

CITY OF WHITE SULPHUR SPRINGS, MONTANA
MINUTES OF THE PARKS ADVISORY COMMITTEE
JULY 20, 2020

ACTION ITEMS

Pattie Berg:

- Find master plan created in 1998/1999 for Springs Park
- Find language in subdivision regulations re: park land dedication requirements.
- Find out who owns area in/around Rodeo Grounds.
- Arrange Tour of Parks on 7/28/20 at 10:00 p.m., meeting at Springs Park with Parks point of contact person.
- Send Committee Information on Parks assessment tools
- Check USTA matching requirements

Jen Frazer: Send photo of porta potty enclosures used by the City of Missoula.

Call to order and introductions

Present:

- Jennifer Frazer, representing: Lions Club, Public Sector
- Kelly Huffield, representing: Chamber of Commerce, Community Foundation
- Carol Berg representing: Community service groups, Chamber of Commerce.

Robert Dupea left a message with Berg Garage that he would be unable to attend the meeting. Mr. Dupea is a local rancher, and is the Rotary Club's representative on the Committee.

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

Why are we here? Purpose of Committee, Background materials, etc.

The Committee members briefly discussed the Committee packet. Committee members made the following preliminary comments regarding parks' history/improvements/needs.

- Kelly Huffield would like to put a Barn Quilt on the building in South Radar Park
- The surface under the equipment at Bair Park needs to have appropriate ground cover installed and maintained.
- Jen Frazer suggested that the Committee may want to consider an approach where parks are age appropriate/age ranged.
- Based on community interest, many years ago, the Optimist Club and Lions club tag teamed to raise funds to build a roller skating rink in Springs Park. When the Optimist club ceased to exist, the Optimist money went back to the national organization. The Lions club kept the money it raised in a special project fund. The Committee members weren't sure there was still a community interest for a facility dedicated to roller skating.
- Carol Berg said that, in the 1998-1999 timeframe, a landscape architect had prepared a master plan for the entire area of Springs Park. Pattie Berg said she would ask the Clerk to look for this plan.
- Angela McDaniel is in touch with Pearl Jam, and this may be a source of funding for a skate boarding facility, if the City would donate the land.
- It would be nice to have a walking path available.
- Currently, several kids sled on private property above Bair Park. The Committee discussed finding a place where kids can safely sled. Possibly, the City could build a dirt hill (such as the one in Gallatin County's 100 acre park) where sledding and hill climbing can safely occur.

- The Committee discussed the meaning of the term ‘open space’. According to one source on the internet, *“Open space is any open piece of land that is undeveloped (has no buildings or other built structures) and is accessible to the public. Open space can include:*
 - *Green space (land that is partly or completely covered with grass, trees, shrubs, or other vegetation). Green space includes parks, community gardens, and cemeteries.*
 - *Schoolyards*
 - *Playgrounds*
 - *Public seating areas*
 - *Public plazas*
 - *Vacant lots”*
- The Committee asked if the subdivision regulations addressed open spaces/parks.
- Pattie Berg was directed to find out who owns the area in/around the Rodeo grounds, as that is one of the biggest open spaces, and is frequently unused.
- The Committee would like to do some kind of community needs assessment, but is also sensitive to the costs of maintaining additional parks.

Review of Draft Bylaws

The Committee had been provided with a set of draft bylaws. Through discussion, the following changes were made:

Article V, Section 3. Term

The Committee did not initially make any changes to Article V, Section 3. However, after the election of officers (see below), Committee discussion indicated a need to make the following changes to this language:

Section 3. Term. Members shall serve for staggered two (2) year terms. Initially, two (2) members will serve a term of two (2) years. The other two (2) members will serve a term of three (3) years. Following the expiration of the initial terms, each Committee members’ term will be two (2) years, so that the terms are staggered on an annual basis. ~~Staggering the terms does not preclude any member from being reappointed.~~ **Members will generally not serve more than two (2) consecutive terms; however, additional terms may be required if vacancies remain on the Committee that cannot be voluntarily filled.**

Article V, Section 5. Voting

The Committee agreed that proxies should be made available in case one of the members has a long term illness/injury and cannot participate in meetings. They agreed to modify this Section to read as follows: add the following language to the end of this Section:

