

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
JUNE 15, 2023

ACTION ITEMS

All:

- Complete your “unfinished business” at McStravick Park. (See detailed list in Task list.)
- Let Carol Berg know if you have any items you plan to donate for McStravick Park equipment shed.

Jen Frazer

- Speak with Golf Board about formalizing cross country skiing on the Golf Course.
- Request outline of content of pickle ball clinic.

Tressa Blair

- Follow up with Tanner on Pattie’s text. Advise Pattie of your findings.

Carol Berg

- Find out if Sam Wipf is going to be in any of the 3 porta potty pickup locations and, if so, what he will charge, if anything for picking them up. Advise Pattie of your findings.
- Signs installed/secured at Bump Track/ maintenance needs at Bump track?
- Duck Race?

Kelly Huffield

- *Adopt a Spot:* Agreements signed & binder & agreement to City, order recognition tags.
- Follow up with Community Foundation on balance in Beautification fund.
- Work with Stacy Eaton-Menard on the basketball tourney?
- Apply for reappointment to the Committee (please?).

Pattie Berg

- Follow up with Mayor on low hanging fruit, Committee action regarding porta potties, Great West Master plan work, etc.
- Send Carol Berg 3 locations for porta potty pick up.
- Prepare final draft of, and send, Parks Code and permit form to City for review/feedback.
- Schedule Great West for next Committee meeting.

Call to Order and Introductions

The meeting was called to order by Chair Frazer at 4:37 p.m.

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

Also present: City Council Liaison Pattie Berg.

Approval of Minutes

Carol Berg made a motion to approve the minutes of the May 25, 2023 meeting. This motion was seconded by Tressa Blair and passed unanimously.

Committee Member Reports on Action Items Not Otherwise on the Agenda

Jen Frazer

- The Frazers spent several hours building and placing the McStravick Park sign. The work was funded by a Thrivent grant. She will update us on total hours once the project is done.
- They are waiting on bolts to place the signs.

Carol Berg

- Bair Park was flooded when she went to place the bump track sign. When she gets over there again, she will also look for any maintenance needs.

- Shared a photo of Bair Park flood after the recent microburst. Between what this picture shows, and the flooding from last year's snow melt, it may be necessary to raise, rather than lower, the playground during ground covering work. She will put the picture on the shared drive.
- Has installed the sign prohibiting roller sports at McStravick Park using twist ties. Before she can secure the benches and the middle of the net, she needs a drill capable of drilling through concrete. She will speak with Mark Pryor as he recently received approval to purchase a set of tools for the Parks truck.

Kelly Huffield

Adopt a Spot program update –

- City Hall - The Mayor gave Ms. Huffield permission to spend up to \$200 for plants for the garden in front of City Hall. Plants have been selected using a local vendor and will be planted next week.
- Rader Park - Patty Campbell and Katie Daily will be adopting this site.
- Agreements – A few sponsors need to fill out the *Adopt a Spot* forms. She will get that done and provide this information as well as the program binder to the City Clerks.
- Signs - Now that she has the names of most of the site sponsors, she can order the recognition nametags. The Community Foundation will pay for these from the beautification fund.

Pattie Berg

- Equipment shed at McStravick – Berg met with the Mayor, Mark Pryor and Rocky Vinton on June 2nd. At this meeting, she was told the metal on the shed purchased last year was too thin to withstand any kind of 'beefing up'. Therefore, it was agreed that an alternative will be identified, and the current shed will be advertised on Facebook Marketplace, with any money received from the sale going toward the cost of the new storage unit. Berg said she had promised to look at sheds at Lowe's in Bozeman, but forgot. Carol Berg offered to go look at those on Friday the 16th and will report back.
- She has the supplies needed to place the transition pieces at McStravick Park.
- She has not ordered the "please latch gate" signs, pending a final decision on other Rotary purchases. Chair Frazer expressed a concern about the number of signs that will be at the park. Liaison Berg said that, like an insurance policy, sometimes things get added because something comes up, like gates that don't stay closed, and offered to handle any questions about park signage.
- Pickle Ball User Agreement – The Helena Pickle ball Club is just starting to formally organize. They do not have a User Agreement with the City of Helena. She placed an article in the FYI folder describing negotiations being held between the City of Moose Jaw and "Pickle Ball Moose Jaw Inc." for the use, operation, maintenance and future expansion of pickle ball courts.

At the June 2, 2023 meeting, the parties:

- Agreed that \$2,432.49 (plus \$276.25 for the additional bench) had been spent on the Rotary grant. This leaves \$291.26 to complete the work the Committee promised to do when it requested the funds.
- Reviewed the Committee's FY22-23 budget request/work plan. It was noted that none of the Committee's requested work had been completed.
- Agreed to attempt to complete some 'low hanging fruit' on the Committee's work plan before the end of the fiscal year. This "low hanging fruit included:
 - The survey of Spike's Happy Trails (required under the deed.)
 - The wayfinding sign to McStravick Park.
 - The use of up to \$500 (up from the Committee's \$300 request) for supplies (stain, etc.) for work to be done by the Lions at Radar Park.
 - Potentially, the purchase of the security supplies (cameras, signs), but she needs to confirm this with the Mayor.
 - Porta Potties - The Mayor approved an expenditure of up to \$1,800 for 2 porta potties, delivered to WSS. After the 6/2 meeting, she texted Tanner Blair asking if the units the Committee was looking

at were acceptable to him, as he will be pumping the units. She had not heard back. She forwarded this text to Tressa Blair.

