

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
MAY 4, 2022

ACTION ITEMS
(Only those items not already completed on May 7, 2022)

All:

- Review Committee Handbook and be prepared to discuss it.
- Recruit 4th and 5th Committee members
- Recruit Volunteers for panelized court install
- Bring cost estimates for any actively pending projects in your wheelhouse.
- Attend 4/17/2022 Adopt a Spot discussion at Council Meeting if available.

Jen Frazer

- Oversee tree planting at McStravick Park. Let us know if you need help.
- Concrete work with Carol
- Wrap up McStravick backboard plan.
- Duties update in Committee Handbook.
- Attempt to locate copies of the Baseball Group's agreement with City, understanding fundraising accountability currently in place within the group.

Carol Berg

- Approach Jane Ellison about joining the Committee and write a Press Release highlighting accomplishments and seeking Committee members.
- Update bid per Committee direction
- Thrivent Grant request
- Concrete work with Jen (ask Rooney's to donate concrete, or have City order it.)
- Continue looking at ways to improve pump track.
- Ask Girl Scouts about permanently adopting Bair Park

Kelly Huffield

- Work with Stacy Eaton-Menard on the basketball tourney

Pattie Berg

- Follow up on Clerks earlier emails re: insurance coverages.
- Update Cost and Financial Analysis spreadsheets.
- Send the Committee the list of attendees at the initial CORR meeting
- Send Craig Erickson priorities list and Springs Park Diagram
- Work with Craig Erickson on T-Mobile grant plan strategy.
- Communicate with Mayor about tasks needed to finish McStravick Park
- Follow up with the Mayor about resort tax study.
- Work with Carol Berg to get Bair Park bid to the Mayor
- Check on supervisor for panelized court install.

Call to Order

Chair Jen Frazer called the meeting to order at 4:15 p.m., at the City/County Library.

Committee Members Present: Jen Frazer, Kelly Huffield, and Carol Berg.

Others Present: Via Zoom: Craig Erickson of Great West Engineering; Pattie Berg (City Council Liaison) arrived at 4:25 p.m.

Approval of Minutes

Carol Berg made a motion to approve the Minutes of the April 20, 2022 meeting. The motion was seconded by Kelly Huffield and passed unanimously.

1. **Status of Filling 1 Committee Vacancy.**
2. **CORR meeting: Schedule 4-6pm on May 12 - Senior Center.**

Committee Vacancy: Candi Short-Richardson has tendered her resignation from the Committee so there are now 2 vacant Committee seats. Carol Berg will approach Jane Ellison about joining the Committee and will also write a news release updating the community about the Committee's work, and seeking volunteers. P. Berg will send the Committee a list of attendees at the initial CORR meeting in September of 2021.

Pattie Berg will review the bylaws regarding establishing a quorum and voting when there are 3 members and the Liaison.

CORR: The next coordinating team meeting is May 12, 2022 at 4:00, and via Zoom. In person meeting area is the Senior Center.

**Developed Parks/Fall Zone/ADA Compliance.
Developing a Plan and Scope of Work, Targeting Funding Sources.
(continued from last 4 meetings)**

- **T-Mobile Grant for Springs Park safety and accessibility renovation***
- **Spikes Happy Trails***
- **Possible motion to request the use of available FY21 funds for Bair Park fall zones**

T-Mobile Grant for Springs Park safety and accessibility renovation

Liaison Berg explained that Mayor Nelson had suggested using Great West to write the T-Mobile Grant, and that the costs may be eligible costs under the Hard Rock Mining Impact fund. She had contacted Craig Erickson at Great West and they had discussed the grant, and the work the Committee is involved in. During this discussion, she had learned that Great West has people on staff who can design safe, ADA compliant playgrounds. Craig had offered to join the Committee's meeting to learn more about the Committee, and to address the T-Mobile grant.

Chair Frazer explained to Erickson that the City is in the middle of the CORR process, which will result in a recreation master plan for the City. Erickson said the City had just received a \$30,000 Community Development Block Grant (CDBG) to prepare a Capital Improvement Program (CIP). Erickson encouraged the Committee to be involved in this process, so the Committee's goals/objectives are considered during this process and included in the CIP.

Erickson explained that CIP's lay out the priorities for capital projects. While the list is prioritized, it doesn't mean that lower priority items aren't considered for funding. Having a project included in the CIP is beneficial for two reasons. First, it is a constant reminder that the project is pending and in need of funding. Second, when funding does become available, having the project in the CIP shows it has community support, which aids in grants success. Erickson suggested that the Recreation Master Plan could be included as an Appendix to the CIP.

