

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
JANUARY 12, 2023

ACTION ITEMS

All:

- **Recruitment of another Committee member.**
- Keep in mind your “unfinished business” at McStravick Park. (See earlier Minutes.)

Jen Frazer

- Follow up with CORR re: moving forward, whether they need the homework assignment to move forward, etc.
- Prepare Map(s) for Spikes Happy Trails tour
- Locate sample Parks Codes.
- Duties update in Committee Handbook
- Fort Logan replica sign (Meagher County Historical Association).
- Deferred: Purchasing Policy Discussion, Council update (pending final invoices)

Carol Berg

- Schedule Spikes Tour.
- Write Article for Meagher County News
- Follow up on no roller sports sign for McStravick Park.
- Talk to Candi Short-Richardson about working on a Duck Race fundraising event

Kelly Huffield

- Order *Adopt a Spot* Signs - 20 signs and the appropriate number of ‘plaques’.
- Work with Stacy Eaton-Menard on the basketball tourney.

Jordan Kibbee

- Check with Forest Service on return of fees
- Order Donation box for McStravick

Pattie Berg

- Load all T-Mobile info in next months’ meeting folder.
- Communicate with Great West about requested work.
- Check with MMIA on City’s current insurance coverages (or find this from earlier requests.)

Call to Order

Chair Frazer called the meeting to order at 4:30 p.m.at City Hall.
Committee Members Present: Jen Frazer, Carol Berg, Kelly Huffield, and Jordan Kibbee
Others presents: Pattie Berg (City Council Liaison).

Approval of Minutes

Carol Berg made a motion to accept the Minutes of the December 8, 2022 Committee Meeting, as presented.
Jordan Kibbee seconded and the motion passed unanimously.

The review of the Minutes from the January 5, 2023 meeting were deferred.

**Committee Member Reports on Action Items Not Otherwise on the Agenda.
(See 12/8 and 11/10/22 Action Items.)**

Jen Frazer: The following items have been completed:

- Turn in Bair Grant Closeout.
- Bylaws signed and taken to City Hall
- Soup for January 5, 2023 lunch meeting.
- Draft documents prepared for this meeting: Annual plans; baseball and tennis court user group agreements.

Comments:

- McStravick park signs are at her house.
- Will call CORR and get the process back on track. Confusion on website task (that is City and Chamber sites)
- Will make a map for the tour of Spikes Happy Trails
- In terms of the Golf/cross country skiing, the next Board meeting is in March. She has been told the Board is fine with loop skiing but doesn't want people in the middle of the course. Frazer is concerned that if signs don't get installed, one bad apple will spoil the current use. Committee consensus to make it a goal to get this in place by next winter.
- Fort Logan replica sign – task is technically in the Meagher County Historical Association hands. They have offered to purchase a replacement sign.
- Follow up on no roller sports sign for McStravick Park – She had asked Carol Berg to take over on this as she hasn't been able to get her hands on these signs. Berg will order them online. .

Deferred: Purchasing Policy (Question was asked if this should be withdrawn from the Committee's decision space), Committee Handbook review.

Carol Berg:

- The tennis net is in her basement.
- Intends to host the tour of Spikes Park the last week of January as it won't get dark so early then. Upon further discussion, the tour will be held Tuesday January 31 at 5:00. Attendees will meet at City Hall, tour the park, and return to City Hall for further discussion. Will write press releases for the weeks of 1/16 and 1/23, which will include another request for applicants for the vacant Committee seat.
- She hasn't spoken with Candi Short-Richardson about the duck race, but reported that two teachers told her they hope to have a duck race fundraising event in 2023.

Kelly Huffield – She provided the rolls for the 12/5/22 meeting. No updates on tourney or Adopt a Spot. Meagher County community foundation will be asking for projects for the Race for this Place.

Jordan Kibbee – The duffel bag was too small for the net.

