

**MINUTES OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
DECEMBER 8, 2021**

ACTION ITEMS

All:

- **Find a fencer ASAP**
- Contact and recruit potential applicants for the Parks Advisory Committee
- Review and comment on draft Minutes in "2022.01.12 Meeting" folder of shared drive.

Jen Frazer

- Visit with Mayor about any necessary issues including responsibility for administration and tracking of small grants that don't require engineering services, and closeout of Bair Grant.
- Deliver Memo to Mayor about storage of tennis court and other issues.
- Work with Tom Tosic on tennis court rule sign about tennis backboard
- Press Release for CORR and other outreach efforts to get attendance.

Carol Berg

- Talk to Tanner Blair and Lee Menard. If volunteers are needed, communicate with Committee so they can be found.
- Keep trying to find master plan.
- Contact the following people and ask them to volunteer for the Committee, or the CORR coordinating team:
 - Damon Goleman
 - The Opatz family
 - Kelly Porter
- Contact the following for the CORR:
 - Showdown Ski Area (anyone want to participate?)
 - The guidance Counselor at the School (for potential Bair applicants)
 - The school, for any staff who may be interested in volunteering.
 - Bethany Steinken (Youth Center Board participation)

Kelly Huffield

- Follow Up on the Adopt a Spot Program

Pattie Berg

- Draft Code of Ethics document
- Draft memo to Mayor regarding storage of tennis court and other issues.
- Mail thank you card to Dennis Espeland
- Ask the Mayor about a Council presentation by the Weeds Supervisor.
- Send link to fundraising webinar when it becomes available.
- CORR: Place Meeting attendees in 12/08/21 Meeting folder on shared drive and find out if future meetings attended virtually.
- Update Press Release as needed.

Call to Order

Chair Frazer called the meeting to order at 4:22 p.m., at the City/County Library.
Committee Members Present: Carol Berg, Jen Frazer; Kelly Huffield.
Others Present: Pattie Berg/City Council Liaison.

Zoom was joined and the meeting was recorded.

Approval of Minutes

Carol Berg made a motion to accept the November 10, 2021 Minutes, as amended. This was seconded by Kelly Huffield and passed unanimously.

Committee Members:

Report On 11/10/21 Action Items Not Covered Elsewhere in Agenda

- Carol Berg – Has not spoken with Mark McDanel, but he is attending the meeting today. Has not located the master plan.
- Kelly Huffield – No update on Adopt A spot.

- Pattie Berg – CORR was communicated with and a copy of the email was sent to all committee members and will be placed in today’s meeting folder on the shared drive. She has not finished the draft code of ethics.
- Jen Frazer –
 - Visited with the Mayor about responsibilities for administration and tracking of small grants that don’t require engineering services. Issue was communicated to the Mayor, it was left in his leadership
 - She was unable to find the project schedule at City Hall. She will ask the Mayor to locate that document in an easily accessible spot.
 - The Lions Club has some interest in managing the funds for the Skateboard Park, but at this point isn’t sufficiently ‘staffed’ to take on much more than that. At this point, the Club does not charge administrative fees.
 - The updated current bylaws are in the bylaws folder on shared drive
 - She brought a cable as promised (Serial Port to Serial Port), however the Library system needs their own HMDI to HMDI.

McStravick Park Project - Project Status Update – Complete project tracking sheet.

