

CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE
MINUTES FOR MARCH 24, 2021 MEETING
Via Zoom: <https://us02web.zoom.us/j/89365217895>

ACTION ITEMS

All: Review the [University of Delaware Parks Planning Toolkit](#), with all links. (Also on shared drive.)

Carol Berg

- Set up Meeting with Mayor and Jen Frazer outstanding information items, including:
 - Ground covering Mitigation Plan - Due 5/1/21
 - Spaulded Areas Removed at Tennis Court
 - Bids posted
 - Steps for Bair Park – Order, or have they been ordered?
 - Budget Needs – *Adopt a Spot* signs? Ground covering costs? Steps? Court Rules Sign? Other?
- Call Jason Phillips about 2000 Master Plan for Springs Park.
- Check with Vista print on cost for court rules sign.
- Arrange for individual committee members to attend Council meetings.
- Sign bylaws.
- Mark low spots on tennis court.

Jen Frazer: Research security options.

Kelly Huffield:

- Street light

Maggie Johnston-Roatch

- Confirm that Sheriff Lopp has been made aware of the vandalism issues and see if he has any recommendations.

P. Berg:

- Measure distance between posts/get bids for adjustable posts & net.
- Send Carol Berg a link where for online Court Rules signs.
- Check with Attorney on whether the Short land will be surveyed
- Designate another Council member to be present at these meetings if she can't be.
- Update bylaws and get them to Carol Berg for signature.
- Follow up on Tennis Court Bid documents.

Call to Order

Chairperson Carol Berg called the meeting to order at 7:03 p.m.

Committee Members Present: Carol Berg, Jennifer Frazer, and Kelly Huffield. Maggie Johnston-Roatch joined the shortly thereafter.

Also present: Pattie Berg (City Liaison to the Parks Advisory Committee.)

Approval of Minutes.

On a motion made by Jen Frazer and seconded by Kelly Huffield, the February 24, 2021 meeting Minutes were unanimously approved.

Public Comment / Skateboarding Presentation

None

Committee Member Reports and Requests for Additional Items for Discussion

Jen Frazer –

- Has been working on the various tree programs.
- Has not heard from the Bair Foundation on the Grant request.

Kelly Huffield – No change on status of light at Joanna’s Park.

Carol Berg –

- Has not received court rules from Tom Tosich. P. Berg will send a link for ordering these signs online. Carol will check with Vista print.
- Was not able to make an appointment to meet with Mayor Nelson. She did ask him about a Mitigation plan for ground covering. He has not gotten back with her yet.
- She will call Jason Phillips about 2000 plan for Springs Park.
- She found a ladder to replace the broken steps at Bair Park. She will check further into cost. P. Berg suggested she verify with the City that parts/pieces recommended in the September memo haven’t been purchased.

PBerg –

- The following have been added to the Shared Drive:
 - Minutes of the January 6, 2020 meeting where Kris Morgan presented to the City Council about a swimming pool. This is in the subfolder with today’s meeting agenda and related materials.
 - The Bair Grant documents for work done at Springs and Bair Parks. This is in a ‘GRANTS’ subfolder.
 - Update Parks Advisory Committee List – in the main folder.
 - Parks-related requirements for annexations and subdivisions – in REGULATIONS AND CONTRACTING subfolder.
- Short Park Donation – The Attorneys are working on this. P. Berg asked the City Attorney to keep the Advisory Committee in the loop, as the Committee has already done some research on materials for accessible paths near water. Later in this meeting, a question came up regarding placing a piece of artsy playground equipment for small children and whether that would be consistent with the family’s wishes. The Committee agreed to meet with Joy Short, if she is willing, to get a tour of the land being donated and to hear vision/wishes for this property. Jen Frazer asked whether the donated land would be surveyed. P. Berg will follow up with the Attorney on this.
- Vandalism – At a Council recent meeting, the Mayor said the bathroom at Springs Park had been vandalized again. P. Berg said a wireless doorbell with a cloud storage video capability could be installed for as little as \$99 plus a \$30 annual cloud storage subscription. Jen Frazer had not had time to do any further research on this, but said there were many options out there. Maggie Johnston-Roatch is meeting with the Sheriff on another matter, and will confirm that the Sheriff’s office is aware of the issue and will ask the Sheriff for recommendations.
- Clean Up Day – A clean-up day will be held again this year. The County had suggested it be held May 1st but, at its 3/23/21 meeting, the City Council felt it would be better to have it later, in early June. P. Berg suggested this may be a good time to have a fundraiser. Maggie J-R suggested a “trash for cash” event. This will be discussed at the next meeting.
- Recent Comments about Parks – P. Berg said that at the last few City Council meetings, various statements had been made that were not supportive of Parks. A City employee said parks are less important than, for example, a new shops building, and that the tennis court will not be used. Another person said parks isn’t part of a City’s “infrastructure”. This person also said it was inappropriate for P. Berg to decide what would and would not be allowed in Short Park. P. Berg said the Mayor and Council corrected this person’s misstatement, but also said the zoning issue has created conflicts and, until things calm down a bit, it would be good if a Parks Committee member could join each Council meeting. The Committee agreed, and the Chair will schedule this.

