



City of Helena

CITY-COUNTY PARKS ADVISORY BOARD SUMMARY

Wednesday, June 1, 2016



City Members

- Pat Doyle
- Melissa Lewis
- Ross Johnson

County Members

- Jane Kollmeyer (*excused*)
- Dave Payne
- Nyle Howsmon (Lincoln Parks Board)

Joint Member

- John Carter, School District Representative
- Kalli Kind, School District Representative

Commission Representatives

- Rob Farris-Olsen, City Commissioner
- Andy Hunthausen, County Commissioner

Staff Contact

- Kevin Hamilton, Deputy Director, Lewis and Clark County Community Development and Planning
- 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): Cory Bailey, Al Knauber, Marilyn Greely, Nyle Ross, Stacy Summer

Welcome to newest member Kalli Kind. Kalli is replacing John Carter as the School District Representative.

1. Call to Order

The City-County Parks Board Meeting was called to order at 11:31 am.

2. Establish Quorum/Review Agenda/Introductions

Chairperson, Melissa Lewis established a quorum. No changes to the agenda.

3. Consent Action Items

Approval of Minutes: May 4, 2016

With no corrections, Nyle moved to approve the May 4, 2016 minutes. Ross seconded. Motion carried.

4. Comments from Persons Present

Marilyn Greely – Citizen

“The City-County Parks Board’s mission is to promote investment in the development and maintenance of parks, recreation, trails and open space.”

- Marilyn Greely stated that she currently resides at 606 North Jackson. Her property is adjacent to a small park behind the Man Store. The park is located on Jackson. She has some concerns related to safety and the well-being of the park.
- The visitors to this park are usually homeless and transients. They visit during the day and sometimes stay into the night. They have caused damage to Marilyn's wire fence. They defecate, urinate, and fornicate in the park. She has also witnessed these people drinking alcohol and doing drugs and leaving their waste. Marilyn requests that the city approve to mark the boundary by putting up a fence at this park. She also feels it would be beneficial to place a garbage container on the property and perhaps add signage that states no smoking or drinking.
- Another safety concern for Marilyn is that there is a large tree on that property which is leaning onto her roof. She would ask that the city maintenance department address this issue.
- Marilyn has made several calls to the police and they have been very responsive to these problems, but may not have to respond so much if a fence was in place.
- Lastly, Marilyn stated she would consider buying this property if the city is willing to sell it to her.
- Craig then stated he believes Marilyn is referring to Cartwright Park named after Paul Cartwright, a previous commissioner of Helena. Amy stated she doesn't know the history of park. She believes it was a parcel of land that needed landscaping; however, it doesn't have the amenities that our others parks do. It is another example of parcels of land that were given to city parks department to maintain – she added this park has been informally called "bum park". Ross asked for clarification on the location of the park. It is located between 11th and Helena. Craig said that this area sits on the hill behind the Man Store. Marilyn added that the area is a little triangle and it sits at the end of a cul-de-sac on Jackson. It's a haven for these transients to loiter and not be seen.
- Melissa asked if there are other homeowners near this park. Marilyn said no. She then asked what the length of the proposed fence is. Marilyn believed 75 feet. This park is maintained by the city.
- Amy suggested that she, Craig, and Marilyn meet to evaluate the property. They will look at the community benefit and will bring a recommendation to the parks board to include the possibility of surplusing the property or adding fencing. Amy then asked Marilyn to coordinate with Jennifer and schedule a date/time to go and assess the property.

FOLLOW-UP ITEM: Jennifer will schedule a date/time for Craig, Amy and Marilyn to assess the city property located by her home. NOTE: This meeting took place on June 22, 2016.

5. Safety Concerns

Cory Bailey – Helena Police Department

- Cory is still working with the IT Department on the reporting process. He asked if there is a list that includes all parks as he knew about the space Marilyn is referring to, but was unaware that it is an actual park. It wouldn't appear as a park on their list that includes calls for service. Amy stated she will get a full list of our developed and undeveloped parks to Cory.
- The PD is having issues with staffing as there are four officers out injured. Therefore, they are currently just responding to calls. His report shows that there were 10 complaint-driven calls and the rest were service calls. They are still doing park patrol. As summer park use increases, he is certain we will have more complaint-driven calls.
- Melissa – were there any surprises or notable complaints? Cory stated there was some criminal mischief at Bill Roberts Golf Course (BRGC). There were also some controlled substances reports

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that were complaint-driven. The rest were warrants and fighting that officers responded to. The police department also received many animal control complaints that animal control officers responded to.