- Project Schedule– the Committee reviewed the Schedule. Jen Frazer will take it to the Mayor. She will also ask that the Schedule be readily available to Committee members and others. She was unable to locate it when she was recently at City Hall, and did not want to go looking for it in the Mayor’s office.
- Fencing – Carol Berg reported that Bison Fencing submitted a bid for a little less than \$4,000. She is going to speak with Tanner Blair and Lee Menard. If we are unable to get bids from these local businesses, she will review the Bison bid and make sure it only addressed work needing done. The Committee agreed that, if labor is an issue, the Committee will locate volunteers to help.
- Panelized Court – It looks like Ted Frazer will be picking up the panelized court on Friday the 10th. He is going to use the City’s trailer. There are 5 pallets of panels that need moved. At the council meeting on December 6th, the Mayor said the panels would be stored at the tennis court; not on the court, but outside the court. Committee members expressed concern about this plan, including having a \$10,000 asset left vulnerable to theft or vandalism, and the possibility that the panels will interfere with work being planned (irrigation, trees, parking lot, etc.) before the panels are placed on the court. The Committee felt that, since it can be stored outside, it should be able to be kept at the grounds of the Shop until it is ready to be placed. Based on this discussion, Carol Berg made a motion to ask the City to store the panelized tennis court in a location other than the tennis court property. This motion was seconded by Kelly Huffield and passed unanimously. P. Berg was directed to draft a memo for Jen Frazer’s review.
- Post installation is in progress. Welding fabrication company is under new ownership and job tasks are being transferred. Work is promised to be completed as soon as possible.
- Bair Grant – Jen Frazer is working on closing out this grant. She will send the invoice for the surface work, and tell the foundation that this is what the grant purchased. P. Berg asked Frazer to make sure that the City’s records accurately reflect this information. Because the general fund has already paid these costs, there may need to be a journal entry made transferring the Bair funds into the General Fund.
- Tennis Court Rules - She has been playing email tag with Tom Tosic. She will send him some examples of signage and pictures of backboards she has seen during her travels. She would really like him to help design the backboard. Carol Berg asked Frazer to let her know when it will be appropriate to request funding from Thrivent for this project (Thrivent funds have to be used within 30 days.)
- Donations – P. Berg announced that, as directed at the last meeting, she communicated with Dennis Espeland about his offer to donate to McStravick Park. Since then, Mr. Espeland sent the City a check for \$500.00 to be used for the tennis/pickle ball court at McStravick Park. The Committee members signed a thank you card and P. Berg will put it in the mail.

Spikes Happy Trails Interim Management Plan

Jen Frazer shared the documents transferring the Park from the Shorts to the City. It appears that any management concerns (transients, garbage, etc.) would be addressed through law or code enforcement, so she recommended deferring the creation of any interim management plan. The committee agreed with her recommendation.

Committee Observations:

- There may be a need to do a noxious weed control program. Jen Frazer mentioned that she and the Mayor had talked about weeds in general, and that the City would ask the Weed Program supervisor to a meeting to report on activities within the City limits. P. Berg said she would follow up on this as it had not been scheduled or discussed at any Council meeting.

- Need to make sure fencing remains intact so the park doesn't become a playground for bikes and motorized vehicles.
- If the Short property to the north of the park sells, there may be a need to find funding to do property line fencing.
- Need to schedule a clean-up day next spring for the park.

Finally, the committee discussed forming a subcommittee to work on the design, funding, and development of Short Park. Grant funds are likely going to be available, and there may be some upfront costs such as fencing, so the sooner planning can begin (after the CORR process is done), the better.

P. Berg said that, on December 7, 2020, she attended the first of 2 fundraising webinars being sponsored by the Montana Access Project. This webinar discussed state funding opportunities for parks, including natural parks like Spikes Happy Trails. She said the webinar was not as detailed as she had hoped, but she has placed her notes on the shared drive in *Grants @Potential Funding Sources Information* on the shared drive. She will also send the members a link to the recorded webinar as soon as it is available. The next webinar is December 14, 2021 and she will forward this link as well. She also invited incoming council person Rick Ellison to attend these webinars, as he has experience in trails design and development with the Forest Service, and this experience may come in very handy with the design and development of Spikes Happy Trails.

**Park Fundraising Report Submitted
(Discussion on Spring Fundraising Ideas and targeted funding needs)**

Due to time constraints, this was only briefly discussed. Some ideas for a fundraising activity at the baseball fields were shared, but no decisions were made. It was mentioned that Whitley West may be a good resource for a baseball-related fundraiser. It was generally agreed that the Committee needs to hold a work session where only fundraising is discussed. This would include general fundraising, targeted fundraising, and grants.

Skateboard Users Group Update

Mark and Angelia McDanel joined the meeting at about 5:00. Angelia has chosen "We Need A Place to Skate" as the slogan for this project, and provided the Committee with a draft brochure describing the project. She is working on a business plan, and has been in contact with Skateboard Park designer Richard Conklin/Evergreen Skate parks. They have also been in contact with Chris Bacon at the Skateboard Parks association, where some funding may be available. The group is scheduled to present their project before the Lion's Club and Community Foundation next month.

