

**MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
NOVEMBER 10, 2022**

ACTION ITEMS

All:

- **Keep an eye out for texts about the T-Mobile grant. Respond ASAP.**
- **Recruitment of another Committee member.**
- Review Bylaws for changes to membership requirements (and anything else)
- Review voicemail script for equipment storage shed.
- Keep in mind your “unfinished business” at McStravick Park. (Not detailed below to save space).

Jen Frazer

- Turn in Bair Grant Closeout.
- Follow up with CORR re: moving forward, whether they need the homework assignment to move forward, etc.
- Map for Spikes Happy Trails tour
- Duties update in Committee Handbook
- Speak with Golf Board about formally sponsoring/advertising the availability of, and the rules related to, cross country skiing on the golf course.
- Finish up on Fort Logan replica sign.
- Name of EWF installer to Mayor Nelson
- Invite Mayor and Mark Pryor to future meeting.
- Deferred: Purchasing Policy Discussion, Council update (pending final invoices)

Carol Berg

- Schedule Spikes Walking Tour
- Remove tennis net, send it to shops for storage.
- Work with Mayor on cost estimates for Springs Park.
- Talk to Candi Short-Richardson about working on a Duck Race fundraising event
- Follow up on no roller sports sign for McStravick Park (Jen did not find any).

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

- Duffle bag for tennis net storage to Carol Berg.

Pattie Berg

- Draft T-Mobile Grant
- Send Carol the budget worksheet for the T-Mobile grant.
- Post copy of Great West Task Order for T-Mobile Grant (members are interested in working and task defined).
- Prepare a draft user agreement for Committee review.
- Follow up with Diane Conradi regarding donation/LWCF match.
- Send Carol Berg’s application to Mayor Nelson
- Locate and send name of Great Falls school’s EWF installer to Mayor Nelson

Call to Order

Chair Jen Frazer called the meeting to order at 4:40 p.m., at City Hall.

Committee Members Present: Jen Frazer, Carol Berg.

Others Present: Jordan Kibbee (Committee applicant), Pattie Berg (City Council Liaison).

Proxies: Kelly Huffield sent her written proxy as Liaison Berg for the Nov 10th meeting.

Approval of Minutes

Carol Berg made a motion to accept the Minutes of the October 14, 2022 Committee Meeting, as presented. Jen Frazer seconded and the motion passed unanimously.

Committee Member Reports on Action Items Not Otherwise on the Agenda.

CORR Process: Review of Last meeting and next steps

Membership Discussion (see meeting attachments)

Discussion needed on Projects/Ideas not on the Agenda

Carol Berg

- She will install the pump track sign next spring.
- She did not speak with the Golf Club Board. She asked Chair Frazer to take this on as the Chair had the preliminary discussions with the Golf Board. The Chair agreed to take the request to the Board.

Jen Frazer

- Bair Grant Closeout – She plans to get it done on 11/11/22 as she has a day off.
- Fort Logan Replica - The Historical Society has offered to replace the Fort Logan replica sign. The Mayor has given the go ahead on this task.
- She set up a WSS Volunteer email account, transferred the shared drive from her personal email account to the new email account, and invited Committee members to the shared drive. She has also set up the voicemail where people will be able to call and get the combination for the equipment locker at McStravick Park. She asked Committee members to review and comment on the voicemail script.

Liaison Berg

- Has placed a couple sample user agreements on the shared drive for review. Committee discussion:
 - It is the Committee's understanding that only non-profit and community service-type groups can reserve City Parks and facilities. It was reported this was in response to some misdeed that created damage at City Hall during a Tupperware party (or something similar.) The Committee discussed putting the appropriate sidebars in place that would allow individuals and for profit use of Parks facilities for a fee.
 - If an individual/group/organization is charging fees for their activity, the City should get a user fee. For example, if someone is going to offer tennis lessons and charge for the lessons, the person should pay a fee to use the Court.
 - Liaison Berg will prepare a draft user agreement for Committee review.
- When she asked Diane Conradi whether the value of the land donated for Spikes Happy Trails is "matching", Conradi said that question required input from FWP and offered to check with FWP for the right person to go for an answer.

CORR Process: Review of last meeting and next steps – CORR sent homework instructions 10/18/2022. They also sent notes from the third meeting. Chair Frazer asked for input regarding this project. Committee comments:

- The CORR team is and will continue to be a great resource for training and funding ideas. The Committee values this relationship.
- The Committee wants to (tactfully) push the CORR group to expedite the rest of this process so we can get a Master Plan under review, and so we don't lose team members' interest.
- At one point CORR said we would have a draft Plan by the end of this year.
- The Committee would like to get the next Team meeting scheduled (if another one is needed.)
- It's not clear the homework assignment is critical for completing the process.

Chair Frazer will speak with the CORR group and will schedule 'homework' meetings if necessary.

Liaison Berg has sent the notes from all the CORR meetings to the City Council.