- Melissa stated that at this point, we are collecting information over the next several months so we have data we can use to consider and possibly make a recommendation in the future.
- Amy added that she has had several calls from private individuals of what they are seeing at Centennial Park. Amy has informed them of the parks board efforts. Her premise in mentioning this is to let the board know there are still a lot of concerned citizens – having Marilyn present today reinforces that.
- Amy then stated she received a picture from Dave Smith at the YMCA. The photo shows trash in one of the islands. Dave added that when he went into work this morning, he noticed that parking light above the island is broken. He contacted dispatch. Because of the incidences at BRGC, we have installed security cameras in and around the shops and in other areas. As you will see later in the meeting, we have put in a budget request to order security cameras for the skate park. They will be positioned next to the YMCA. Our new signage alludes to security cameras in use.
- Ross – a few months ago Amy distributed a handout that discussed what other communities are doing in regards to safety in their parks. He asked Amy to provide us with more information on this and to perhaps to involve our community and this board for future meetings.
- In Amy’s research, she found that in some communities people may think their parks are unsafe based on their perception. In reality, statistics indicate that they might be very safe; however, if you feel unsafe, statistics may not matter. Amy will follow up on this discussion.

6. Presentations

City Parks Budget

- Amy distributed the City Parks preliminary budget for fiscal year 2017. Our budgets get reviewed once a year. Page 10 shows a flow chart that outlines our budget process. The budget process begins in February and wraps up in June. The city commission will decide final passage on June 20th. Each department prepares a preliminary budget which is presented to the city manager for discussion. Once approved, it goes to commission for final approval.
- Page 29 offers some direction for the city commission. Section 6 relates to culture and recreation. This is the overriding principle that guides the budget. There are some common themes, partnerships and collaboration.
- Parks and Recreation is part of general fund. We do have two programs that are supported by special assessments. These include open space district management and urban forestry.
- Page 34 defines what departments are in the general fund, special assessments as well as capital project and our enterprise program. The enterprise program operates like a business with no tax support. This would include Bill Roberts Golf Course.
- Page 42 shows a color graph which indicates expenditures by department. Parks and Recreation receives about 7% of the general fund.
- The Parks and Recreation department organizational chart is located on page 55 (Amy noted that this document needs to be updated).
- Page 66, starting with swim tickets and passes, is a list of our revenues. Most of our revenue comes from the pool, swim lessons, park use fees, recreation fees, ice skating, and tennis.

