

**MINUTES OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA  
PARKS ADVISORY COMMITTEE MEETING  
OCTOBER 27, 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 11/10/21 Meeting folder of shared drive.
  - Review and comment on Project Plan Template for Tennis Court
  - Review and comment on Guidance Document and Decision Matrix for User Groups in 11/10/21 folder
- Jen Frazer**
- Visit with Mayor about any necessary issues including but not limited to McStravick park cost share, request meeting with Clerks on time tracking, etc.
  - Look into including Cemetery in Tree Survey.
  - Amended bylaws to City in hard copy form.
  - Send Carol Berg the info on the backboard at Phillipsburg.
  - Speak with Mayor about outstanding issues at McStravick Park
  - Speak with Tom Tosic on tennis court rule sign about tennis backboard
- Carol Berg**
- Keep trying to find master plan.
  - Speak with Mark McDanel
  - Request backboard funding from Thrivent
  - Fencing bid from Bison Fencing and call Blair family member who is opening a business in town.
- Kelly Huffield**
- Follow Up on the Adopt a Spot Program
- Pattie Berg**
- Communicate with CORR on several issues.
  - Communicate with the Mayor on Committee Appointments
  - Draft Code of Ethics document

**Call to Order**

Chair Frazer called the meeting to order at 4:23 p.m., at the Yoked Parish. The meeting was held there because the Library was closed. No zoom was available because the building had undergone a thorough cleaning, and the usual meeting room strongly smelled of bleach.

Committee Members Present: Carol Berg, Jen Frazer; Kelly Huffield.

Others Present: Candi Short-Richardson, Pattie Berg/City Council Liaison.

**Approval of Minutes**

Carol Berg made a motion to accept the October 6, 2021 Minutes, as presented. This was seconded by Kelly Huffield and passed unanimously.

**Committee Members:  
Report On 10/06/21 Action Items Not Covered Elsewhere in Agenda**

**Kelly Huffield:**

- She has not done any work on the *Adopt a Spot* program, but she has some ideas. The goal is to have this up and going next spring.
- She did not contact Lorene Sheline when she learned that Candi Short Richardson may be interested in being on the Committee. She also mentioned that Michelle Mueller may be interested in participating on the Committee.

**Jen Frazer**

- She presented the Committee’s annual report at the October 19, 2021 Council meeting. A summary report is attached. Frazer reported that the Council seemed supportive of the Committee’s work and asked good follow up questions.
- The City is due to have another tree survey done. This is necessary to retain the “Tree City USA” designation. The results will help in the preparation of an urban forestry action plan and in obtaining grants for related work. The last survey included the cemetery, but excluded the golf course. It was suggested that the next survey include the golf course so the lack of diversity of trees at the cemetery can be ‘tempered’ by the diversity of trees at the golf course. Frazer will look into this.
- Tom Tosic and his wife have joined Lions and she will be working with them on the verbiage for the tennis court rule sign and will also be looking for advice from him regarding the tennis backboard.

**Carol Berg:**

- She still hasn’t connected with Marc McDanel of the Skateboard Users Group. She will keep trying.
- She donated water to the CORR envisioning process.
- She hasn’t yet requested funds from Thrivent for the backboard but mentioned that the grant amount is \$250.00 and can be requested at any time.
- Bison Fencing is going to look at the Court fence on October 29, 2021. Ms. Richardson commented that a former City resident has returned, is opening up a business, and may be interested in bidding on the project. Carol Berg will contact this person.

**Pattie Berg:**

- Completed tasks: Send edited Master List to CORR contacts and Amended bylaws

<b>McStravick Park Project - Project Status Update</b>
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- Follow up to Sealant Discussion from last meeting –

On October 25, 2021, Jen Frazer sent the Committee an email in which she said Carol Berg learned from Rock Hard that they recommended Diamond Clear. Frazer followed up with Macon Supply, which sells this product. The representative told her that a 5 gallon pail runs about \$140, and would cover 200-250 square feet. The representative recommended using the same product as Rock Hard applied this fall because, if you switch products, you have to remove the product that’s already there.

