

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**MAY 18, 2022**

**ACTION ITEMS**

**All:**

- Review Committee Handbook and be prepared to discuss it.
- Recruit 4<sup>th</sup> and 5<sup>th</sup> Committee members
- Bring cost estimates for any actively pending projects in your wheelhouse.
- Review and help make the draft T mobile grant better.

**Jen Frazer**

- Oversee tree planting at McStravick Park. Let us know if you need help.
- Do tennis court 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.  
Speak with Jordan and Ken about install

**Carol Berg**

- 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.
- Confirm that Girl Scouts are permanently adopting Bair Park

**Kelly Huffield**

- Work with Stacy Eaton-Menard on the basketball tourney.
- Make sure skateboarders are placed on the Foundation's next agenda.
- Speak with Cal Moore and Deb Giffen about court install
- Start making contact with Adopt a Spot sites and volunteers

**Pattie Berg**

- Massage Carol's press release as discussed.
- Update Cost and Financial Analysis spreadsheets.
- Work on T-Mobile grant.
- Monitor fencing work.
- Contact CORR students about court install

**Call to Order**

Chair Jen Frazer called the meeting to order at 4:20 p.m., at City Hall.

Committee Members Present: Jen Frazer, Kelly Huffield.

Others Present: Mark McDanel, Angelia McDanel of the Skateboard Users Group; Pattie Berg (City Council Liaison).

**Skateboard Users Group Update**

Ms. McDanel gave a PowerPoint presentation designed to convince people to join their group and fundraise for the park. Ms. McDanel said that, among other benefits, skateboarders take road trips to try out different parks, so the park will provide economic benefits to the businesses in White Sulphur Springs. The Committee made a couple suggestions to improve the PowerPoint. Ms. McDanel will make those changes and send a copy of the PowerPoint to Chair Frazer.

The Users Group has received an estimate of \$350,000 to build the facility and has a site plan, of sorts. The User Group is tracking grant opportunities which offer 50% for skateparks. There are plans to start fundraising, one idea was a bikeathon this summer. McDanels expressed the desire to re-engage their board members (they have

not met since before Christmas) and add one more member on its board. They plan to run all funds raised through the Community Foundation umbrella, for accountability purposes. Kelly Huffield will make sure the group is included on the Foundation's next agenda.

In terms of the exact location of the park, the City has offered a 100x100 foot area. When it gets closer to time to build the park, McDanel said an Engineer associated with Evergreen Skateparks will do a site evaluation and recommend the best spot for the structure. It was acknowledged that the location within the design concept image was not in the correct location on City lands.

**Approval of Minutes**

Deferred due to lack of a quorum.

**Update on T-Mobile Grant**

Liaison Berg reported that she did not receive the information from Great West Engineering. She did some research and did not get the impression that grant writing is an eligible Hard Rock Mining Impact cost. However, she thought the playground design plan *might* be an eligible cost. Berg offered to draft a grant application for the Committee's review, with and without a 'shovel ready' design. The Committee can easily pivot to using Great West's services if it (and funding) becomes available, but this will avoid wasting any more time waiting for a decision from Great West.

The Committee discussed a couple of alternative approaches to request funds. Berg will review the grant requirements and draft an appropriate request for the Committee's review by no later than Wednesday, May 25<sup>th</sup>. The request will be placed on Google Drive.

**Status of Filling Committee Vacancies**

**Committee Vacancy:**

Carol Berg drafted a press release, which was reviewed by the Committee. P. Berg suggested it be updated to ask people to take action. The Committee agreed. P. Berg will update Carol's draft accordingly and send it to the members for a final review.

The group reviewed the names of attendees at the September CORR stakeholder meeting. Following discussion:

- Chair Frazer suggested canvassing the Stone Temple Health Club staff to see if anyone would be available and interested in joining the Board.
- Jane Ellison said she wasn't interested in joining because of the backlog in work. Now that the Committee is able to see forward progress, she may be interested in joining.

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

**Jen Frazer:**

- No report on the Committee Handbook.
- She hasn't been able to speak with Whitley West about the Baseball Group's agreement with City.

**Carol Berg**

- The Bair Park bid was updated and released.
- Jen wasn't sure whether Carol had made the Thrivent Grant request for food, etc., for the volunteers.

**Kelly Huffield:**

- No report on specifics of Basketball tournament.

**Pattie Berg**

- She will update the Cost and Financial Analysis spreadsheets when it's next on the agenda.
- She placed documentation of completed work and information she received since the last meeting in the FYI subfolder of the 5/18/22 meeting folder.

<b>McStravick Park Project - Project Status Update – Project tracking</b>
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May 5<sup>th</sup>, Carol Berg and Kelly Huffield tested the court surface for puddling. There were two or three spots that were still wet after 2 hours. They have been marked and will be filled in when the cement gets placed for the posts. They will also seal areas where rocks have popped out along the cuts.

P. Berg advised the group that, according to the Mayor, the welder is done with his work, and the posts are ready to be concreted. Jen Frazer will work with Carol Berg on this project.

**Pending Items/Related Assignments:**

- **Fencing**
  - Parking Lot – The City is waiting for the fencing work to get done.
  - Irrigation System finishing touches – This will be completed as soon as the parking lot is done.
  - Trees/landscaping – Waiting for irrigation to be completed, and weather to cooperate.

