



City of Helena

CITY-COUNTY PARKS ADVISORY BOARD SUMMARY

Wednesday, October 5, 2016



City Members

- Pat Doyle
- Ross Johnson
-

County Members

- Dave Payne
- Nyle Howsmon (Lincoln Parks Board)
-

Joint Member

- 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
- 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): Eric Bryson, County Administrator, Nancy Everson, County Finance, Al Knauber, Helena Independent Record, Patrick Marron, Parks Supervisor, Nate Mildren, Citizen, David Smith, YMCA

Call to Order

Vice Chairman, Pat Doyle called the City-County Parks Board meeting to order at 11:30 am.

Establish Quorum/Review Agenda/Introductions/Review Minutes

- Vice Chairman, Pat Doyle established a quorum. Jennifer stated that Cory Bailey and the Animal Control Officer will not be in attendance for today's meeting so she updated the agenda to reflect this.
- In reviewing the minutes, Ross noted a need for correction under #2 - Comments from Persons Present. The area Heidi O'Brien referred to was located around the Budget Inn Express not the Holiday Inn.
- With corrections noted, Dave moved to approve the September 7, 2016 minutes. Nyle seconded. Motion carried.

Comments from Persons Present

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

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

- None.

Unfinished Business

Indoor Recreation Facility Update – HRSA

- Todd gave a brief summary of the September HRSA meeting. The phase 1 market analysis component is completed and has been accepted in the final draft form. This will eventually be posted online. Amy and Todd were provided with final copy of the draft which included survey results. Based on comments, many expressed support of a facility such as this.
- Phase 2 has been authorized. The consultants will now look at operational models, what services would be provided at such a facility, what it would cost and what are the reasonable revenue expectations. One analysis they will review is what it could potentially cost to turn the existing pool at last chance splash into a year round facility. They will also explore a basic facility option to include a swimming pool, gym, and sports area as well as a deluxe option which would include the above as well as indoor turf/track area for soccer and lacrosse.
- The committee has decided to table anymore discussion towards specific locations until they are closer to a final decision.
- Reminder: HRSA meets the second Monday of the month at the Library beginning at 5:30 pm.

Parks Safety Update – Jennifer

- Jennifer provided board members the September parks safety update.

Presentations/Discussion Items

County Parks Plan Presentation, Kevin Hamilton

- Kevin Hamilton presented the County Parks Plan Assessment.
- The county does have a parks plan that was adopted in 2012. The strengths of the plan include: it is short, inexpensive, and provides key information and good recommendations.
- The main weakness of this plan is that it fails statutory requirements for subdivision funds collection and distribution. Previous conversations at the City-County Parks Board meetings have included how the county distributes cash in-lieu funds.
- Kevin also mentioned a regional parks feasibility study that was created in 2013. This comprehensive study included a complete inventory of facilities as well as a financial analysis including life cycle costs. Unfortunately, this plan was not well received due to timing as the county was trying to address other issues. The other concern was the cost as citizens would pay a \$219 per year uniform assessment. The financial analysis was oversimplified and didn't really address some of the county issues.
- L & C County has evaluated other counties in Montana (particularly Missoula). Missoula has a good process for assessing and spending cash in-lieu funds. The program actually started out as cash in-lieu program; however, the funds were spent quickly so they added an assessment to create a grants program.
- Some of their strengths include: high quality production (they were able to launch a successful \$42 million bond issue), their program requires a "dollar for dollar" match, and they have a

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set criteria and process for spending funds for capital improvements and maintenance. Project criteria includes:

