



City of Helena

# CITY-COUNTY PARKS ADVISORY BOARD SUMMARY

Wednesday, February 1, 2017



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### City Members

- Pat Doyle
- Ross Johnson
- Steve Baiamonte

### County Members

- Dave Payne
- Ken Wallace
- Ernie Lundberg (Lincoln Parks Board)

### Joint Member

- Kalli Kind, School District Representative

### Commission Representatives

- Rob Farris-Olsen, City Commissioner
- Jim McCormick, County Commissioner

### Staff Contact

- Matt Heimel, Lewis and Clark County Special Districts Planner
- Amy Teegarden, Parks and Recreation Director
- Craig Marr, Parks Superintendent
- Todd Wheeler, Recreation and Aquatics Program Manager
- Jennifer Schade, Recorder

**LOCATION:** City-County Building, Room 426

**TIME:** 11:30 am – 1:00 pm

**Visitor(s):** Joe Cohenour, Gary Dalton, Al Knauber, Alex Ostberg, Lydia Sakowski, Dave Smith, Stacy Sommer, Peggy Stringer, and Lindsay Ford, KTVH.

## 1. Call to Order

Chairman, Pat Doyle called the City-County Parks Board Meeting to order at 11:34 am.

## 2. Establish Quorum/Introductions/Review Agenda/Approval of Minutes

- Chairman, Pat Doyle established a quorum.
- Approval of: January 4, 2017 Minutes
  - Dave Payne noted that he was in attendance at the last meeting. Jennifer will make that correction.
  - With no other corrections, Dave moved to accept the January 4, 2017 minutes as corrected. Steve seconded. Motion carried.
- VISTA Volunteer Introduction – Amy
  - Amy – last fall the city applied to be a host for a VISTA volunteer to assist us with the 6<sup>th</sup> Ward Garden Park project. Lydia’s focus will be working with the advisory council helping to formalize a strong volunteer program and strategic partners. Lydia is a great addition. Lydia will present an update on the park to this board in the next couple months. Welcome Lydia!

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### 3. Comments from Persons Present

The board will accept brief comments from the public for items that are not on the agenda at this time.

- None.

### 4. Unfinished Business

- Parks Report – Amy and Cory
  - Amy stated that there were 24 calls for service in the month of January. There was one mental health incident and one arrest. 10 of the calls were to animal control.
  - Once we obtain a full year of statistics, we as a board will then decide what we want to do with this information. It will be a year in May.
  - Board members expressed appreciation for this report.
- Indoor Recreation Facility Update – HRSA
  - Peggy announced that HRSA will be hosting Ales to Charity at the Lewis and Clark Brewery on February 7<sup>th</sup>. HRSA will earn \$1 from each beverage sold. There is also a matching fund of \$1,000 from Sullivan Financials. Please join them.
  - Peggy distributed a handout which includes a comparison of the options for a new sports facility. Please see: <http://helenasports.org/three-facility-options-helena-can-afford/> for a complete report.
  - Option 1 includes two high school gyms, an eight-lane, 25 yard competition pool, and a 2,500 square foot warm water temperature community activity pool. This option is approximately 47,000 square feet and will require 3 – 5 acres for a capital cost of \$20 million.
  - Option 2 includes four high school gyms, an eight-lane, a 25 yard x 25 meter competition pool, and a 3,500 square foot warm water temperature community activity pool. This also includes an elevated walk/jog track (12 laps per mile). This option is approximately 76,000 square feet and will require 7 – 9 acres for a capital cost of \$31 million.
  - Option 3 includes four high school gyms, an eight-lane, a 25 yard x 25 meter competition pool, and a 3,500 square foot warm water temperature community activity pool, an elevated walk/jog track (12 laps per mile), and two indoor soccer fields (200 x 85 feet). This option is approximately 129,000 square feet and will require 10 – 12 acres for a capital cost of \$46 million.
  - This report also includes projected five year average cost of operations. The cost of operations covers annual revenue, annual costs, annual operating loss, and cost recover percentages. Please note that the cost recovery percentage is highest for option three. This is due to the ability for more rental opportunities of the larger facility.
  - Dave – options indicate operating loss – can revenues be increased? Peggy stated that Ballard\*King built a similar facility in Coeur d’Alene, Idaho and they have not yet experienced an operating loss. This is just a projection. Most facilities such as this find it difficult to run at a profit.
  - Ideal locations would include someplace with a lot of acreage, centrally located, and within walking distance of schools.