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- The next pages details different budgets for each division. These include: Parks Administration, Parks Maintenance, Swimming Pool, Recreation, Neighborhood Parks, Kay's Kids, Urban Trails, Code Enforcement – Weed Management, and Interfund transactions as well as Golf.
- On page 129 and 130, we are showing a decrease in salaries and raises. Craig proposed that instead of hiring a full-time laborer, we hire two long term seasonal employees that will work from March to November. There is a small increase in seasonal salaries.
- Amy then made note of budget code 3042 on page 130 which shows a decrease in water/sewer use of \$8,000. This is reflective of changes made with irrigation. Northwest Park is no longer on city water and is on a well. This was a partnership we did with the school district. This is also reflective of the fact that there is not as much watering needed at Centennial. We will most likely see more savings next year as we are on a budget billing process which takes the average of three years. We will continue to bring more parks on well water.
- Page 131 and 132 is the pool budget. The thing to note is that there is general funds support this year of \$276,000. This is reflective of a full budget. We will see savings that will go back to the general fund.
- Page 134 shows the Kay's Kids budget. This program is fully supported by the Kay McKenna Youth Foundation.
- The Urban Trails budget (page 135) is a new budget division from last year. We are still building a baseline. This is mostly personnel salaries and maintenance. We made a change in the weed enforcement budget as Greta does a lot of code enforcement as well. We changed this program to code enforcement which includes snow removal, sidewalks, and encroachments. Weed enforcement has its own budget now.
- Open Space and Urban Forestry are included as well.
- Our Parks Improvement Fund on page 252 shows money received from park use reservations. This is where payment in lieu of park land goes. You will only see total revenue of \$10,000, but this is a very flexible budget. As we get donations, sponsorships, etc., Amy does budget adjustment. This is where we place funds that we don't know are coming (i.e., 6th Ward Garden Park). The only thing that is not flexible in this budget is the restricted accounts for specific projects.
- Page 249 is the Capital Improvement Fund. This is the fund that we compete with the police department, fire department, and community development. Parks has over 10 million dollars of capital needs that we have identified. This year we will be able to fund approximately \$152,000. We did pretty well in comparison as only \$500,000 is available. With this money, we will be resurfacing two tennis courts, do some restoration of the Last Chance Gulch Creek through the walking mall. \$30,000 will go towards parking needs at our new maintenance facility. In addition, money will go towards the purchase of some grand stand nets, a snow plow, a security camera system, a couple trucks that need to be replaced as well as some deck furniture for the pool.
- Dave asked if these capital improvements include addressing the ADA issues. Amy stated yes and added that she will be attending a meeting this afternoon with city directors to begin reviewing the ADA transition plan and then develop a strategy moving forward into the 2018 budget. In our capital investment plan, we have already identified for each park a category for ADA needs. So we will take the transition plan, identify needs and put into our CCIP or into our work plan if it is less than \$5,000. Unless there is special funding, most of the ADA non-compliance issues will have to be funded through each department.

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- Melissa asked what the next step is. Amy stated this has already been presented to the city commission. There is an open public meeting on June 20th. The city process is somewhat different than the county as we don't require parks board approval.
- Amy then added that if anyone has any questions or concerns to please contact her.

Starfish Aquatic Institute Presentation

- Amy – for many years the city has used the American Red Cross (ARC) for lifeguard training and swim lesson programs. Due to some issues regarding maintaining certification, Amy and Todd discussed other options. There are multiple programs as good as or better than the ARC. One of those programs is the Starfish Aquatic Institute (SAI) which Todd is very much familiar with. Amy wanted this board to know that we are making the transition from ARC to SAI and has asked Todd to give a presentation about SAI.
- Todd gave some history of the ARC. It is probably most commonly used certification. YMCA has been around a long time as well. Five years ago, they did reorganization and have improved their processes.
- Lastly, there are three private companies, Ellis and Associated, National Aquatic Safety Corporation, and SAI. Most of the development that has happened with certification innovations over the last 30 years has come from the private sector. Ellis and NASCO are commonly known in the big waterpark world.
- SAI was started in the late 90's. They have many commercial water park clients but are well known in the municipal world. They are also well known for their Starfish Swimming Program. Starfish was founded by Jill White in 1998. Her mission is focused on drowning prevention. This is the only training agency to offer certification in lifeguarding, swim instruction, and pool operations. This is the only agency led by a practicing attorney with legal consulting available. Medical direction is provided by two practicing emergency room physicians. Representatives from SAI have also served on model aquatic health code committees. They are founded on strategic partnerships and how they operate. Some of these partnerships include: Human Kinetics (publisher and fulfillment partner), American Safety and Health Institute (certification body for CPR and first aid), National Drowning Prevention Alliance, Association of Aquatics Prevention (professional organization for people working in the aquatics management world), USA Swimming (they work with USA Swimming in doing community outreach for drowning prevention), Innovative Attraction Management (this is a large waterpark management company and are developing a new program called Starguard Elite), World's Largest Swim Lesson (SAI are sponsors of this program which is offered by the World Waterpark Association – this is an effort to break the record of the number of people that participate in swim lessons in a designated day. Last year there were 35,000 people worldwide. The event this year is on June 24th and we will be participating at Last Chance Splash), and PADI (Professional Association of Diving Instructors – they partnered with them on swim lesson curriculum).
- Starguard lifeguarding emphasizes an experiential approach to lifeguard training. CPR and first aid guidelines are updated every five years. There is not much lecture, but instead, they try to get people moving and active right away. Their philosophy is that one can learn first aid faster by acting it out. This is a fast-paced, hands-on approach. Lifeguards enjoy this training as they come out with strong sense of what job is about. 99% of the job as a lifeguard is watching the pool. Starguard teaches you how to be good lifeguard. They emphasize the risk management model to include:

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prevention, surveillance, response and rescue, emergency care, and professionalism. Good lifeguarding is proactive not reactive.

