



## Advisory Board Meeting Minutes March 10, 2016

**Board Members Present:** Linore Wallace, Phoebe Stoner, Dave Ellerstein, Jim Clouse, Rudy Stanford, Tricia Clarke, MK King

**Board Members Absent:**

**Staff in Attendance:** Steve Ashworth, Megan Curfman, Andrew Fleck, Jill Russell

**Public in Attendance:**

### Call to Order

1. **Linore called the meeting to order at 5:02 pm**
2. **Approval of the February Minutes**  
Phoebe motioned to approve the minutes, Tricia seconded. Minutes approved.
3. **New Staff Introductions**
4. **Public Correspondence**
5. **Volunteer Opportunities**

Totally Toddler Easter Party 3/25  
Health Fair & Spring Run Off 5/7

### 6. **Citizen Input**

*Lorna Miller with Age Friendly JH*

So few places to sit down, and benches are needed around the town and on pathways. Wants there to be a coordinated effort to determine where they should go.

Josh Frappart (Public Works) is starting the master planning process to add benches throughout town. Leadership JH is also working with the public art task force to solicit funding and sponsorships. They want to fundraise for 50 benches, then have local businesses match the

donation – a total of 100 benches. The Public Art Task Force is presenting at the next TOJ Meeting. Also exploring working with Brian Schilling to do the same with pathways.

Lorna asked why benches would not be incorporated in the initial install of the pathways. Pathways are funded through local matches.

## **7. Action Items**

### **8. Informative/Discussion Items**

#### **8a. Park Maintenance Facility Update**

Steve handed out a couple sketches, has a lot of support and good feedback so far. The 1<sup>st</sup> floor is the shop – this has been vetted through the two elected bodies. A couple other town staff suggested moving admin and programming staff to above the park shop, and reworking the lobby to create more space and a new front desk, as well as a larger lobby.

The area above the wood shop is conference room space, and then the third floor could be a public meeting space, training, space, multipurpose room that is programmable for various areas.

Also, on the 2<sup>nd</sup> and 3<sup>rd</sup> floor above the garages is housing. We got a lot of support from both elected bodies to focus on housing. The 2<sup>nd</sup> floor would be 8 one bedrooms, and 8-10 studios/efficiency apartments on the 3<sup>rd</sup> floor. We should have updated drawings by March 25<sup>th</sup>, and then a TC workshop on April 18<sup>th</sup>. We will be bringing these updated documents to you at the April Board Meeting.

Talked about the benefit of small efficiency apartments versus the lock off or dorm bunkhouse. Steve talked about how we will also have space when we abandon our current shop there is the potential to do more of an apartment style community.

#### **8b. Cost Recovery Policy**

The purpose of this document is to lay out a plan for staff to follow as we set up our cost recovery goals and could potentially help place programs. Andy walked the board through the draft Cost Recovery Policy.

The policy lays out the various categories (community vs individual benefit). PS asked if there was a new program, is there some sort of scoring or metrics you'd go through to establish the benefit level. Goal is that every 10 years or so we'd review the whole policy and see if the goals are still valid. Additionally, we look at implementing these cost recovery goals over time, with finally meeting the listed goals by June 30, 2019.

In order to determine whether or not we are meeting the goals, there are some processes to be in place: Program Evaluation and Staff Worksheet/Review. These would be completed after each program. Several areas in which are going to have to make up the difference. Andy also incorporated a range of

cost recovery which allows for flexibility. Programmers like that there is a clear direction to uses for planning. PS asked if we were over in a specific category, would it help others out? There aren't really huge differences in fees, more of a equalizing and transparency of what is included in the costs associated with the program.

David asked whether above revenue programs could have scholarships? Yes – this is a good goal.

You can anticipate us coming back in June with some potential restructuring of the afterschool programs. It's a bit of an overhaul (specifically of the colter clubs) and make things more efficient, pool resources, and start something different.

### **8c. Rec Center Fee Review**

Jill reviewed the staff salaries. Higher cost for rental rates due to the increased salaries. We should review this more often.

Also want to review fees for birthday parties. PS asked what these recommendations were based on. Compared other rec centers, aligned kayaks with other classes. MPR – in past years we have not charged nonprofits, and Jill is suggesting charging all the nonprofits. Steve mentioned that it may be better to increase the fees higher for the FOR profits. Can come back next month with more options and ideas of pricing. MK mentioned that SJMC is busting at the seams. Linore wants to consider a cheaper option for nonprofits.

Increasing the gym rates to be more in line with youth organization fees hourly in the parks.

Stingrays fees were \$5/lane in 2004. When we changed to \$10 per child per season. It was created to come up with a uniform system. There is an inequity in the fees. Hourly rate vs per kid discussion. MK suggested an incremental change concept that slowly increased fees. "I wish the oversight for 8 years could have been gradually corrected." Steve has received a letter from the stingrays, and is formulating a response.

### **8d. Wilson Ramp & South Park Landing Capital Improvements**

New design features circular traffic. Parking lot inside, private trailer/car on road, commercial activity parking at Stilson.

Reduced traffic parking? Why? Could there be additional parking along the road

David asked about the possibility of in river improvements – jetty, creating an eddy. Linore asked about timeframe... This will go through the planning process (90 days). Our intent is to do these improvements in late summer/early fall.

Steve also handed out drawings to enhance south park boat ramp. Adding three lanes of hardened surface. Ramp would end within a foot of the low water line. Funding this out of our river funding... we have about \$100K, total cost will be between \$55 – 60K. Got a realistic affordable solution.

## **9. Comments/Matter from the Director**

### ***9a. Staffing Update***

5 people interviewed for the parks manager position. 3 very viable candidates. We also 2 staff members leaving from the parks. Josh (pathways) and Aaron (Irrigation) – hopeful that we can rehire and be fully staffed by summer.

Steve gave kudos to Ryan and the Parks guys for really stepping up and doing a great job this winter.

### ***9b. Budget Update***

We are \$50K below our budget from last year. With the salary increase, this is more like \$170K down. We haven't cut services, etc.

Steve has a request for the Board that happens today.... TC/BCC had a meeting with the TCSD today. A lot concerned the new school. One of the things the elected officials asked is that this board work with staff over the next 3-4 months to provide an inventory, long term needs, capacity, etc.

Paul asked TCSD "what is the future of CPs" There is a very real likelihood, that in summer 17 we would lose CP2, and would potentially lose CP1. Looking for additional parking, a secondary egress, bus barn expansion and storm water mgmt. challenge.

Funding challenge for Stilson?! Steve is holding strong to "don't expand our services until you fix our park shop."

## **10. Comments/Matters from the Board**

Jim brought some suggestions from Age Friendly Jackson Hole. The seniors do love May Park... and want to see it brought to fruition. Jim told them to start a committee and look for funding.

At 7:32 pm, Jim moved to adjourn. MK seconded. March Board Meeting Adjourned.