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- Park Use Policies/Fees – Resolution of Intention (ROI) – Amy
  - Amy distributed copies of the ROI to board members for comment. This resolution is a product of the last two months of discussion on our park reservation fee structure. Staff was directed to analyze the fee structure based on a required three year review. This ROI includes our current fee structure as well as proposed fees.
  - Amy asked board members to note new fee category– service fees on page three. These are new fees that we would institute for events that have more than 50 people. This is a direct fee to cover additional port-o-potties, garbage collection, clean up, etc. With the increase in large events, we are finding a need for increased park labor.
  - There was also support at last month’s meeting to increase field/court use fees. These fees doubled at minimal charges. We also restructured tennis lessons based on feedback from customers and instructors.
  - Amy will present this ROI to the city commission on February 27<sup>th</sup>. If approved, we will present at a public hearing on March 13<sup>th</sup>.
  - We are getting many reservations and will implement the new fees this spring.
  - Amy added that there was discussion of consistency regarding the recommended service fees. The city attorney added a paragraph on page 8 which states: “Service Fees” are applicable for activities for groups larger than 50 people for activities exceeding one (1) hour in length. Service fees are based on direct costs for providing additional toilet, garbage, and park labor services. These are the parameters for charging service fees.

## 5. Presentations/Discussion Items

- Pool Fee Discussion – Todd
  - Todd distributed a copy of the proposed resolution to the fee schedule for the pool as well as a memo describing the reasoning behind these changes. Todd felt the fee structure was overly complicated. There has been no increase in fees since the 2009 expansion; however, utilities, chemicals, and staff costs have all increased. The main goal of this revision is to simplify the current fee structure to make it easier for guest and staff to understand, to increase the value to our guests, and to support facility cost recovery as expenses increase over time.
  - Todd did a comparison of local and regional providers and there is an indication that an adjustment in pricing is warranted.
  - Items considered for change include:
    1. Swimming lessons
    2. Daily Admissions
    3. Punch Cards (Punch Passes)
    4. Season Passes
    5. Facility Rentals
  - Todd is recommending changing the swim lesson schedule from 5 days per week to 4 days per week (Monday through Thursday). This will free up Friday morning for ongoing staff in-service training and other special interest programs that are challenging to fit into the schedule at other times.
  - Todd is recommending an increase on daily admissions based on amenities offered at the pool.

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- To increase the value of our punch cards and to simplify the fee structure, Todd is recommending that we combine our punch card types into one “universal” punch card that is valid for all activities. The recommended pricing represents a 10% discount off daily admissions for nonresidents and a 20% discount for residents.
- To increase the value of our season passes and to simplify the fee structure, Todd is recommending we combine the two season passes into one “universal” season pass that is valid for all activities that will have family, adult, senior, and youth rates.
- We have seen a strong demand for facility rentals at Last Chance Splash and based on comparison with other providers, we feel a slight increase is warranted.
- Jim: are you seeing growth in utilization? Todd said use was up last year up. Prior years it was somewhat lower, but that may have been due to inclement weather.
- **Todd will make sure everyone has access to the report that is given to the commission.**
- Fire Tower Recommendations – Amy
  - Late in the fall, the city hired Morrison-Maierle (an engineering firm) to conduct a structural analysis on the Fire Tower. Due to combined fire damage and the weakened condition caused by age and weathering, the tower has been deemed unsafe for access. MM has made some recommendations and has provided cost estimates.
  - The next steps will include:
    - ✓ Work with MMIA on claim filed
    - ✓ Move forward design plans for total replace
    - ✓ File demo permit
    - ✓ Launch community support campaign
    - ✓ Replace and replicate using like materials and design
  - Stacy – will the fire tower have public access? The design doesn’t meet OSHA requirements or ADA standards so there will not be access.
  - Jim recommended salvaging and selling pieces of the original tower as a fundraiser.
  - For a complete review of Morrison-Maierle’s report, please go to: <http://www.helenamt.gov/home/news-item/article/fire-tower-structural-evaluation-and-recommendation-report.html>

