



CITY-COUNTY PARKS ADVISORY BOARD SUMMARY

Wednesday, January 4, 2017



City of Helena

City Members

- Pat Doyle
- Ross Johnson
- Steve Baiamonte

County Members

- Dave Payne
- Nyle Howsmon (Lincoln Parks Board)
- Ernie Lundberg (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): Cory Bailey, Helena Police Department, Dennis Heffner, Citizen, Al Knauber, Helena Independent Record, Jim McCormick (new representative on the parks board), Peggy Stringer, HRSA, and Dave Smith YMCA.

1. Call to Order

Vice Chairman Pat Doyle called the city-County Parks Board meeting to order at 11:38 am.

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

- Vice Chairman Pat Doyle established a quorum. There was one change to the agenda. Under “Action Item” – the Eastgate Playground Proposal has been tabled.
- Andy introduced the newest City-County Parks Board member, Jim McCormick. Jim was elected the Lewis and Clark County Commissioner, replacing Andy. Welcome Jim!
- Approval of: December 7, 2016 Minutes
 - Amy noted one correction in the minutes. Page 5, under Recreation Report states we are working on obtaining a “research” management software program. This should read a “recreation” management software program.

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- With said corrections, Ross moved to approve the December 7, 2016 minutes. Ernie seconded. Motion carried.

Election of Officers

- Amy stated we have two positions to fill on the City-County Parks Board. We need nominations for the Chair position and the Vice Chair position. Per our recent updated bylaws, these elections are to take place the first scheduled meeting of year.
- Dave Payne nominated Pat Doyle as Chair. Steve seconded the nomination. The City-County Parks Board voted unanimously for Pat Doyle as Chair.
- Ross then nominated Dave Payne as Vice Chair. Steve seconded the nomination. The City-County Parks Board voted unanimously for Dave Payne as Vice Chair.

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

- Cory stated there were only 15 calls for the month of December. This could be due to the cold weather. Craig agreed and added that the maintenance department has seen a decrease in activity as well.
- Amy asked if the board would like to continue with these monthly reports. All agreed that the information is very useful.

Indoor Recreation Facility Update – HRSA

- Peggy reminded everyone that the HRSA meetings are held the 2nd Monday of each month. While the meetings are usually at the library, the meeting this month will be held above a yoga studio on Placer Avenue. Signs will be posted.
- Phase 1 of the feasibility study has been completed. Phase 2 addresses the size of the facility and potential costs. This information is complete but the information has not yet been released. Phase 3 will address the economic impact.

5. Presentations/Discussion Items

Park Use Policies/Fees Review (continued discussion requesting policy direction from Parks Board) – Amy

- The City of Helena Parks office is in the process of a 3-year review of park use fees. Staff is asking for policy direction that will help us firm up our fee structure which we will then take to the city commission through the public hearing process.
- We have identified some questions / categories that we would like input on.

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- A. Should we institute service fees for larger groups, extra time and requests needed of park personnel? *(Memo item B.4 and C.1 & 2)*
- Larger group events (50 or more) regularly generate larger amounts of garbage and impact the capacity of park porta-potties. At this time, not all large groups order extra porta-potties or take garbage as requested. The larger the group, the larger the impacts. Back-to-back park events that need “clean-up” before the next event requires a higher level of service of staff time. Recurring large organized events seem to be better prepared for the impacts (i.e. Brew Fest).
 - Staff Recommendation: We are asking that if an event has 50 or more attendees, the administrative assistant have the option of ordering additional porta-potties and/or garbage containers as direct charge to the event holder when necessary.
 - Craig stated that currently all those charges are getting passed on to the parks department.
 - This cost would be optional for the parks office to implement. We would be very consistent with how we charge these additional fees.
 - Dave is concerned about push back if implemented; however, it only makes sense that an especially larger group pays additional fees for their impact to the park. Dave is in support of this change.
 - Amy added that we are also looking at staffing levels to ensure that we have staff working on the weekends.
 - Board members concur that this would be a reasonable change in charges.
- B. Should we consider a differential rate reservation fee for non-city residents? *(Memo item B.1)*
- All agreed we should not institute a non-city resident rate.
- C. Should we establish policy and fees sponsorship and advertising activities? *(Memo item B.6)*
- After some discussion, the board agreed that Amy should develop a policy regarding advertising activities and present that as well as a possible fee structure at the next fee review.
- D. Should there be a policy that all organized group activities be permitted? *(Memo item C.3, 4.A)*
- Amy stated that a reservation guarantees exclusive use of the park. Not all organizations are getting reservations which have caused some conflict at times.
 - After some discussion, the board recommended that staff is more diligent in encouraging reservations. Ross suggested we publically post who has reserved space and when. Amy will continue to work on this through education.

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E. Should fees for youth sports and sports camps be increased? (*Memo item C.3*)

- The City of Helena charges considerably less in fees for the use of our sports fields than other Montana communities. We are getting more and more requests for events which have a lot of impact to the turf. This past year, the YMCA utilized the fields in Centennial Park a total of 900 hours, 200 days, for a total cost of \$1,800. We charged the Skyhawk camp \$60 per day for their use. We also charged Helena Lacrosse and Helena Girls Softball different fees for their field use. These fees have not increased in the last five years.
- Dave from the YMCA stated that a modest increase is not unreasonable.
- The board also discussed rotating the fields in an effort to rest the turf.

F. Should we solicit “bids” for vendors of the same type that want to be in the same park? (*Memo item B.3*)

- Due to time constraints, we will table this item until the next fee review.
- Amy stated she will create a Resolution of Intention and will bring the information back to the board at the February meeting.

G. Action Items

- Eastgate Playground Proposal Action Item – Kevin - **Tabled**

H. Reports

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

Board reports

- Dave requested the board discuss committee assignments for the coming year. He asked to be the City-County Board representative on the HOLMAC committee. The board agreed on this assignment.
- Dave then suggested we get someone else on to serve on the Fair Board. The Fair Board meets the 4th Wednesday of each month (hot lunch is served). Pat Doyle volunteered to serve as representative on the Fair Board.

City – Amy

- None

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HOLMAC

- None

Lincoln Parks Board – Ernie

- Ernie reported lots of plowing. He also stated the bathrooms should be complete by the end of April.

Recreation – Todd

- Todd stated ice skating is in full swing. Last week the Memorial Park Rink had 2000 visits with earnings of \$2,000 in admissions and approximately \$1,000 in concession sales.
- The parks crew have done a great job with the rink
- We are continuing our research for recreation software.
- Todd is looking at personnel for next summer.

Parks – Craig

- The parks department personnel have been busy moving snow, fixing equipment, and working on the ice rinks.
- Craig is also reviewing the ADA plan.

Fair Board

- None

Playgrounds – Stacy

- None

School District – Kalli

- None

I. Communications and Future Agenda Items (Board Members)

J. Next Meeting Date: February 1, 2017

Adjournment

With no further business, the City-County Parks Board adjourned at 12:57 pm.

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