- ✓ Compliance with all applicable State laws and county policies;
 - ✓ Additional funding support from other agencies or organizations;
 - ✓ Guaranteed source of continued funding for maintenance;
 - ✓ Increasing access for people with disabilities;
 - ✓ Increasing recreation opportunities in the region, area, or neighborhood;
 - ✓ Increasing the quality and/or amount of natural habitat;
 - ✓ Extensive participation and support from the community or neighborhood;
 - ✓ Reduction or elimination of liability;
 - ✓ Reduction in overall park maintenance; and
 - ✓ Requiring low maintenance.
- Missoula County also has a maintenance grant program.
 - The program timeline is as follows:
 - ✓ Late Summer: call for applications
 - ✓ Halloween: applications are due
 - ✓ Early Winter: Matching grant committee will review the applications and issue recommendations
 - ✓ January: Missoula County Parks & Trails Advisory Board approves or denies the Subcommittee's recommendation (in our case, the City-County Parks Advisory Board would approve or deny recommendations)
 - ✓ February: Board of County Commissioners approves or denies the Advisory Board's recommendation; grants awarded
 - ✓ June 1st: Grants from previous year expire
 - Interim measures going forward would include the county methodology for funding decisions, creating standards for park development, and providing a proposal for FY2018 parks study which will be more in-depth.
 - Ross – should this information be included in our bylaws? Kevin stated this would be included in the county plan; however, we may need to include the criteria in our bylaws.
 - Dave asked if the county has a completion timeline for this plan. Kevin stated the goal is to have a plan in place by FY2018; however, methodologies for funding decisions can move faster. The county hopes to have a draft of the methodologies for funding decisions by the end of this year.
 - Kevin – historically, if all money came from the north hills area, we would be required to spend money in that area. Andy stated that if there is a good project in Helena Valley that everyone benefits from, then he feels there needs to be some flexibility in the decision making. We need to look at each situation independently.
 - Ross stated he would support the notion of some degree of flexibility. Pat agreed.
 - Citizen, Kyle Mildren agreed and added that the greatest opportunity he sees is in the east valley, but nothing has been done. He is frustrated to see such large amounts of money going into more localized county parks (county parks located closer to the city).
 - The existing plan is on the web site – to review the plan, please go to:
http://www.lccountymt.gov/fileadmin/user_upload/County_Com_Dev/Documents/Parks_and_Recreation_Plan_Adopted_2012.pdf.

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County Finance Presentation, Nancy Everson

- Nancy reviewed the two funds
 - ✓ The Parks Fund is funded through transfer of general funds. This is money levied on tax bills. This fund covers board lunches, contributions to Babe Ruth with additional money for mowing. The county also contributes to the school district for maintenance to Sierra and Warren parks. The increase in the Babe Ruth mowing contract is \$6,000. Notes for budget (at bottom of page) show detail of operating expenses.
 - ✓ The second fund is the Parks Development fund. This is where the cash in-lieu of parks money goes. This year, the county only budgeted \$5,000 for payment in-lieu.
 - ✓ The county always budgets \$100,000 in budget authority even when there is no proposed projects. They allocate that money as it comes in. Dave then asked for clarification – if there is a request, we could recommend up to \$100,000. Nancy stated that is correct and added that if we recommend in excess of \$100,000, we could potentially get additional money.
 - ✓ Nancy – the county was approached by a group from the Sierra Park area. We may receive a proposal for building a basketball court in Sierra Park.

Action Items

Approval of City-County Parks Board Bylaws

- Jennifer presented the updated bylaws. After review the document, the board recommended the following corrections:
 - ✓ Article II – **remove “establishing the board”** from the first sentence and **add “Parks”** to the last sentence after the word “Consolidated”.
 - ✓ Article III – **change to:** At a City Commission meeting the Mayor shall appoint, with the consent of the Commission, all members of board and committees. In order to allow more citizens to have input on boards and committees, the Commission has set a policy that no individual shall serve on any board or committee more than six consecutive years or two terms, whichever is longer (to review the complete policy, please go to: <http://www.helenamt.gov/departments/commission/boards-and-committees.html>).
Ross has asked that this be moved to the end of Article III.
 - ✓ Article IV – Section 2 – Ross asked for **clarification of this section** as he is unsure what “take place the first scheduled meeting of the year” means. Jennifer will visit with Amy about this.
 - ✓ Article IX – **remove #5 – Presentations** (combined under #6).
 - ✓ **This item will be moved to the November meeting under Action Items.**