When Erickson asked, P. Berg said she would send Erickson the list of priorities, but she summarized them as follows:

- o Get the tennis court finished
- o Make Bair Park Safe
- o Make Springs Park safe and accessible.
- o Start planning Spike's Happy Trails so the City can take advantage of the matching funds created by the donation of the property.

Erickson said CDBG grants are targeted to communities where 51% of the population is low income. The last HUD income survey showed that 50.8% of the City was low income, and HUD doesn't round up. Therefore, the City may be losing its eligibility for these funds. He suggested conducting another survey. Erickson said the City has a lot of funding needs, there is money out there (including parks money), and that the City needs to decide what projects it want to work on, and which of those need grant assistance.

A question was raised about the City's resort tax eligibility. P. Berg explained that this review was on again/off again, and that the Department of Commerce makes this determination. She will follow up with the Mayor about this study.

In regard to the T-Mobile grant, Berg explained that its community program expires in June, so time is short to submit a grant. Liaison Berg asked Erickson if he'd had a chance to find out whether grant writing was an eligible Hard Rock cost. He said he had not, but would get back to the Committee on this. Berg suggested that, if grant writing isn't an allowable Hard Rock cost, maybe the design/budget work would be, and Great West could do that work and the Committee could write the narrative.

Erickson said his staff is busy until the end of May, but he would try to get someone over to WSS to look at Springs Park. Erickson said Great West's Transportation Unit (Carl Yankovich and others) does ADA and parks design work. P. Berg will send Erickson the Springs Park diagram prepared by Carol Berg and Kelly Huffield. Erickson will send Liaison Berg an estimate to write the T-Mobile grant.

The Committee directed Liaison Berg to coordinate with Erickson on the T-Mobile grant and to report back at the next meeting.

Spike's Happy Trails

The Committee briefly described this project to Erickson. It acknowledged that this may be a complicated project because the Park is adjacent to the Smith River, and that it was going to require grant assistance to get it done. Erickson said there is a lot of money available for parks projects. He mentioned the land and water conservation fund (LWCF), recreation trails program, the Bair foundation, and the CDBG program. He again expressed how important it is to have recreation projects included in the CIP, to show community support for those projects. He added that, 3 years ago, Great West submitted a LWCF grant for the City of Roundup, and the cost of writing this grant was \$3,000 - \$4,000. Erickson said that, while staff in town look at Springs Park, he will make sure Great West staff gets familiar with Spike's Happy Trails.

Possible motion to request the use of available FY21 funds for Bair Park fall zones

Chair Frazer explained that Mayor Nelson is open to a request to use remaining funds to address the Bair Park fall zones. Before it can make that request, the Committee needs to know what funds are going to be available, and decide how it thinks the money should be spent.

Carol Berg provided a draft bid request for the work at Bair Park. The Committee reviewed the draft and made the following changes:

- Remove Part 3: it makes sense to have the same business do parts 2 and 3
- Set the site visit for May 23, 2022 at 4:00 p.m.
- Set the bid deadline for June 6, 2022.

C. Berg will make these changes and get the bid to the Liaison, who will get it to the Mayor. Before the next meeting, Liaison Berg will make sure the Committee has up to date expenditure information and accurate anticipated costs spreadsheets.

Public Comment

No public was present to comment

Committee Member Reports On Action Items Review after City Council Presentation.

Committee Member Reports on Action Items was deferred.

McStravick Park Project Update and Tracking
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The Parks Committee set **Saturday, June 11, 2022** as the "drop dead date" for the installation of the panelized court. Setting this date allowed the Committee to schedule people to install the court and identify and set timelines for any advance work needing done so there are **no further delays** on this project.

P. Berg reported as follows:

- The Mayor told her the posts are ready to be installed, and that he had given the City crew 3 days this week to finish the work needing done, including the parking lot and hydrant replacement, at the park.
- She had sent Stacy Eaton-Menard a text asking earlier in the day about the ETA for the fencing work. (Update: On the evening of 5/4/22, Eaton-Menard told P. Berg that a line locate would be requested on 5/5/22, and the fence repair should be finished the week of May 9th.)