Review of By-laws

P. Berg explained that the City Attorney has determined that only the Chair needs to sign the By-Laws. A By-Laws review was placed on the Agenda so any changes that might be needed can be made before they are signed. K. Huffield asked about Article VII, Section 4, paragraph A, which requires 2 members and the City liaison or his/her

representative for a meeting to be held. She asked who the liaison's representative was in P. Berg's absence. She suggested cleaning up that language.

P. Berg said the purpose of this section was to allow meetings with 2 Committee members but, if action is to be taken, at least 3 Committee members must be present. She said that, going forward, she will ask another Council member to be present if she can't be.

Maggie Johnston-Roatch asked which members were assigned to which of the staggering terms. The Committee appointed Carol Berg and Robert Dupea to the 2 year seats, and Jen Frazer and Kelly Huffield to the 3-year seats. Maggie has replaced Robert Dupea, so she will fill the remainder of that appointment. Following discussion, Carol Berg made a motion to insert language into the By-Laws reflecting that the initial terms were effective July 1, 2020. Kelly Huffield seconded, and it passed unanimously.

A discussion was held about Article VII, Section 6, which requires following Robert's Rules of Order. These rules have been followed action items, but not as much for discussions. There was no change made to that Section.

Work Session

- **Parks Accessibility and Safety** – This memo was given to the Mayor in February. The Committee has not heard back regarding its request for a mitigation plan for the ground covering. The memo asked this to be completed by May 1st. Chair Berg will meet with the Mayor on this and other outstanding items.
- **Parks Master Plan** – P. Berg said that, on the shared drive in the PARK DEVELOPMENT IDEAS subfolder, there is a Master Planning Toolkit from the University of Delaware. The goal of a Master Plan is to identify what the community wants for its parks programs. Having a Master Plan will allow the Committee to focus its efforts, and the City focus its funds, on projects that have citizen support. Having a Master Plan also assists in grant applications. The Committee agreed that getting community input is vital. Committee members will review the Toolkit, with all of its links, before the next meeting, at which time the goal is to divvy up responsibilities and come up with a plan to develop a Master Plan for the City's Parks. The Members will also come prepared with their experiences of what has and hasn't worked in the past for similar projects.
- **Master List** – Jen Frazer shared an updated Master List.
 - In terms of the *Adopt a Spot*, someone was seen doing some work around the Courthouse. It was not Jen's family or Kelly's "charges". If the Committee agrees to take an *Adopt a Spot Program* on as a project, the Committee should request a budget for signs recognizing the groups taking on this work.
 - In terms of the tennis Court:
 - Carol will ask the Mayor when the City crew will begin removing the spaulded areas on the tennis court.
 - Pattie has still not heard back from Josh Charles. She needs to get the measurement between the posts, and will get bids for adjustable posts/net.
 - When it rains, Carol and P. Berg will mark the low spots that will need filled in/leveled.

Set Next Meeting Date/Time/Location

Chair Berg will speak with Joy Short about her schedule. The goal is to meet with Joy at the donated land on April 7th at 5:30, then have a meeting (in person) until 7:30. Given the time of the meeting, we'll have dinner of one form or another.

Adjourn

The meeting adjourned at 8:20 p.m. on a motion made by Kelly Huffield and seconded by Jen Frazer.