



Teton County/Jackson Parks and Recreation Department

Advisory Board Minutes

Thursday, January 14, 2021

5:00 PM – Go-To-Meeting

<https://global.gotomeeting.com/join/152400325>

Board Present: Frank Lane, Geneva Chong, Janna Rankin, Robin McGee, Christopher Peltz, and Jim Clouse

Staff Present: Steve Ashworth, Andy Erskine, Meghan Spalding, Craig Boegner, and Christina Ramos

1. **Call to Order** – The meeting was called to order at 5:01 pm.
 - a. Additions/Deletions to the agenda - none
2. **New Board Member introductions** – Steve welcomed the new board members.
 - a. Janna Rankin
 - b. Christopher Peltz
 - c. Robin McGee
3. **Approval of the December 10, 2020 meeting minutes** – Geneva moved to approve the December minutes; Jim seconded. All in favor.
4. **New Staff Introductions** - None
5. **Public Correspondence** - Verified everyone received J Bosch's email regarding adult lap swimming restriction of 12 years old and above. Coinciding with receiving the email, the new health orders allowed family swim to re-opened on the weekends. This allowed for family lap swimming as well. There is a contingency plan if future health orders dictate closing family swim.
6. **Upcoming Volunteer and Participation Opportunities** – Meghan shared that the next volunteer opportunity would be in May for the Spring Runoff.
7. **Citizen Input to the Board for items not on the agenda** - none
8. **Information/Discussion Items**
 - a. **PAWS/Dog of Leash Presentation- Amy Moore (PAWS) (30 minutes)** – Steve mentioned that this is a continuation of the conversation from last month.

Amy reviewed the two maps, based on feedback from the board. Map 1 shows 26 parking spaces on East Hansen as one-way parking. This places the small dogs closer to the corner and the large dogs more in the park system. Map 2 shows the parking spaces as stacked, two sided, putting the large dogs in the corner and the small dogs closer to the middle of the park. Amy confirmed that there are more than 90 bike parking spaces throughout the park.

Steve and Amy have discussed having a conversation with the mayor and vice-mayor to make sure they are on board with PAWS bring forth a conditional use permit planning process. Then a pre-application submission to the planning department would be next. After meeting with the planning department, we would schedule a public engagement process. Geneva volunteered to participate in the conversation with the elected officials.

[May Park parking calculation](#)
[210113PAWS-MayPark 1](#)
[210113 PAWS-MayPark 2](#)
 - b. **Recreation Center Expansion Process and Timeline- Steve Ashworth (15 minutes)** – Steve reviewed the staff report outlining the process moving forward.

The process was initiated last Spring. With not knowing what was happening with COVID, the budgets and tax collection from SPET, it was paused. Proposals that were received for different services were rejected. A committee was formed from Town and County employees and elected officials to look at the large construction projects to evaluate the best means to ensure that projects are done correctly, efficiently and dedicating the proper resources. The committee created a checklist, rules and guidelines

for both Town and County to ensure the process. The sales tax collection for SPET is down 8.3%, not the anticipated 50%, allowing the project to move forward.

There are changes from how it was prepared last Spring. After a conversation with legal dept., administration, and some elected officials, it made sense to start a contract with Perkins and Will. They are an architecture design firm out of Colorado. We have been working with them since 2005. They did the original master plan and were funded in 2013 to modify the master plan and take it to 60% construction documents. This SPET would take the 60% construction documents, make the necessary modifications, and take it to a construction document. Jorgensen Engineering was on the design team from the beginning and have completed 75% - 80% of the documents for all civil surface work (King Street extension, parking lots). That has already gone through Town Council and has been approved. They are under contract with the Town of Jackson to do stormwater and water/sewer underneath the road. The Town recommended to continue with them. We are in the process of negotiating a contract with Perkins and Will, Jorgensen is a sub-consultant, to be the lead architecture firm. Requests for proposals will go out for a climbing gym consultant, a construction manager at risk, owner's representative, and commissioning agent.

We anticipate taking the architecture contract to the Board of County Commissions on February 17th for approval. We are hoping to solicit the four requests for proposals around February 10th. We would then select the proposals in April, get contracts approved in May and start the design, public engagement, and evaluation in June. The goal would be to spend June – August going through the schematic design; taking the designs we currently have, make any modifications or adjustments, and get it to schematic by the end of July. Then it goes out to the public and stakeholders; make changes, based on feedback, and take it to design development. During design development we would submit for a modification of the conditional use permit with the planning department as the ownership team continue to refine construction documents. The intent is to be at 90% construction complete documents by the end of 2021. That will allow the CMAR to start bid solicitation with sub-contractors. Hoping to get guaranteed maximum price in March/April of 2022. From June – September (2022) begin working on King Street, western portion of parking area and getting site work done for staging.

Geneva mentioned receiving an email from Marian Meyers with Teton Climbing Coalition (not in time to include with agenda) which Steve responded to. Geneva asked if requests for proposals is limited or can anyone, who is qualified, be able to access the RFP and submit a proposal. Steve replied that anyone can access and submit a proposal. It will be posted on a national procurement website and formally advertised. Marian asked about the committee, which will review the proposals for the climbing wall. Steve confirmed it has not been formed yet. Dave Mullins asked about the criteria when deciding on which consultant to go with (climbing wall). Steve responded, the RFP, presented in draft, is short; still figuring out the concept. Will have the criteria, schedules, and more details when ready to solicit.

[PR Board Meeting Staff Report 20210114 RecCenterExpansion](#)

[Owner's Rep RFP](#)

[CMAR RFP FY21](#)

[CLIMB RFP FY21](#)

- c. **FY22 Fee Schedule- Steve Ashworth (15 minutes)** – One of the responsibilities of the Parks & Rec Board is to review and set policies to fees. Steve reviewed the staff report (FY22FEEDiscussion). Next month the board will be provided a formal recommendation of modifications of fees. We will be working on updating the programming cost recovery fee policy, presentation of the cores program, and performance measure program.

[PR Board Meeting Staff Report 20210114 FY22FEEDiscussion](#)

[Cost Recovery Policy 2021DRAFT](#)

[Athletic Fields & Facility Fees - REVISED 12.26.19](#)

[Additional Field Fees & Special Event-Shelter Fees](#)

[Rec Center Fees](#)

[Equipment Reservation Fees](#)

[Race Equipment Fees](#)

- d. **FY21 Budget Update- Steve Ashworth (15 minutes)** – After having conversations with elected officials, there is a proposal for a budget amendment. They recognized the lose of revenue due to COVID. The budget amendment will help offset some of our revenue losses and help pay for \$30,000 of expenses that were unplanned and unexpected. It will also provide funding for anticipated COVID expenses (the CARES Act ended Dec. 31st).

We are still operating significantly less than what we have done in the past. We have cut about \$700,000, this year, in budget expenses but it still left us short \$230,000.

9. **Directors Report** – No report provided this month. Steve shared that the Park Shop’s final retainage was submitted today. The contract is close to being closed. The cost to finish the project was \$200,000 less than what was approved to spend.

10. Comments/Matter from the Board

- a. Items from the Board
- b. Board Goals
- c. Community Communication

Janna motioned to adjourn; Jim seconded. The meeting adjourned at 6:10 pm.

Upcoming Board Meetings:

February- Board Officer Elections
 FY22 Fee/Revenue Action
 Programming Core Tracker Presentation
 Gifting/Memorial Policy Discussion