Membership Discussion –

- Carol Berg prepared a request to be reappointed to the Committee for 2 years (July 2022 – June 2024) Liaison Berg has the request and will get it to the Mayor.
- Jordan Kibbee has applied for a seat on the Committee. The Mayor makes Committee appointments, with Council confirmation. The Mayor re-issued the November 15, 2022 City Council Meeting Agenda so Jordan's appointment

can be confirmed on that date. Ms. Kibbee will be the Committee member representing the City's recreation facilities/program users. Under the bylaws, her term runs through June of 2024.

With these appointments, the Committee is still down one member. Discussion was held about modifying the Bylaws' membership requirements, as this may be limiting our potential membership. Liaison Berg shared some suggested language changes. The Committee will review the Bylaws and this will be discussed at a future meeting. In the meantime, the Committee will continue to try to fill the vacant seat and will be on the lookout for folks to fill any future vacancies.

Discussion needed on Projects/Ideas not on the Agenda

- Bair Park ground covering – Liaison Berg said the Mayor has found someone who will submit a bid, for work to be done next spring. Jen Frazer will send the Mayor the name of the EWF installer from Bozeman. Liaison Berg will find out who did the work at the school in Great Falls and, if it was a private company, will send the name to the Mayor.
- Purchasing policy - The Committee adopted this policy with the goal of offering an equal playing field to all potential bidders. The consensus is that the City has not seen the number of bids it hoped this policy would create and agreed to review the purchasing policy, including considering:
 - At what project cost a formal bid process must be followed (if it's less than that required under MCA).
 - What about creating a "rotating list of contractors" that will be contacted for projects?
 - There needs to be formality in an informal bid process, so the work to be done and costs for the completed work is clear, and both parties are held accountable for their parts of the work.

The purchasing policy will be discussed at a future meeting.

T-Mobile or other Grant for Developed Parks This Task Item will work to address our #2 task this year (Springs Park)

In October, the Mayor emailed Craig Erickson asking about the status of this grant. Erickson's response read, in part:

We had asked T-Mobile on two separate occasions to confirm that a planning project... would be eligible for Hometown Grant Funding. T-Mobile did not respond to our requests ... so an application was not submitted because I do not want to use city resources to prepare an application for a project that may not be eligible....

However, that doesn't mean the task order the city approved is no longer needed. T-Mobile accepts applications every quarter, and the next application deadline is December 31, 2022, with another application cycle opening on January 1, 2023.

I suggest we work on developing a construction project that would include improving accessibility and drainage at Springs Park and improvements around the playground, etc. Once we have a clearly defined project, with a detailed scope of work, cost estimate, and implementation schedule, the city would apply for T-Mobile and possibly other grants, such as LWCF, to make the improvements.

Chair Frazer asked whether the City is "obliged" to honor the task order. Liaison Berg said she would place the order on the shared drive but, since the task order said the grant would be submitted by 9/30/22, which was not done, it appears the task order has expired and/or is otherwise is no longer relevant.

Liaison Berg asked the Committee what it wanted to do regarding the T-Mobile grant and Springs Park. Committee discussion:

- The Committee can't lose sight of the fact that a lot of Parks-related work needs funding, including Springs Park. We are getting bogged down on Springs Park.
- It is the Committee's priority to address the safety and accessibility of the playground/parking area.
- The Mayor has given a couple Committee members his ideas/plans/goals for reconstructing the playground area.
- The Great West Statement of Work would have created an ADA transition plan, but did not include any completed work. This wasn't what the Committee was envisioning, and the \$8,000 price tag exceeded the \$2,000 that Great West would cover the cost of writing this grant.

- While the CORR process has (at least preliminary) identified the need to have a Master Plan for all of Springs Park (including Spikes Happy Trails and the future skateboard structure), the issues regarding playground safety and accessibility need to be addressed.
- The Committee’s initial goal was to write the grant where (a lot of) the preliminary work Mr. Erickson describes in his email would be paid for by T-Mobile, with Great West being a key partner. Great West is reluctant to request money until all the preliminary work has been done. This has created a situation where the Committee’s goals and those of Great West are in conflict. This has contributed to the delay in submitting a funding request.
- There is a draft grant that was under Committee review before Great West was “looped in”. With the Mayor’s expertise, and assuming Great West would provide a cost estimate for the Committee’s work plan (and is willing to do the work the Committee envisions), the Committee can likely have a grant done by 12/30/22.
- Since the T-Mobile program focuses on small towns, a less “professional/splashy” submission may garner more favorable review.
- If no City finances are used to write the grant, the worst that can happen is T-Mobile says “No.”

Carol Berg made a motion to direct Liaison Berg to prepare a funding request to T-Mobile to improve accessibility and safety at the Springs Park (playground, parking area, and the Rotary Shelter) in time for a December 30, 2022 submission. The motion was seconded by Jen Frazer and passed unanimously.

Assignments:

- Liaison Berg to speak with the Mayor on the Committee’s plan, and to resurrect and update the draft and place it on the shared drive for Committee input/feedback. She may also ask other Committee members for assistance in collecting data, etc.
- Carol Berg to work with the Mayor on getting cost estimates.
- Committee members will do timely reviews of drafts as they are posted.