Section 5. Each member or his/her Committee approved proxy shall be entitled to one (1) vote on each matter submitted to a vote of the Committee. Members shall nominate ~~proxies~~ **a proxy** to the Committee for consideration and vote. **Proxies must belong to an organization(s) the Member represents.**

Article 7. Meetings

In order to allow for remote/virtual attendance, change Article 7 Section X to read as follows;

Section 1. Regular Meetings. Regular meetings of the Committee shall be held on a monthly basis. **Meetings may be conducted by telephone or any other medium in which all committee members and the public can participate effectively.**

Article VIII. Officers

The Committee did not initially make any changes to Article III. However, after the election of officers (see below), Committee discussion indicated the need to amend this Article to read as follows;

A. Officers. The officers of the Committee shall consist of the following and such other officers as the Committee may from time to time designate and appoint:

1. Chairperson
2. Vice-Chairperson

The Chairperson shall prepare the agenda, preside at all meetings of the Committee, and meet with the City Council as needed to provide the Council with Committee recommendations and to report on Committee efforts.

In the absence of the Chairperson, the Vice-Chairperson shall perform ~~these~~ **the Chairperson** duties.

B. Term of Service.

Officers shall serve one (1) year terms. Officers will generally not serve more than two (2) consecutive terms; however, additional terms may be required if vacancies remain on the Committee that cannot be voluntarily filled.

C. Vacancies in Office

The Vice Chairperson will automatically succeed to the Chairperson position when it becomes vacant. If the position of Vice Chairperson is vacant when the Chairperson position becomes vacant, the Advisory Committee will elect by majority vote an Acting Chairperson from among the members of the Committee. The Acting Chairperson will serve complete the term of office of the Chairperson and the City Council will appoint a person to fill the remaining Committee vacancy.

Election of Officers

Jennifer Frazer made motion to elect the following members to the indicated positons:

- Chair: Carol Berg
- Vice Chair: Kelly Huffield

The motion passed unanimously.

Discussion followed regarding the staggering of these terms. See **Review of Draft Bylaws**, above.

Additional Agenda Items

Member Terms - In reference to Article V, Section 3 of the bylaws, a motion was made, seconded and unanimously passed the members will serve the indicated terms:

- Two year terms: Carol Berg, Robert Dupea
- Three Year terms: Jennifer Frazer, Kelly Huffield

Parks Assessment – Jennifer Frazer said she would like the committee to discuss completing a parks assessment to determine Parks’ needs, safety concerns, etc. Pattie said she would research assessment tools. The Committee also discussed bringing in a certified parks inspector to conduct a safety survey, or tapping a non-profit to conduct this survey if the City can’t do it.

Parks Tour - The Committee discussed the need to tour of all the City’s parks before talking about first steps, priorities/goals/objectives. They would like the “tour guide” to be a person who is currently involved in the parks maintenance/upkeep. The first available date for all Committee members is 7/28/20. Pattie said she would work with the Mayor to have an employee assigned to this task. The tour would begin at Springs Park.

Parks Point of Contact - The Committee wants the name/contact information for the City’s parks point of contact.

Porta Potties - The Committee was wondering whether the costs of porta potties are included in the Parks budget. Jen Frazer will be sending a photo of a porta potty enclosure used by the City of Missoula.

Consider/Discuss First Steps / FY20-21 Budget “Asks”

The Committee tentatively identified rehabbing the tennis court as its priority project. However, a firm decision was deferred pending completion of the July 28th Parks Tour.

The Committee looked at the Mayor’s recommended budget, and decided, pending further discussion, to have Pattie Berg request that last year’s budget figure be restored.

Reserved for Additional Discussion(s)

Pattie Berg told the Committee that, based on contact she had with the US Tennis Association, the City had purchased a membership to this Association. The Committee asked her to find out the specifics on the types of match required for rebuilding tennis courts.

Set Next Meeting Date/Time/Location

The Committee would like to meet at 10:00 on July 28th for the Parks tour. The next Committee meeting will be scheduled as soon after the tour as possible.

Adjourn

On a motion made a seconded, the meeting was adjourned at approximately 8:30 p.m.