

**MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
DECEMBER 8, 2022**

ACTION ITEMS

All:

- **Recruitment of another Committee member.**
- Review voicemail script for equipment storage shed.
- Keep in mind your “unfinished business” at McStravick Park. (See earlier Minutes.)

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
- Bylaws sign and to City Hall
- Soup for January 5, 2023 lunch meeting
- 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.
- Follow up on no roller sports sign for McStravick Park.
- Deferred: Purchasing Policy Discussion, Council update (pending final invoices)

Carol Berg

- Schedule Spikes Walking Tour.
- Article for Meagher County News
- Talk to Candi Short-Richardson about working on a Duck Race fundraising event

Kelly Huffield

- Order *Adopt a Spot* Signs - 20 signs and the appropriate number of ‘plaques’.
- Work with Stacy Eaton-Menard on the basketball tourney.
- Rolls for January 5, 2023 lunch meeting

Jordan Kibbee

- Duffle bag for tennis net storage to Carol Berg.

Pattie Berg

- Coordinate Meeting regarding T-Mobile Grant. Take appropriate follow up actions.
- Pitchfest/MAP work.
- Recruitment for 5th Committee member & Spikes working group
- Prepare a draft user agreement for Committee review.

Call to Order

Chair Frazer called the meeting to order at 4:35 p.m.at City Hall.

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

Others presents: Pattie Berg (City Council Liaison).

Approval of Minutes

Carol Berg made a motion to accept the Minutes of the November 10, 2022 Committee Meeting, as presented. Jordan Kibbee seconded and the motion passed unanimously.

Member Updates

- Carol Berg reported that she intends to have a tour of Spikes Park on January 5th at about 4:00. She may schedule this at an earlier time to allow the tour to take place before dark. She intends to write an article/press release regarding this event for the Meagher County News.
- Jen Frazer announced that the Historical Society has agreed to fund the replacement of the Fort Logan Replica sign.

Update of Bylaws

Chair Frazer asked for discussion regarding the proposed revisions to the Committee's bylaws. She reminded the group that the only change is in the membership section. The changes are being suggested to address the problems the Committee has had in recruiting members. The proposed changes are as follows:

Section 1. Number. The Committee shall consist of 5 members. ~~Four (4) of these members will represent non-profit community service, business service, or economic development organizations operating in White Sulphur Springs. One (1) Committee member will be a current or future user of the City's recreation programs or facilities.~~ Committee members will represent business services, economic development or non-profits community service organizations operating in White Sulphur Springs and/or current or future users of the City's recreation programs or facilities. Preferences for ~~this~~ **Committee** positions will be given to residents of the City of White Sulphur Springs.

Liaison Berg suggested removing the reference to "business services" because she didn't know what that really meant in this context. She suggested replacing this term with the word "businesses". The language would then read as follows;

Section 1. Number. The Committee shall consist of 5 members. Committee members will represent businesses, economic development or non-profits community service organizations operating in White Sulphur Springs, and/or current or future users of the City's recreation programs or facilities. Preferences for Committee positions will be given to residents of the City of White Sulphur Springs.

Kelly Huffield made a motion to approve the proposed bylaws as amended. Carol Berg seconded the motion and it passed unanimously. Chair Frazer will get a signed copy to City Hall in PDF and hard copy version.

Spikes Happy Trails

- Review/finalize "Pitch Fest" Responses
- Identify Committee members wishing to participate in one-on-one sessions and Pitch Fest
- Identify what else needs done to prepare for the Pitch Fest

The Committee reviewed Liaison Berg's proposed responses to the Montana Access Project (MAP)'s Pitchfest questions. Regarding the Action Plan, there was some question about when fundraising will occur. Liaison Berg will update the responses with input provided by the Committee members and send it to the MAP. The one on one session with the MAP team is Tuesday the 13th at a time to be determined. The responses will become a PowerPoint presentation for the Pitchfest, where the participating agencies pitch their project to potential funders. The Pitchfest is December 15th, sometime between 1 and 3:00. P. Berg sent an email asking the MAP folks how many can attend and will let the Committee know what she learns.