- ~ Tressa Blair will follow up with Tanner Blair when he gets back in cell coverage.
- ~ Carol Berg will find out if Sam Wipf is going to be in any of the 3 locations where these units can be picked up and, if so, what, if anything he would charge for delivery to WSS. (P. Berg needs to send Carol Berg the 3 locations for pickup.)
- ~ Both will advise the Liaison of their findings.
- ~ P. Berg's goal is to get the order made/funds obligated by the end of the fiscal year (6/30/23).

During the June 2nd meeting, the Mayor expressed a concern about the amount of time involved in maintaining the new porta-potty (ies). The Mayor said Mark Pryor's available time is getting smaller and smaller. Berg said they discussed finding an *Adopt a Spot* sponsor for McStravick Park, whose duties would include this maintenance. She asked for Committee input.

Committee discussion followed, and included:

- ~ It is not practical to ask volunteers or Committee members to do this for several reasons, not the least of which is this involves potential exposure to blood borne pathogens and neither the volunteers nor Committee members have the appropriate training, personal protective equipment, or vaccines, or Workers' Compensation.
- ~ The Committee had previously recommended to the City that it contract all porta potty maintenance.
- ~ Maintaining a Porta-Potty will take about 10 minutes twice a week.

Chair Frazer made a motion to recommend to the Mayor that all porta potty maintenance be done by a City employee or contracted service provider who: 1) has received blood borne pathogen exposure control training and been offered the necessary vaccines and personal protective equipment, and 2) who has Workers' Compensation coverage. The motion was seconded by Kelly Huffield and passed unanimously.

It was noted that it is important to purchase the correct toilet paper for these units.

- Parks Master Plan – There is \$40,000 (Please note, on 6/15/23 P. Berg said the amount of money available was \$20,000... it is actually \$40,000) in state funds available for a Parks Master Plan. When Craig Erickson at Great West Engineering asked to speak with Berg about this plan, she referred this conversation to the Parks Advisory Committee. She asked to have him placed on the next agenda.

Discussion:

- Committee members expressed concern about their experience with Great West. This included Great West's unwillingness to offer the services the Committee is requesting (the Committee needs to do what Great West wants, not vice versa) and the delays in responding to emails and providing information. These issues contributed to a 1 year delay in submitting a grant application to renovate Springs Park;
- The sense is that Mr. Erickson has too many irons in the fire to devote time to the Parks Committee;
- The Committee was impressed with a grant writer Great West had hired who has a parks background and questioned why that person isn't working with this Committee.

The Committee directed Liaison Berg to ask whether Great West is the only firm that can write the Parks Master Plan. If Great West is the only source, the Committee expressed a preference to work with the new grants person with parks experience.

Liaison Berg will follow up with the City and Great West, including inviting Great West to the next Parks Advisory Committee meeting.

Draft Park Code/Ordinances /Forms

The Committee reviewed the draft code and application. The only change made was to allow glass bottles (e.g., pickle bottles, etc.), but only in park picnic areas.

A discussion followed regarding the Committee’s proposed administrative fee and damage deposit. All members agreed that administrative fees and damage deposits should not be waived for for-profit activities.

The Committee reviewed the intent of the administrative fees (to partially pay for the personnel-related costs associated with reviewing and approving the application, checking the facility after an event, etc.) Carol Berg made a motion to recommend to the City Council that a non-waivable \$20 administrative fee be charged every time a facility is reserved. Kelly Huffield seconded the motion and it passed unanimously.

In regard to damage deposits, Carol Berg made a motion to recommend to the City Council that a \$50 refundable damage deposit be charged for all reserved uses, some or all of which may be waived for nonprofit, charitable, and private events at the discretion of the Mayor. Jen Frazer seconded the motion and it passed unanimously.

The Liaison will prepare a final draft of the Code and form for City review. Once this review is complete, she will prepare a packet for Council review/comment and/or approval. The goal is to have the parks discussion at the July 3, 2023 Council meeting, which would allow the Committee to discuss the Council’s input at its July 11, 2023 meeting.

CORR Report

Discussion of review was deferred.

Liaison Berg has advised the CORR Team at the University of Montana that the review of the draft report was pending. The Committee generally agreed that the CORR report would be a valuable supplement to a Parks Master Plan. Chair Frazer suggested looping the CORR stakeholders back in after the CORR report has been reviewed and the conversation has been held with Great West.

Public Comment

None.

Set Next Meeting Date/Time/Location/Adjourn

The next meeting will be held on July 11, 2023 at 4:30 p.m. at City Hall.

The meeting was adjourned at 5:51 p.m. Liaison Berg asked that all parties complete all McStravick Park tasks by that date, so we can get this project in the rearview mirror.