



City of Helena

# CITY-COUNTY PARKS ADVISORY BOARD SUMMARY

Wednesday, September 7, 2016



## City Members

- Pat Doyle
- Melissa Lewis
- Ross Johnson

## Joint Member

- Kalli Kind, School District Representative

## 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

## County Members

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

## Commission Representatives

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

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

**TIME:** 11:30 am – 1:00 pm

**Visitor(s):** Pat Marron (representing Parks Maintenance), Nate Miltren, Heidi O’Brien, Helena Tourism Alliance, Stacy Summer, Playable Playgrounds

## Call to Order – 11:35

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

- Vice Chairperson, Pat Doyle established a quorum. After review of the minutes, Ross noticed a couple additions. At the last meeting, we were able to establish a quorum and Dave Payne was in attendance. With corrections noted, Jane moved to approve the minutes as presented. Ross seconded. Motion carried.

### 2. Comments from Persons Present

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

- Heidi O’Brien, Helena Tourism Alliance, expressed thanks to Amy for all of her efforts regarding the area around the Holiday Express Hotel (she relayed Jenny Kaiser’s appreciation as well). Amy recognized the efforts of our park maintenance department.

### 3. Unfinished Business

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

## Parks Safety Concerns - Parks Statistics – Amy and Cory

- Cory was not present.
- There was a packet of information distributed to the board. Included in the packet are two memo's; one regarding Park Police Patrols Stats and a memo regarding Community Safety Audits.

### **Park Police Patrols Stats Report**

- At the request of the City-County Parks Board, the Helena PD and City Parks and Recreation Department have begun tracking police calls for service in city parks. This report is a result of that discussion. Included in the report is 1. Date of call, type of call, who initiated the call, the location (name of park), and the finding. Attached is a summary of four months of park patrol data (May – August). This report provides baseline information and conclusions that may be surmised moving forward. We will continue to update this report on a monthly basis.
- Parks maintenance is directly notified of some vandalism issues and is keeping a spreadsheet of that information as well.
- Ross asked if we can include the time of day in our reporting as well. Amy will consult with the police department on this.
- Jane noted a high volume of animal control calls. **Amy suggested we invite an animal control officer to a future meeting to discuss the types of calls they are receiving.**
- Dave thanked Amy for the information and acknowledged the police department efforts with this issue.
- It was proposed that we continue monthly reporting with our format.

### **Community Safety Audit Report – Amy**

- On March 2, 2016 Amy distributed a memo to the Parks Board focused on “Park Safety Information Gathering”. She identified some national research, trends, and best practices related to the subject. One of the items is the use of community-based safety audits to evaluate perceived risk in the urban environment. City Parks Board member Ross Johnson as for additional information pertaining to safety audits. The safety audit method was first developed in Canada by METRAC (Metro Action Committee on Public Violence against Women and Children). This method has been successfully used across North America to evaluate perceived risk in the urban environment.
- The safety audit process is based on participation and feedback from users of a given space. It allows for an evaluation of the physical environment in terms of fear of crime and perceptions of safety. Audits also provide an inventory of design, operational and programming solutions to make parks safer. Audits can also supplement crime and calls for service statistics. Users of the audit stress that addressing safety in parks and open space is a complex task. It cannot be solved by park design alone or by any one single action. Amy attached a copy of the City of Toronto Safety Audit Checklist for discussion purposes. This is just an example of what an audit may look like and could be something for us to consider as a tool.
- Ross thanked Amy for her efforts and added this might be worth doing next summer with a citizen's group. Dave agreed and added the information we glean from our park users is important. Stacy suggested this could be a good project for our high school marketing teams. They could survey park users during Alive at 5 events.

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- Kalli suggested we select questions that will give us data to take action on. This would give us an opportunity to visit neighborhoods around our parks.
- It was suggested that we keep an audit in mind especially for next summer. Dave recommended that we begin discussions on this topic again in January/February for next summer
- Pat suggested we keep this item on the agenda for discussion.

#### City-County Parks Board Bylaws

- In follow up to a conversation the board had at the meeting in August, Amy distributed a copy of the edited bylaws for review.
- Ross recommended that we add verbiage under Article II – Purpose, which addresses our established Interlocal agreement and the duties and responsibilities therein.
- The board then discussed the necessity to include the order of business in the bylaws. Pat recommended that if this doesn't serve a purpose, we should remove it.
- With the additional items as discussed, Ross recommended we receive a revised version of the bylaws to be presented as an action item for the October meeting.
- Changes to note include: gender specific edits, removal of terms of members (per Kevin as this information is not clear) listed under Article III, added verbiage in the event that the Chairperson and Vice-Chairperson are absent – Article IV Section 1, changed verbiage under Article IV, Section 2 to better reflect election of officers, and changed the order of the agenda.
- **Amy stated she will talk to the Clerk of the Commission for some clarification on our bylaws.**
- **Amy and Jennifer will update the bylaws and send them out with the October agenda.**