## 6. Action Items

- Eastgate Playground Proposal Action Item – Matt Heimel
- **POSSIBLE ACTIONS**
  1. Approve the expenditure of all or a portion of the requested funds from the Southeast Valley Park Development Fund; or
  2. Deny the requested expenditure from the Southeast Valley Park Development Fund; or
  3. Request additional information from the Association and/or County staff prior to making a decision.
- Matt Heimel reviewed a memo that was distributed.
- Pat stated this is the most comprehensive proposal this board has received. Dave agreed.
- After brief discussion, Dave moved to approve expenditure of all or a portion of the requested funds from the Southeast Valley Park Development Fund (up to \$35,000). Jim seconded. Motion passed.

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## 7. Reports

City	Amy Teegarden	Parks	Craig Marr
County	Matt Heimel	Fair Board	Pat Doyle
HOLMAC	Dave Payne	Playgrounds	Stacy Sommer
Lincoln Parks Board	Ernie Lundberg	School District	Kalli Kind
Recreation	Todd Wheeler		

### City - Amy

- Amy stated we are in the budget process for FY18.
- We are working on more water conservation using well water.
- Amy met with representatives from the Helena School District regarding three parks - Ramey Park, Lincoln Park, and Lockey Park. Ramey Park is located on Helena School District property. We are proposing that HSD take over management of Ramey and we would in turn take over a portion of the management at Northwest Park.
- We are also working on cleaning up some boundary lines at Lincoln Park and Lincoln school. Lincoln School put in a fence to contain students and in doing this, we discovered that half of our park is on school property. We have proposed to clean up these boundary lines. Will continue to maintain the warming house as part of the proposal.

### County - Matt

- Matt – since last meeting, the open lands program has fully funded Lincoln Community River Park.
- Matt will continue to provide more updates.

### HOLMAC - Dave

- HOLMAC is discussing upgrades at Davis Street and Beattie Street trail heads.
- Brad is currently on developing a trail plan in 2017.

### Lincoln Parks Board - Ernie

- Park is getting much use by snow mobile users.
- The company that is doing water treatment upgrade is expanding water treatments of the new restrooms being installed.
- Have volunteers that will do the excavation so that will cut down costs.

### Recreation - Todd

- Warming house / ice rink season is going well. They have seen over 4000 users this season with a total of \$7,000 in revenue. We may extend the season weather permitting.
- We are in the process of purchasing new recreation software.

### Parks - Craig

- Parks has been busy keeping up on the ice at Memorial as well as doing snow and ice removal. They are down 2 pieces of equipment.
- Working on the transition into the new shop.
- Doing inventory.
- Planning spring projects.
- Pat Marron attended a maintenance school. This is a two-year program. The second part of this training will include the development of a parks maintenance plan.
- Working on 2018 budgets.

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- Parks has been assisting with the maintenance of some of the open land trailheads.

**Fair Board - Pat**

- No updates.

**Playgrounds - Stacy**

- Stacy stated they are in the midst of fundraising season.
- They recently purchase \$6,000 in more blocks for the playable playground.
- They installed 2 high back swings in two of the parks.
- Stacie said the Zombie Prom will be held in April

**School District**

- No updates.

**8. Communications and Future Agenda Items (Board Members)**

**9. Next Meeting Date: March 1, 2017**

**10. Adjournment**

With no further business, the City-County Parks Board meeting adjourned at 12:45 pm.

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