Foster Ranch Tracts (Ranger Estates Subdivision) – Kevin Hamilton Presenter

- Ranger Estates is a 7 lot subdivision located north of Canyon Ferry Road and adjacent to Himes Road and Ranger Drive. For lots larger than one acre and not larger than three acres in size, a minimum of 5% of the site must be dedicated as parkland or the equivalent cash in-lieu of parkland. The overall size of these lots totals 12.33 acres (12.33 acres x 5% = 0.62 acres). The total requirement for parkland or the equivalent cash in-lieu of parkland is 0.62 acres.
- Based on a market analysis by Real Estate Broker Ken Vivrette, the per acre market value of the subject property is \$4,600. The total market value of the applicant’s proposed cash in-lieu of parkland dedication is \$2,835.90.

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- The City-County Parks Board is being asked to make a recommendation that the County Commission accept/deny the applicant’s proposal for cash in-lieu of parkland dedication for the proposed Amended Plat of Lot 1A-1B of the Foster Ranch Tracts (Ranger Estates Subdivision).
- Andy added that this would be a county park.
- Ross stated this makes sense given location of subdivision and the proximity of a nearby county park. With that said, Ross moved that the cash in-lieu request be accepted. Nyle seconded. Motion carried.

Reports

City	Amy Teegarden	Parks	Craig Marr
County	Kevin Hamilton	Fair Board	Dave Payne
HOLMAC	Jane Kollmeyer	Playgrounds	Stacy Sommer
Lincoln Parks Board	Nyle Howsmon	School District	Kalli Kind
Recreation	Todd Wheeler		

City – Todd

- Todd announced that Amy is attending a National Recreation Parks Association (NRPA) Conference in St. Louis.
- The golf course consultant met with the city commission and presented a feasibility study for the expansion of the clubhouse area. Amy met with the City Manager and they are moving forward with the RFP for architectural services. The golf course is doing quite well and a new clubhouse will generate more revenue and allow us to expand services year round.

County – Kevin

- None.

HOLMAC - Dave

- Dave announced that he attended the last HOLMAC meeting. They reviewed a private parcel at the southeast part of town. This is something that may be available for easement in the future.
- Dave stated he would like to be the City-County Parks Board representative on this board. They meet the 2nd Tuesday of each month in the 3rd floor conference room at 5:30 pm.
- Is board service an informal process? This is something we will discuss with Amy.

Lincoln Parks Board – Nyle

- Nyle announced that last weekend the old bathrooms were demolished. He has not yet received the final plans back for the new ones.
- Revenue from this summer was a little over \$12,000. Camping occupancy was about the same as last year.

Parks – Patrick

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- Pat stated the parks department sent two arborists to Wyoming to attend tree school. They are currently winterizing irrigation systems in the parks.
- They have completed much of the work at 6th Ward Garden Park.
- The Parks department has finalized their move into the new building.

Fair Board – Dave

- Dave distributed a list of upcoming events.
- There was lengthy discussion and it was decided that the board will make a proposal to the commission to expand the board members from 7 members to 9.

School District – Kalli

- The school district is winterizing as well. They are wrapping up several summer projects. The Rossiter Elementary roof project is complete and they are finishing up the HMS boiler project.
- Working in preparation for the upcoming bond.

Other

- Andy – there may be a Sierra Park Presentation to put on the agenda for the next meeting. Andy will follow up and let Jennifer know.
- Ross asked about the status of potential new board members. Jennifer will visit with Debbie about the application statue and will email the board.

Communications and Future Agenda Items (Board Members)

- Under Action Items: Approval of City-County Parks Board Bylaws

Next Meeting Date: Wednesday, November 2, 2016

Adjournment

With no further business, the City-County Parks Board meeting adjourned at 12:31 pm.

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 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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