Pattie Berg:

- The pitch fest was held 12/15/22. She placed the PowerPoint and a link to the YouTube video in the 1/5/23 meeting folder on the shared drive. She also asked Tiffany Jay to send Angelia McDaniel the YouTube video, as there was a 'pitch' for a skate park in Clinton.
- Recruitment for 5th Committee member & Spikes working group – As per earlier City Council discussion, she will place another ad, at the same time Carol Berg does the press release.
- Prepare a draft user agreement for Committee review. Jen Frazer prepared this document. See below.
- Coordinate Meeting regarding T-Mobile Grant. Take appropriate follow up actions.
 - In December 2022, Chair Frazer and Liaison Berg met with the Mayor. At this meeting, it became apparent we would be unable to submit a grant by the 12/31/22 deadline. The next deadline is 3/31/23.

- On January 5, 2023, a meeting was held with the Mayor, Mark Pryor and most of the Committee. Great West Engineering joined the meeting. See Minutes of 1/5/2023 meeting. Currently, the City has not committed any funds for this project (beyond up to \$10,000 for new equipment). Great West is to submit cost information for the tasks needing done, check with T-Mobile on eligible costs, and get back to the City. Liaison Berg will remind Great West of pending work.

Comments:

- ~ It may be necessary to request a planning grant for Springs Park. Possible funding sources include the CDBG program and the Department Commerce' tourism funds.
- ~ Lisa Mosely is Great West's parks person. She asked some really good questions and seemed to understand the Committee's vision/goals, what we already have in place, and what we need from them.
- ~ The next meeting will focus on this grant. Pattie Berg will round up everything from the T-Mobile grant before she leaves for vacation, and will place it in next month's meeting folder on the shared drive. She has Carol Berg's copy of the plan for the new footprint. Carol Berg will see what she has and said the Mayor kept the budget sheet.

<p>Discussion of Parks User/Rental Agreements (Action item from 1/5/23 meeting)</p>
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Chair Frazer noted that, at the January 5, 2023 meeting, the Mayor said he liked the agreement from the City of Shasta, Washington, with some changes. Chair Frazer provided the Committee with draft use agreements for the baseball field and the McStravick Park, which are based on Shasta's agreement.

The Committee identified 3 main categories of users:

- Individual users (e.g., kids playing on the equipment, a last-minute picnic at the Shelter, people using McStravick Park)
- Long Term agreements (e.g., baseball users group)
- Mid Term Use agreements. (e.g., someone wants to use the court to offer tennis lessons, for which they may or may not charge a fee.)

Discussion:

- There was a general agreement that the individual users should not pay a fee, and don't need insurance. The requirements placed on the other 2 categories of users need to be clarified.
- If fees are to be charged, this will need to be included in ordinance or resolution, and the amount of fees adopted by a separate resolution.
- Event insurance can be purchased for about \$100.
- Given that the City has insurance, why do events need event insurance? Liaison Berg found 2 instances where the ordinances required event insurance: fireworks displays and open container waivers. It makes sense to require insurance for these types of events, but wouldn't the City's insurance cover other events? Liaison Berg will work with the Clerks, the Mayor, the Attorney and MMIA to clarify these issues and will report back.
- Jordan Kibbee reported that on federal government public lands, in terms of the fee discussion, that Forest Service Special Use Permits can be purchased for \$81. Depending on the event, 5% of the total revenue is owed to the Forest Service. Sponsors must provide their own insurance. With events such as weddings or reunions, it all depends on how many and what they want to do. If it's small, less than 75 people, they usually do not need a permit. There is no reserving of areas or campsites.
- The consensus is that there is a need for a Parks Chapter City Code. This would address allowable parks uses, user agreements, fees, and related issues. Chair Frazer has seen some examples of parks codes. She will provide these to the Committee and the Committee will work on an ordinance tailored to our local needs.

No action was taken. Further review of user agreements, ordinance drafts, and fee recommendations was deferred.

Review of Draft Annual Parks Annual Maintenance Plan

At the January 5, 2023 meeting, Mayor Nelson asked why the discussion of the maintenance lists had been resurrected. Chair Frazer explained that the Committee would like to have a list of annual maintenance items prepared each year. This list can be used to recruit, and plan for, volunteer work.

Chair Frazer presented a draft Parks Annual Maintenance Plan for Committee review.

