

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**FEBRUARY 2, 2022 - 4:30 P.M.**

**ACTION ITEMS**

**All:**

- Find a fencer ASAP
- Review/comment on parks maintenance drafts
- Review Committee Handbook by March and be prepared to discuss it.

**Jen Frazer**

- Place updated Press Release
- Contact (non-student) CORR participants about CORR schedule
- Send CORR participants' email addresses to Rachel Shouse. (Tiffany Sweeney will forward student emails-tswweeney@whitesulphur.k12.mt.us)
- Prepare a scope of work for McStravick Park landscaping bids.
- Speak with the Mayor: 1) warranty work needing done at McStravick Park and getting on Rock Hard's schedule 2) Survey timeline; direction for bid process
- Invite any/all unsuccessful applicants for the Parks Advisory Committee to participate
- Continue working on tennis court rule sign and backboard with Tom Tosic. Drafts have been created. He will be back from vacation soon.
- Locate solar or battery operated timer and cost effective lock box options for the timer
- Review shared drive access with Candi Short-Richardson and/or Kaye Ringer fully on the shared drive

**Carol Berg**

- Talk to fencers about bids, and if they know any landscapers.
- Contact CORR student participants about CORR schedule
- Keep trying to find master plan

**Kelly Huffield**

- Follow up on the Adopt a Spot Program
- Continue to explore how, or if, road mix can meet ADA accessibility requirements for accessible parking and paths; find another option acceptable on Access Board website.
- Speak with Stacy Eaton-Menard about the basketball tourney

**Pattie Berg**

- Send email to Mayor
- Follow up with Clerks earlier emails re: insurance coverages, skate park rider, etc.
- Make sure Mayor makes appointments to Parks Advisory Committee in February.

**Call to Order**

Kelly Huffield (Chair Frazer's in-person proxy) called the meeting to order at 4:34 p.m., at the City/County Library.

Committee Members Present: Carol Berg, Jen Frazer (via zoom); Kelly Huffield.

Others Present: Candi Short-Richardson (Committee applicant), Craig Erickson (Great West Engineering – via Zoom), Pattie Berg (City Council Liaison).

**Approval of Minutes**

Carol Berg made a motion to approve the Minutes of the January 12, 2022 and January 20, 2022 Committee meetings. The motion was seconded by Kelly Huffield and passed unanimously.

**Committee Member Reports On 1/12/22 Action Items**

**Kelly Huffield**

- Is playing phone tag with Casey Stienke with Top Signs about the Adopt a Spot Program
- Is still exploring how, or if, road mix can meet ADA requirements for accessible parking and paths.

**Carol Berg**

- Is working on getting fence repair bids. She expects to have at least 2 come in this week. She will also speak with 2 others potential bidders this week.
- Kaye Ringer submitted a letter to join the Committee on 2/1/22.

**Pattie Berg**

- Draft Committee Handbook is on shared drive. Chair Frazer asked the Committee members to review the draft handbook for the committee meeting in March.
- Drafted an email to the Mayor with Chair Frazer about fall zone safety, budget, and other items. She will send this email before she goes on vacation.
- Has not heard back from the City regarding the insurance-related questions. She will follow up before she leaves.

**Jen Frazer**

- CORR press release will go out in soon; would like to include April's meeting date.
- Draft of Tennis rules and backboard completed. Waiting for Tom to return from vacation to pick up the conversation.
- Still to do: Locate solar or battery operated timer and cost effective lock box options for the timer

**Status of Filling 2 Committee Vacancies.  
CORR meeting.**

Chair Frazer reported that the first CORR meeting will be held on 3/17/22 from 4:00 to 6:00 p.m. A second meeting will be held in April; time and date to be determined. The meetings will be offered via zoom and in person. The Committee agreed these meetings should be held at the Senior Center. The following are confirmed attendees:

Will Gold (Showdown employee)	Angelia McDanel (youth representative)
Carol Berg	Joseph Masee (youth representative)
Maggie Johnston-Roatch	Jessa Rasmussen (youth representative)
Pattie Berg (either as an observer or participant ... CORR suggested she be a participant.)	

Carol Berg will contact Tiffany Sweeney who will communicate with the students about the schedule. Chair Frazer will communicate with non-student members, and will invite all unsuccessful applicants for the Parks Advisory Committee to participate on the CORR coordinating team.

**Continued Priorities Discussion for 2022.  
Review Revised Goals/Actions Items**

Chair Frazer updated the priorities document from the January 20, 2022 meeting. She explained that this document will replace the Master List. She hopes this new format will improve communications with the Council and Mayor. Better organization of the projects within the categories will aid in communicating the project which the committee is tracking.

The Committee reviewed the updated proposal. Suggested changes to content:

- Replace the term "Community Recreation Plan" with "Parks Master Plan" as this is the language funders will be looking for.