- Another option for this program is the StarrReview Third Party Audits. This is where a representative from their company comes to the organization to perform an audit. They come unannounced, video tape the lifeguards to create a record of how they are doing their job, and will run staff through scenarios such as CRP, first aid, etc. The third component is an assessment of the facility, management, and record keeping. The StarrReview promotes a culture of excellence in performance and creates accountability among staff. They also provide post incident services.
- Starfish Swimming is the swim lesson program. This program advances as follows:

Starbabies and Startots:	Water adjustment and beginning to swim for children ages 6 mon to 3 years.
Swim School:	Teaches essential skills for safety and drowning prevention in the aquatic environment.
Stroke School:	Teaches proper technique in freestyle, backstroke, butterfly, and breaststroke for a lifetime of aquatics enjoyment.

- This is a menu approach to advanced classes ranging from swim team to fun fitness.
- Amy stated that before we transitioned into this program, we received approval from DPHHS. Todd is steering a state-wide committee of aquatic managers which will be helping the state revise pool rules. We are without risk with the state going into this program.
- The free swim lessons will be held on June 24th from 10:00 am to 10:30 am.
- Dave then asked if Todd teaches both instructors and lifeguards. Todd stated the Starguard program has an online component that the staff completes prior to their in-person training. The in-person training can be reduced to one day if you use the online component. This program also has a mentorship program. With the swim lesson program, the staff does an 8 hour orientation and then everyone has to do a teaching assignment with the group that they lead and then are evaluated on that. The staff does the overview in one day and then their preliminary certification is in place. They do a mentorship for the other components of the program. This program is a very flexible approach to training. Boot camp week is the week of June 13th. This will include lifeguard certification and swim instructor certification. We will run scenarios on staff such as doing emergency response drills, as well as teaching maintenance procedures and cleaning of the facilities, working with the front desk and concession staff to make sure everyone is ready to go.
- Amy added that school is out later this year which always affects our season.
- Ross asked about the process of becoming a provider of SAI. Todd stated he had to submit a provider agreement application. Once we were approved, we paid their fees and are now a provider.
- Ross went online yesterday and saw that we now have online registrations. He stated this is a great step.

7. Discussion Items

Parks Board Discussion

- Amy stated this item may be a carryover from park safety; however she asked if anyone had any items to discuss regarding the parks.

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- Ross asked with the closing/sale of the apartments by Memorial Park, will this present any challenges that we should be considering for Memorial Park? Amy doesn't know long-term plans for the apartments. Amy has heard rumors that she wouldn't comment on, but in anticipation of those apartments not being there, Amy has had discussion with the Public Works Department. They would like to do master transportation plan for that area to include; Memorial drive, the entrance into Kindrick Field and perhaps even resurfacing that area. Amy believes Public Works has put in a request in their budget should this happen.
- Pat then asked if this area is part of the tax improvement finance district. Amy stated yes and said that it would be a couple years before revenue is generated.
- In follow-up, Ross asked if there is anything we should be doing in preparation should this happen. Amy said she will probably hear through the Pre-Application process where all departments are represented. As Amy stays in tune to what is being proposed, she will keep board updated.
- Melissa then stated that Jennifer included in the packet of handouts a copy of all the Parks Board members to include term limit dates. Melissa said she will term in September; however, will not be in attendance in August or September. We will need to review the process for replacing the chair. As others reviewed the document, Pat stated his term was renewed. He will send that information to Jennifer. Dave said his information needs updating as well. Jennifer will do the updates and send out prior to the next meeting.
- Melissa gave a former welcome to Kalli. John Carter announced this is his last meeting. He said it has been a pleasure working with everyone and still has extreme interests in our partnerships.