Chair Frazer reported that the irrigation system is done on south side of the court. Once the hydrant is in, the south side irrigation zones can be hooked up and, once the parking lot is done, Shane Seraday will finish the north side zones. Seraday may also speak with the City crew about some contouring work for drainage. Chair Frazer said Seraday volunteered to put drip lines to the trees!

The Committee established the following 'punch list' of outstanding tasks, tasks that have been assigned, who's doing them, and etc.

Committee Tasks:

1. Carol Berg will prepare a request to Thrivent for food for the volunteers installing the court.
2. Tomorrow (5/5/22), Carol Berg and Kelly Huffield will be at the court, to wet it down to identify any places where puddling may cause an issue with the panelized surface. Any of those areas will be marked. Carol will update the Mayor on this 'test'.
 - o Jen Frazer will ask Wests if Carol and Kelly use their water, and will follow up with Carol and Kelly.
3. Posts - Once the posts are installed, and when weather permits, Carol and Jen will fill in the void in the concrete around the posts.
 - o The Committee discussed asking Rooney's Hardware to donate a few bags of concrete for this, but no one was assigned to make the request. The other option is to have the City order it.
4. Trees - Jen Frazer is in charge of the trees. She has talked with Ben Haugan, who said he will have a shipment of trees in soon. Some trees can be planted now, 1 or 2 more will be planted when parking lot is in. .
5. Volunteers to install the panels -
 - o Nate Schendel was not available to help with the install. Now that we have a firm date, P. Berg will contact Kurt Wohler with the June 11 date to determine his availability to help with the install. Carol Berg offered to supervise the install.
 - o The Committee needs to recruit 4 or 5 more people to help with the install, perhaps including some of the CORR stakeholder team.

Items requiring the City's attention included:

1. Let the welder know the posts can go in any time.
2. In regard to the warranty work on the lift, the Committee needs to know:
 - a. Is the Court on Rock Hard's schedule for warranty work?
 - If it is, when will the work be done and what did the City and Rock Hard agree to as to the scope of work?
 - If the City isn't on Rock Hard's schedule, and warranty work needs done, the work needs scheduled before Saturday, June 11, 2022, and the Committee needs to know what will be done, and when.
 - If the City doesn't intend to pursue any warranty work, the Committee just needs to know.
3. If the panels need moved for the parking lot work, they can be placed on either end of the court out of the way of work being done by Rock Hard (if any).
4. Chair Frazer commented that Mark Pryor told her he had a box of parts for the nets on his desk. These need retrieved so we can figure out what the parts are, if/how they need to be installed, etc.

Liaison Berg will follow up with the Mayor on these items and will ask for a copy of the court installation diagram that came from Bozeman.

Adopt a Spot Program Discussion/Decision

Chair Frazer reported that *Adopt a Spot* documents were presented to the Council at its May 2, 2022 meeting. Committee Member Huffield was also in attendance. The Council will formally vote on the program at their May 17, 2022 meeting. This will determine whether the Committee takes any further action on a formal program.

It was noted that, the day after the Council meeting, the Mayor had gone to the County building and, while there, had asked the Commissioners if they had been approached about participating in the program, to which they responded they were not. That afternoon, the Committee received Ms. Short-Richardson's notice of resignation from the Committee. The timing of these events seems to imply some sort of negative cause and effect.

The Committee agreed that, given the benefit of 20/20 hindsight, the program description should have said the listed sites were "proposed" sites, but the members felt this was implied by: 1) Council approval for the program was pending; and 2) the program requires a written contract between the adopted site and the volunteer before any work can begin.

The Committee acknowledged that, at times, the Mayor seems to be very supportive of, but at other times seems to sabotage, the Committee's work. For example, in this case, the Mayor seemed to be "sabotaging" a program he does not support and the Committee:

- By not raising concerns he had about program-related liability until 5 months into the program discussion, and then
- By involving the County Commissioners before the Council had approved the program and before asking the Committee whether it had approached the County about participating.

It is important to note that the City Attorney has not offered any wording changes or guidance on the draft documents and forms presented as of May 4th.

Following discussion, it was agreed that the Council, the Committee and the Mayor need to discuss and agree upon this Committee's purpose and its desired outcomes.

Set Next Meeting Date/Time/Location/Adjourn

At 5:45 p.m., by a consensus of the attendees, the meeting was extended.

The full Committee Meeting will be held Wednesday, May 18, 2022 at 4:15 p.m., at the Library.

The meeting adjourned at approximately 6:10 p.m.