Mark McDanel reported the costs of these projects vary widely, and the group is not comfortable fundraising until they have a better idea of the cost. It was mentioned that fundraising appeared to have taken place over July 4th. Mark McDanel said this was a PR event, but no funds were raised.

Right now, the plan is to get the design complete, then solicit bids, then begin fundraising.

Committee feedback to the McDanels included:

- Jen Frazer asked Angelia to make sure the brochure includes a Facebook link, and that the engineer includes ADA accessibility in the project plan.
- Kelly Huffield told the McDanels that it was possible that this project could be the recipient of the July 2022 Race for this Place funds.
- The group should appoint one person to be the 'public information officer' for this project
- The Advisory Committee asked to be informed before any fundraising starts, or when the group will be presenting before the Council.
- The group was asked to keep the Committee updated using the form Jen Frazer had provided, or something like it. Having progress reports in writing to be shared to multiple parties would provide consistency.
- The Community Foundation or Lions Club are available to administer fundraising money. The foundation charges a 3% fee; the Lions do not currently charge this fee. If they want to have a third party fund administrator, the group should make their selection based on the level of services needed and provided.
- Possible sources of donated funds include: Town Pump, Triangle Communications, and Northwestern Energy.

**Discussion of Vacant Volunteer Slots
(2 Committee seats, 6 or 7 for CORR Coordinating Team)**

P. Berg reported that she had drafted a press release summarizing the results of the CORR envisioning meeting, and asking for volunteers. She suggested that this be placed shortly after the holidays. She said the City still has only 2

applications for the Parks Advisory Committee vacancies; one of which may not meet the membership requirements established in the bylaws. The CORR folks recommend 6-7 members and that this process will involve 3 to 4 meetings spread out over several months.

Kelly Huffield said Candi Short-Richardson is still interested and has asked when the Committee appointments will be made. P Berg expressed a desire to include a young person in either/both of these groups, and suggested that a student interested in the Bair Grant may benefit from working on the CORR project. Carol Berg said she had volunteered, but thought Jen Frazer should sit on the CORR panel, because of her GIS skills. Jen said she considered herself to be in the same category as Carol Berg.

P. Berg said the next Council meeting will be January 3, 2022 and she would like the Committee to create a solid plan to get applicants who are interested in and willing to fill these slots so appointments or announcements can be made at that meeting. Following discussion, Carol Berg agreed to contact the following people and ask them to volunteer for one or both of the committees:

- Damon Goleman
- The Opatz family
- Kelly Porter

She will also contact the following to see if someone is interested in membership:

- Showdown Ski Area
- The Guidance Counselor at the School (for potential Bair applicants)
- The school, for any staff who may be interested in volunteering.
- Bethany Steinken (Youth Center Board participation)

If these efforts are unsuccessful, the press release will request volunteers. Otherwise, the press release will be announce the names of people appointed to both groups.

Jen Frazer asked if the CORR process could be done virtually. P. Berg said CORR had promised to make this fun, which implied in person attendance, but she would ask CORR about this.

ADA Access Webinar Training.

Jen Frazer said she attended this webinar sponsored by Playcore and found it very helpful. She has placed her notes and screen shots of the slides on the shared drive. She also shared this information with the school, and offered suggested sharing costs in the future on playground facility upgrades. P. Berg said Frazer's timing was great, as there had recently been a picture of the new school playground equipment, with a caption stating that the school was going to install additional ground covering to cushion falls.

Public Comment

None.

Set Next Meeting/Adjourn – Set Time for Fatal Flaw Review and ADA audit of City Parks.

The Committee deferred the scheduling of the Fatal Flaw Review and ADA audit of City Parks.

The meeting adjourned at approximately 5:35 p.m. The Committee agreed to have a Christmas get together at Bar 47 at 6:00 on December 16th. Interested Committee/CORR members will be encouraged to attend but no Committee action will be taken. P. Berg will make sure any necessary public notice is made.

The next Committee meeting will be held January 12, 2022 at 4:15 p.m.