council members and the YC Commissioners will be invited to attend. The Local Government Center will be presenting along with City and County Legal staff.

ADJOURNMENT: 12:30 p.m.

DRAFT--To be approved by a motion by the City/County Planning Board on November 14, 2017