Status of T-Mobile Grant application for Springs Park Renovation Who needs to do what, by when, to get this done by 12/30/22?

Committee member Carol Berg reported on her meeting with the Mayor:

- The budget spreadsheet that Liaison Berg had asked to be completed was not, as it wasn't clear what all was being requested.

- The Mayor wants to reduce the play area by removing the tire chain, teeter totter, and Merry Go Round, possibly the swing set, and by moving the other pieces closer together. The new playground area would be around 1,600 square feet. Diagram attached.
- The Mayor has offered to spend up to about \$10,000 from the Parks' Capital Improvement Fund to replace equipment, or purchase new equipment.
- The Mayor told her he would not support the use of engineered wood fiber as the ground covering. Instead, he wanted to install some kind of rubberized material in the fall zones, and pea gravel in the other areas.

When asked about removing the swing set, C. Berg said this was necessary if we are going to start with a 'clean slate' in the play area. The swings are concreted in, and while it can be done, it's difficult to remove concrete without causing damage. The Committee consensus was that the park needs a swing set and the current set is does not need replaced.

Chair Frazer and Liaison Berg noted that they had met with the Mayor and had agreed to reduce the size of the playground area. However the Mayor had said nothing at that meeting indicating that engineered wood fiber ground covering was unacceptable.

Liaison Berg noted that this change in ground covering is contrary to the Committee's advice because specialists in the field have advised her, and the Committee has discussed, that pea gravel is unsafe at fall heights exceeding 5' and is generally not accessible.

Committee members expressed frustration about this last minute change in plans. Some members equated this to the last minute decision to install a lift rather than remove the spalled areas at the tennis court.

T-Mobile allows up to 5 letters of support to be submitted with their grant packages. Letters of support for the T-Mobile Grant have been requested and/or received from the Chamber of Commerce and the Lions Club. Liaison Berg also has the original letter that the Mayor signed supporting this project and can reprint it and get a current signature. It was suggested that getting letters of support from the WSS Rotary Club and from the Stevens Youth Center. Liaison Berg will ask for a letter from the Rotary Club. Jen Frazer will ask for a letter from Bethany Wieferich.

There was further discussion regarding the layout of the new playground. It was suggested that the City may save costs by building its own playground equipment. Liaison Berg said that, before the City does this, it needs to speak with the City's insurer. She said it is her understanding that part of the reason playground equipment is so expensive is because the manufacturer, not the buyer, takes on most of the liability. If the City builds its own equipment, there's no one to take on that liability.

Liaison Berg will coordinate a meeting with the Mayor, the Chair, Carol Berg and herself to discuss this project. Whether the T-Mobile Grant gets submitted by the end of the month depends on the outcome of this meeting.

CORR Process Update

Deferred

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| <p>Recruitment of members for:</p> <ul style="list-style-type: none"> • Spike's Happy Trails Subcommittee <ul style="list-style-type: none"> • 5th Committee Seat |
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Recruitment of Parks Advisory Committee member.

Liaison Berg explained that, at the last Council meeting, a question had come up regarding whether there had been proper recruitment for committee vacancies. Berg asked that the Committee ask the City to place an ad in the Meagher County News advertising the availability of the 5th committee seat. She also suggested that the ad include information regarding the creation of a Spikes Happy Trails subcommittee.

Chair Frazer recommended using the term "working group" rather than subcommittee for the Spikes project, as many people aren't interested in working on a "Committee". Carol Berg said she could include information about the working group in her article about the January 5th tour.

Carol Berg made a motion directing the City Liaison to work with the City to place an ad in the Meagher County News recruiting for the one vacant committee seat and to recruit for a working group for Spike's Happy Trails. Kelly Huffield seconded the motion and it passed unanimously.

Public Comment

No public was present to comment.

Set Next Meeting Date/Time/Location/Adjourn

The next committee meeting will be January 5th, 2023. It will be a lunch meeting with the Mayor and Mark Pryor. Jen will bring soup. Kelly Huffield will bring rolls.

The Committee will also get together sometime after the first of the year, possibly January 12th, for a no host holiday celebration.

The meeting was adjourned at 5:47 p.m.