It was suggested that the gophers at Bair Park need 'bombed' twice a year. It was also noted that the school has been poisoning gophers between the track and Radar Park, but this may not continue to be the case due to a change in School maintenance staffing.

Carol Berg made a motion to accept the draft Parks Annual Maintenance Plan as amended. This motion was seconded by Kelly Huffield and passed unanimously.

Public Comment

No public was present to comment.

Set Next Meeting Date/Time/Location/Adjourn

The next committee meeting will be February 9, 2023 at 4:30 p.m. While it will be a regular meeting (so action can be taken on meeting minutes, etc.), it will be mostly a work session on the T-Mobile grant and, if time permits, continuing work on the user agreements and related issues. Chair Frazer asked that all members review the meeting materials in advance of the meeting.

All Committee members are also welcome to attend the tour at Spikes Happy Trails on January 31, 2023 at 5:00 p.m. Since a majority of members may be present, Liaison Berg will make sure it's properly noticed.

The meeting was adjourned at 5:53 p.m.

PARK ANNUAL MAINTENANCE PLANS - City of White Sulphur Springs

Task#	TASK NAME/DESCRIPTION	Planned Due Date	ASSIGNED TO	When Done Last	Planned
BAIR PARK					
	Control Gophers	Early Spring and Fall	Contracted Services	2022 spring/fall	
	Paint tables and Benches	Every 2 years	Red/Yellow. \$80/2 gallon* *Treat same time as Springs Park	2019	
	Stain Playground Structure	Every 2 or 3 years	Messmer's Stain. \$300/5gallon* *Treat same time as McStravick, Radar and Johanna's Park	2019 (3)	
	Adopt-a-spot Sponsor needed for Weed management in sign flower bed	Monthly, summer		NA	
McStravick Park					
	Maintain and Paint the backboard	Every 3 years	Green Paint \$45/1 gallon	2022 (4)	
	Stain Sign	Every 2 or 3 years	Messmer's Stain. \$300/5gallon* *Treat same time as Bair, Radar and Johanna's Park	NA	
RADAR PARK					
	Control Gophers	Early April	Assess if needed	2022 (5)	
	Stain Picnic Structures	Every 2 or 3 years	Messmer's Stain. \$300/5gallon* *Treat same time as Bair, McStravick and Johanna's Park	2019 (3)	
	Stain/Paint Fort Logan Historic Replica Display	Every 2 or 3 years		2022 (1)	
	Seal coat concrete during a period of 60 degree days. ???	Every 2 years.	We are not sealing concrete tables and pads at this park at this time.	?	

	Adopt-a-spot Sponsor needed for Weed management in landscaped shrub bed	Monthly, summer		NA	
SPRINGS PARK					
	Seal coat concrete during a period of 60 degree days.	Every 2 years.	We are not sealing concrete tables and pads at this park at this time.	?	
	Paint tables and Benches (Playground area)	Every 2 years	Red/Yellow. \$80/2 gallon* *Treat same time as Springs Park	2019	
	Assess Rotary Structure for Maintenance needs	Every year.			
	Paint Baseball Structures and tables/benches	?	Cost?		
JOHANNA'S PARK					
	Stain Picnic Structure (Roof frame). Does the band stand need it?	Every 2 or 3 years	Messmer's Stain. \$300/5gallon* *Treat same time as Bair, McStravick and Radar Park	2019 (3)	
	Seal coat concrete during a period of 60 degree days.	Every 2 years.	We are not sealing concrete tables and pads at this park at this time.		
	Adopt-a-spot Sponsor needed for Weed management in flower beds	June-Oct		2022 (2)	

Activity Tracking Notes

1	2 volunteers. July 2022. 5 hours each. Sand and stained the structure. Building was built and painted (which did not hold up) in 2020.
2	Barfus Family adopted. Did not sign formal volunteer papers in 2022.
3	Lions Club Volunteer work
4	Built and painted by volunteers. 2 coats of primer and 2 coats of green. Jen Frazer has an unopened gallon which can be used for refreshing the paint.
5	School maintenance staff treated active gopher burrows near the track around the 4 th week of March.
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