McStravick Park Project Tracking:
 Outstanding Items
 Rotary Award: Other items
 “Winterizing” plans.

Outstanding Items:

- **Donation Box** - Jordan Kibbee will donate a donation box for the McStravick Park. The Committee thanked Jordan for her contribution.
- **Equipment access** - Chair Frazer had a couple combination locks for the storage unit. The Committee selected the type to use.
- **Courtside benches** - Chair Frazer and Carol Berg placed the courtside bench inside the court. The bench came with bolts to secure it, which can be installed when weather permits. See information on second bench below.
- **Center Net Anchor** - Carol Berg said this will be installed when weather permits; probably at the same time the benches are bolted down.
- **Accessible table** – This is at the Park, on a pallet in the parking lot. The two boxes are very heavy and commercially strapped to the pallet. It needs assembly. The Committee will put it together when weather permits or, maybe, if the public works employees have some extra time, they can do this.
- **Storage unit** - Is at the City Shop under the lean-to overhang. It will need to be put together, and a floor installed. Committee will connect with Mark Pryor when the weather allows.
- **Signs** – at the City Shop. Jen will work with Mark to obtain the signs to design the large Park sign and possibly place backing on the fence rule signs.
- **Porta potty** - Funds for an outhouse at McStravick Park were included in the 22-23 budget.
- **Accessibility issues** – Based on the costs related to preparing for and installing the new surface, under the ADA, the City must spend (up to) \$13,000 to create an accessible path to the “primary function area” of McStravick Park, which is the court itself. The accessible path of travel must extend from site arrival and includes provided restrooms that serve the primary function area. The Mayor estimates the cost of an accessible, concrete, parking spot to be \$2,000. This leaves (up to) \$11,000 for creating an accessible path from the parking spot to the court. There is currently no plan for creating this path. If City staff is not available, a contractor could likely be hired to complete this work for (up to) \$11,000.

The Committee agreed to invite Mayor Nelson and Mark Pryor to a Committee meeting. One item would be a discussion about accessibility at McStravick Park.

Rotary Award: Other Items:

- The **pickle ball equipment** is at Kelly Huffield’s house. Jen has badminton rackets and birdies to add to the collection.
- **Only 1 of 2 benches were ordered.** Assistant Clerk Harrington has ordered a second bench, at a cost of \$449. This is \$150 over budget. The Committee directed the Liaison to ask the Mayor to decide whether to cancel the order, or if the City was willing to contribute the additional funds.
- **Liaison Berg asked if the Committee knew the location of the following items:**
 - Locks - The order was to have included 2 locks: one to secure the table, and one to secure the storage area. Chair Frazer and Carol Berg have only seen one lock and one length of assemble-on-your-own cord.
 - Disabled Parking sign – It doesn’t appear this has been ordered.
 - No roller skating, etc., sign – Jen was not able to find this sign at Home Depot and Walmart in Missoula. Carol Bergs will follow up.
- **Wheelchair friendly pad for under picnic table** - \$150.00 is still available to purchase materials for a frame in which to place extra tennis panels to create smooth surface for wheelchair users. Creating a friendly path and pad for the table may not be needed since a picnic area is NOT the main purpose of the park.
- **Final Funding Report** – After all invoices have been received, Liaison Berg will update this report and Chair Frazer will present this to the Council (along with any other Committee updates.)

The Committee directed Liaison Berg to get copies of the invoices from all the Rotary-funded orders.

Winterizing Plans:

- Carol Berg will remove the net from the court
- Jordan Kibbee has an extra duffle bag the net should fit in. She will get it to Carol who will take the net to the Shops.
- Once the storage shed is put together, all equipment will be kept in that shed.

Spike’s Happy Trails:

What’s Next? Action Items needed.

Subcommittee Members?

Public Comment and/or Tour sessions

Carol Berg said she had not arranged for a tour. It was suggested that doing this in the winter may provide some good insight into future work. Following discussion, it was agreed that Carol would invite people, including the Short family, to come walk the property and will publically announce the tour. Chair Frazer will work on a map to hand out to attendees.

The Committee would like to pursue the duck race next summer, Carol Berg will ask Candi Short-Richardson to serve on a subcommittee for this project.

Liaison Berg said she had received an invite from the Montana Access Project for a “Get Grant Ready” webinar, which may lead to pitching a project to a group of experts who would help prepare a funding request. She told the Committee she would be attending this, with the thought that this process may be the thing that can get the work on Spike’s Happy Trails started. She will forward the information to the Committee, and keep members updated.

Public Comment

No public was present to comment. Committee member Carol Berg said that, before the snow hit, two students had told her they love the tennis court, and were using it a lot.

Set Next Meeting Date/Time/Location/Adjourn

The next meeting will be December 8th. It will be a brief meeting followed by a no host Christmas get together. Liaison Berg said that, depending on the Access Project work and T-Mobile grant process, she may request a meeting earlier than December 8th, and/or a second meeting in December.

The meeting adjourned at 6:10 p.m.