P. Berg will keep an eye on the progress of the fencing work.
- **Supervisor to install the court.** P. Berg said she had not contacted Coach Wohler because the City's funds are exhausted. She said the Rotary request includes this cost but nothing is for sure on that request, and donations could also pay for this. She asked how the Committee wanted to proceed. Kelly Huffield shared Cal Moore's description of how a court is installed, and it is apparent he is familiar with the process. Based on this and given that Carol Berg has also offered to help, and that we have the phone number of the City of Bozeman's parks foreman, the Committee agreed to not bring an outside party in to assist with the install. Huffield will confirm that Morris is available to be on site (and/or supervise this work).
- **Volunteers for the install of the court:** Coach Wohler said 4-6 people will be sufficient for this work. At the present time, Carol Berg and Pattie Berg will be available on June 11 and 12th. Jen Frazer was unsure whether she would be in town. Kelly Huffield will be out of state. Following discussion, the following Committee members will make the indicated contacts.
  - Kelly Huffield: Deb Giffen, Cal Moore
  - Pattie Berg: The 3 high school CORR coordinating team members
  - Jen Frazer: Jordan Kibbee and her fiancé Ken Juell, and Charity (an employee of the Roadhouse)
- **Parts Box:** Pattie Berg said that, just in case she gets hit by a Mac truck, there is a box of netting parts in her end table and that Carol Berg knows how to get in her house.

At the next meeting, the Committee will finalize any remaining details (e.g., start time, food, beverages, etc.)

<p><b>"After action reviews":</b></p> <ul style="list-style-type: none"> <li>● <b>5/17/22 Council Meeting</b></li> <li>● <b>5/12/22 CORR Meeting</b></li> </ul>
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At its 5/17/22 meeting, the City Council:

- Approved the Adopt a Spot Program, and decided it would not require workers' compensation coverage on those volunteers.

Next steps:

- o At the request of the City Attorney, Chair Frazer combined the Adopt a Spot documents The Committee reviewed the list of potential volunteers, and sites. Kelly Huffield will begin making contacts with these entities.
- Approved putting bids out to fix the ground covering at Bair Park.

Liaison Berg said the Mayor is going to order a semi full of Engineered Wood Fiber this week, so the price gets locked in. The extra fiber will be stored at Bair Park.

During the meeting, Councilperson Coleman commented that he hadn't seen anyone playing tennis yet. He was assured that once it's in a playable state, there will be activity there. He said he would be watching. The Committee discussed the history of the Court project:

- The sitting Council at the time (including Councilperson Coleman) directed the Committee to make the tennis court its first priority;
- The Committee proposed a patch and cover costing about \$44,000, which would create a playable surface until more funds could be raised for a permanent fix;
- The Committee located a used surface for \$10,000, which had a 7 + year life expectancy, and would save the City about \$25,000;
- The Committee was awarded a \$12,500 grant to complete the work and also located a variety of other funds to make additional improvements at the site; and then
- Against the Committee's recommendation, the Council added a \$40,000+ lift to the project, doubling the budget.

The Committee consensus is that, in the future, the Committee will focus on policy work and will not take on deferred maintenance projects at the direction of the Council. This will be aided by the creation of a Parks Master Plan that establishes project priorities.

Report on May 12, 2022 CORR Coordinating Team Meeting - At this meeting, the Team discussed 3 options for a vision statement, and started to categorize priorities from low complexity/low cost to high complexity/ high cost. The team will give feedback to CORR on the vision statements and CORR will begin writing a Master Plan, after which another meeting will be held. Chair Frazer will give it another week and start prodding the CORR team, so progress continues.

The Committee briefly discussed the use of the Golf Course for cross country skiing. Shane Seraday has offered to groom the path, possibly using a snowmobile. The Committee agreed that snowmobile tracks don't work well for cross country skiers and grooming a path may just be more costly and complicated than it has to be. The Committee agreed that the course already is used for this purpose, and a sign saying skiing is allowed (and, if necessary, identifying where skiers should not go) is probably the best approach. Unless the Golf Board sees the need to maintain a specific path, no maintenance should be needed. Jen Frazer said communications and documents were submitted to the drive box on the 5-4-2022 meeting. The Item was placed on our priorities list to evaluate in July. We need to come before the board with a program design then they meet.

<b>Public Comment</b>
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No public was present to comment

<b>Set Next Meeting Date/Time/Location/Adjourn</b>
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Liaison Berg suggested that the Committee schedule meetings with the following topics:

- A Work session to address the Developed Parks/Fall Zone/ADA Compliance, which will then allow the Committee to make a funding request to the council during budget discussions.
- A Regular Meeting; and

- Sometime around June 11, 2022, a Committee “Independence Day Celebration”. Berg said that progress is being made on several fronts, but the tennis court project has been a long trudge and, when it’s done, the Committee needs to celebrate its accomplishments. She suggested an event similar to the Christmas party.

The Committee agreed with this plan. Chair Frazer will schedule accordingly.

The next Meeting will be held Wednesday, June 1, 2022 at 4:15 p.m., at City Hall.

The meeting adjourned at 5:23 p.m.