FOLLOW-UP ITEM: Jennifer will correct the term limit document and send the information out prior to the July meeting. NOTE: Jennifer sent this corrected document out via email after the last meeting.

Indoor Sports Arena - Todd

- Todd stated that Ballard*King has returned to Denver. There will be an online survey going out to the community. We need to get word out in the community.

Parks - Amy

- Amy was invited to speak at a summit in Missoula by the International Mountain Bike Association. She has been asked to discuss open and urban trail systems and how they relate to mountain biking.
- 6th Ward Garden Park continues to have workdays. One of the features of the garden park is a bioswale that was designed to capture storm water. Amy passed around a picture that showed how well this feature works. The volunteers continue to make a lot of progress with planting and hope to begin renting garden beds this year to the public.

Lincoln Parks Board - Nyle

- The park opens on June 27th for camping. They had a busy weekend and collected \$1,100.00 in camping fees. Amenities include water, electricity and 16 spots with dry camping. Bathrooms are centrally located.

Recreation - Todd

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- The Recreation Department has been very busy. They have hired and trained the pool and Kay's Kids staff. Tennis is underway. This summer we are offering the Swing and Splash camp for the "tween" aged group. The goal of this age group is to promote and instill active lifestyle and being involved in sports. In this program we alternate weeks of tennis, golf and swim lessons. They are set to run for eight weeks.
- Kay's Kids will run from June 13th to August 12th, 2016. The school district is offering a free lunch program.
- We hired two new tennis coaches this year. Tom Banks owns his own company called Advantage Inside the Lines and we are finalizing a contract with him. There are long-term advantages to this as they are active in the tennis community. Amy added they are contracting for a percentage of the revenue. There will be no costs or expenses to the city.
- As Ross alluded to, our online registration is up and running. We started with tennis, swim and splash camps, and archery classes.
- Stacy recommended adding a line for season annual passes in check out processes.
- We launched our registration yesterday with 250 – 300 registrations bringing in over \$10,000 in revenue.
- Todd then gave a special thanks to Sarah Elkins who assisted with the online platform, Greta Dige who has assisted with technical questions and Taylor Kanthack who has been doing the grunt work.

Parks - Craig

- Craig stated the parks department has been busy doing normal summer activities. Irrigation is up and running. They are mowing every day. Some of the crew has been working on landscape improvements in the walking mall. They are gearing up for the Euclid Islands work. They have been doing weed spraying. He also has some of his crew doing work at Legion field. Urban Forestry has been doing pruning work on Rodney. They have already planted 60 trees this spring. Lastly, we have had to send crews to Centennial to clean up litter and to repair the light that was broken.

Fairgrounds - Dave

- Dave stated that unfortunately Spring Fest 2016 was not quite as successful as in the past. He believes this was largely due to the fact that it was held on Mother's Day weekend.
- The Friends of the Fairgrounds Foundation is initiating a membership drive for the fairgrounds. Please check out the website. Melissa said she has been a member of the foundation for a number of years and it is a great deal. When you sign up, you get VIP passes to the fair so the membership pays for itself. It is a good deal for anyone interested.

Playable Playgrounds - Stacy

- Stacy announced an Imagination Playground will be available at Alive at Five all summer long. They have also held events with the playground the schools, scouting events, and will be in East Helena on Saturday. She reminded everyone that this is available for checkout.

School District - John

- John – they are in the process of updating the demographic study for school-aged children. Part of this will be a GIS mapping feature. John said that hopefully by August or September, this may be something Kalli can share with the board.

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8. Communications and Agenda Items

None.

Next Meeting Date: Wednesday, July 6, 2016

- Amy suggested we meet offsite. Her suggestion is to perhaps have the meeting at Kindrick-Legion field or the new Parks Maintenance building. She will find a place for the meeting to be held and will send notification to the committee.

With no further business, the City-County Parks Board meeting adjourned at 12:58 p.m.

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(406) 447- 8490
TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

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