#### Indoor Recreation Facility Update – HRSA

- Todd stated HRSA received a draft report of phase one of the study. They are currently reviewing and making comments to resubmit to the consultant. Phase 1 was a general overview of demographics and to gauge community interests. The committee has had more discussion about potential sites, but it is still too early to get into specifics.
- They are ready to move into phase 2 of the project which includes identifying specific amenities and programming of an indoor recreation facility. The consultant will provide a low, medium, high cost tier approach.
- There was some concern from the phase 1 draft that it didn't pay enough attention to the prevalence of soccer in the community or more weight to emerging sports such as Lacrosse.
- Amy mentioned the draft study included the survey results that the consultant did as part of the feasibility study. Of particular interest to this board were two questions – one that asked if respondent would be supportive in special taxation and one that asked if respondent would support a special district. There was high favorable response to both these questions.
- Respondents were from tri-county area. The final report should show us areas.
- Almost 1000 surveys were completed.
- Reminder that the meetings are the 2<sup>nd</sup> Monday of each month at the library. Meetings begin at 5:30 pm.

#### **4. Presentations/Discussion Items**

##### GIS Mapping – Helena School District – Kalli Kind

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

- Kalli Kind presented the GIS Mapping system the school district works with. This is a demographic website that provides information for the school district. There is another version of this website for public access.
- The website address is: [www.croppermap.com/helena](http://www.croppermap.com/helena).
- Kalli reviewed a handout of screenshots from the website. This site allows the viewer to view the schools zones demographics. Using the tool bar to the left, the viewer is able to toggle between several screens. Information you can gather includes: attendance, walk zones boundaries, areas of bus transportation, how many kids live in the school zone area and where they reside. There is a lot of data on this website and it is updated every six months. The information Kalli has access to much more detailed demographics than what we are seeing. Kalli stated she would be happy to give a demonstration on that as well.
- Amy’s thoughts as this relates to future parks planning are that this could be a valuable tool for new parks placement.
- When asked if this program will track non-student demographics, Kalli stated no.
- Stacy stated when doing grant applications, she is frequently asked about school lunch numbers. Kalli stated that would be information she could provide from a different database.
- Ross – does it include East Helena? The East Helena High School would feed into Helena High School. Ross added that he believes this tool would be useful for planning purposes for the city.

County Financial Update – Andy

- **Andy distributed the budget information for the county and asked that we add Nancy Everson on the agenda for next month.**

**5. Action Items**

None.

**6. 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 – Amy**

- The city entered into a Memorandum of Agreement with Helena Kiwanis Club. They will be spearheading the fundraising efforts to replace the playground equipment in Cherry Park. Amy asked for Stacy’s involvement in this effort.
- Amy is working with Todd, Jennifer, Craig, and Pat to review park use fees. We will bring forward information to this board for feedback prior to taking to the commission. FY-16 shows a total of \$21,000 in park use fees. This is up from \$8,000 the year before. This money goes into a park improvement fund, not the general fund.
- In the next few months, Amy would like to presentation to this board on the city self-evaluation for ADA compliance.

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- The golf course has been going a consultant process of looking at our facilities and how we can enhance the course. National Golf Foundation will be presenting their proposal at the commission meeting today. They are recommending renovation for year round use.
- After review, we will spend \$5,000 in repairs for damage done at the structural base of the fire Tower.

#### **County – Kevin**

- Reminder – Kevin will be doing a presentation on the county park plan at the October board meeting.

#### **HOLMAC – Jane**

- HOLMAC has trail counters out to get an idea of use on our trails.
- The 20<sup>th</sup> anniversary of Prickly Pear Land Trust Harvest Moon Banquet is September 24<sup>th</sup>.

#### **Lincoln County – Nyle**

- Nyle – we received bids back on bathrooms and hope to get them awarded sometime next week. They should be able to get them in by November.

#### **Recreation – Todd**

- Todd gave a recap of the summer season. He hopes to meet with the school district to discuss seasonal help challenges and solutions.

#### **Parks Maintenance – Pat**

- Pat gave a recap of several projects maintenance is finalizing. They will complete Clinton playground this week. Staff is focusing on turf maintenance and weed spraying. They are also winterizing Last Chance Pool.
- The department has moved into the new shop.
- They have taken many calls concerning tree damage due to wind.

#### **Fair Board – Dave**

- The fair board will be having a special meeting tomorrow to discuss operations. Some of the topics to discuss will include fundraising efforts and marketing.

#### **Playable Playgrounds – Stacy**

- The imagination playground was available at every Alive at 5 events. At any given time, there was between 75 – 150 kids playing on the equipment. The playground was also visited by Kay’s Kids as well making an appearance at a Boy Scout day camp.

**THANKS TO JANE WHO HAS SERVED ON THIS BOARD FOR THE LAST 6 YEARS – THANK YOU!!**

#### **7. Communications and Future Agenda Items (Board Members)**

- a. County presentations
- b. Nancy Everson
- c. Bylaws

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**8. Next Meeting Date: Wednesday, November 2, 2016**

**9. Adjournment 1:03**

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[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, Helena, MT 59623

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