- Remove reference to Garfield Road widening project related to the hospital annexation as this may not occur.
- Add more dates “Assigned to” and “Completed” to the following sections: Planning, Public Involvement, High / Medium Projects.

Discussion:

- The Committee generally accepted Chair Frazer’s proposed plan. Liaison Berg commented that the CORR process may drive changes to these goals and priorities; a note will be added to address this in the next version of the document.
- Chair Frazer noted that a long term ADA compliance plan is one of the planning priorities. It is a required element; but will be looked at further after the Master Parks Plan is completed.
- The Committee needs to make sure it understands how parks employees spend their time. For example, do they have a work plan, or do they just do work as it comes up? How do they spend a majority of their time? How much additional work can they take on?

Chair Frazer said it was her understanding there is no long term maintenance plan in place, which is why she drafted the Parks Maintenance Plans. Plans will also aid in creating an annual maintenance budget for the Parks. It was suggested that the Committee ask Mark Pryor to review these documents and attend the next Committee meeting where these are discussed.

Chair Frazer asked the committee members to review and provide input into the proposed maintenance plans; identify missing items. Then she will present our Draft plans to Mark Pryor and the Mayor for further development.

- Craig Erickson told the Committee that he is one of 3 – soon to be 4 -- grants writers at Great Western Engineering, the City’s new engineering firm. He noted that Great Western is attending the next City Council meeting to discuss, among other things, planning priorities. He said grants are available for planning purposes such as capital improvement plans, zoning, and parks and recreation plans. He indicated that if the City creates a Parks Master Plan and makes it an addendum to its Capital Improvement Plan, it increases the credibility of the Master Plan when it’s being reviewed by potential funders.

P. Berg explained to Erickson that the CORR process should result in a Parks Master Plan, saving the City several thousand dollars, She described the acquisition of Spikes Happy Trails and said that, while this park isn’t going to get done in the next year or two, its size, and the fact that it is a marshy area near the Smith River makes it likely it will be an expensive development. She added that there are probably going to be some costs incurred before the park gets developed. She asked Erickson to keep an ear out for any funds that may be available for park planning and development, and for maintenance before and the park is developed.

<b>McStravick Park Project</b>
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Status of bids – There are 3 main tasks that need completed before the May 2022 “grand reopening”.

- Fence Repair/Door Installation - Carol Berg is working on bids. She hopes to get at least 2 this week.
- Irrigation/Landscaping - Liaison Berg asked whether a bidding landscaping work makes sense, given the fact that it is unlikely there will be any funds available from the City for any landscaping costs. Chair Frazer said she has received a grant for trees from the DNRC, with \$500 marked for irrigation, so with the \$2,000 from the Community Foundation Parks Beautification the committee approved to use, there is \$2,500 available for landscaping. Kelly Huffield noted there is a total of \$5,000 available in the Parks Beautification fund. Jen Frazer will put together a scope of work for landscaping bids for review at the next meeting. This will take into account the presence or absence of the property line survey, the location of the parking area/accessible paths, and the location of the trees. The ‘green zone’ can be shrunk down further.
- Installation of parking lot, court posts, and property line survey – Chair Frazer said the Mayor is the foreman for this work.

- Committee/volunteers will complete the small amount of concrete work needed at the base of the posts.

Liaison Berg commented that Rock Hard needs be told there are some issues with the court surface that will need fixed as soon as the weather permits. Otherwise, it may be difficult to get on Rock Hard's calendar, and the completion of the project could be further delayed. Chair Frazer will follow up with the Mayor.

Further Discussion: Carol Berg said she intended to ask Tintina/Black Butte to donate the fencing costs. P. Berg said this is also an eligible expense under the Parks Capital Improvement fund. Kelly Huffield commented that the Rotary Club has offered funds for Committee projects, and that this might be a good project for which to request some funds. The Committee consensus seemed to be that, in order to ensure a spring, 2022 completion date, it may be wise to arrange for outside funds and workers for all outstanding tasks (except the work the Mayor has taken on.)

**Developed Parks/Fall Zone/ADA Compliance**

P. Berg's email to the Mayor includes the Committee's continued concern about the unsafe fall zones at Bair Park, and other issues. Marks Lumber in Clancy sells, but does not install, Engineered Wood fiber, which is a safe and accessible surface when properly installed. Carol Berg will ask the fencing companies if they know of any landscapers who may be available for this work as a landscaper's skill set and the equipment they use seems very transferrable to proper placement of ground covering.

There was some discussion fixing the tire snake at Springs Park, as part of the ground covering correction. ADA access is needed for parks and technically 20% of costs have to go towards access.

**Public Comment**

None.

**Set Next Meeting Date/Time/Location/Adjourn  
Set Time for Park Facility Review (aka Fatal Flaw) and ADA audit of City Parks**

The scheduling of the fatal flaw/ADA review was deferred; need better weather.

The next meeting will be held Wednesday, February 16, 2022 at 4:15 p.m., at the Library.

The meeting was adjourned at 5:40 p.m.