Frazer said she mentioned that there had been some flaking, and he said this was most likely due to too thick of an application and/or moisture in the concrete, which made sense since the product was very wet, and still curing, when it was applied. Macon Supply representative also said that Epoxy is cost prohibitive, an overkill for this application, and more work to install (since sealer placed last fall would have to be removed).

Committee landed on recommending Diamond Clear being used for the Spring sealant application - putting to bed any conversation and past thoughts/recommendations on other products being used. This product and its costs will be reflected in the project tracking sheet.

- Planning Template

Frazer noted that, at the last meeting, Committee members had mentioned some items needing added to the template, but there were no changes made to the document since. She asked the Committee to review and comment on the template on the shared drive. P. Berg said she had added a task for warranty/guarantee work next spring, to level out the places where puddles were present. Carol Berg suggested that, given the condition of the new surface, the City may want to sell the panelized court, and stripe the new surface for play. That way, the puddles that are there won’t matter. After a discussion about the cost of preparing the new surface for play, the fact that the panelized courts are easier on ‘old bones’, and the fact that this option had already been discussed and decided against, the Committee agreed to stay the course and recommended that Rock Hard be required to repair their work.

- Clean Up of Concrete mess left after resurface

P. Berg noted that Frazer had asked the Committee members to look at the concrete piles Rock Hard left on site, as she felt this was a clean-up issue. Concerned about concrete in the alley roadway and increase in landscaping work in the spring. P. Berg said it was a mess, but it was outside the scope of the Committee to tell the City to get it cleaned up. Jen Frazer noted that one of the braces had been stuck in the middle of one of these remnant pours, so would have to be replaced rather than fixed. Chair Frazer will convey the Committee's concerns to the Mayor.

- Other:

It was noted that a sand pile remains that is an eye sore. If it's not going to be used for concrete work, parking lot, or walkways in the spring, it should probably be removed.

### **CORR Stakeholder meeting. AAR (After Action Review) - What next?**

Pattie Berg said that after she received CORR's October 22, 2021 email updating the attendees on the CORR process, she emailed CORR and asked if there was any response to the request for volunteers. Rachel Shouse said no one had volunteered yet. P. Berg said she told CORR she would like to participate, but didn't know what role a City Council person should play in this process. Shouse said she would speak with the CORR folks and get back with her.

Jen Frazer and Candi Short-Richardson both said they had not received an email from CORR after the stakeholder meeting. P. Berg will follow up with CORR. Carol Berg asked that P. Berg send CORR her email, and the Committee asked for an estimated timeline for the meeting results/feedback. If there continues to be a lack of volunteers, the Committee may suggest people that could be asked to participate based on their interests, etc.

It was mentioned that at least one of the attendees felt lost in the process: they didn't understand the goal or intent of the meeting. It's possible this may be the reason for lack of volunteers.

P. Berg noted that neither the Skateboarders group nor the group that wants to build a pool attended the envisioning meeting. She said she was only speculating, but this appeared to reflect a lack of interest in community wide recreation issues.

### **Approve Amended By-Laws**

P. Berg had placed a redline/strikeout version, and a clean version, of the amended By-Laws on the shared drive. Carol Berg made a motion to adopt the By-Laws as amended. This motion was seconded by Kelly Huffield and passed unanimously. Jen Frazer will print the By-Laws, sign them, and drop them off at City Hall. P. Berg will email Candi Short-Richardson a copy of the amended By-Laws.

### **Status of Filling 2 Committee Vacancies**

P. Berg told the Committee that the City had received one applicant for the two seats. P. Berg said that, according to the By-Laws, the current vacancies are to be filled by:

- A non-profit community service, business service, or economic development organization operating in White Sulphur Springs; and
- A current or future user of the City's recreation programs /or facilities. Preferences for this position will be given to residents of the City of White Sulphur Springs.

P. Berg said it is not clear the current applicant meets the qualifications for either vacancy. The Committee agreed to request that the Mayor hold off on making any appointments until more applications are submitted, and the Committee

has a chance to weigh in on those applicants. P. Berg will send an email to the Mayor asking for appointments to be delayed.

After a brief discussion about Committee member and volunteer duties/obligations, Pattie Berg offered to prepare a Committee Conflict of Interest policy reflecting the Code of Conduct found in Montana Code Annotated.

### **Work On Written Guidance For User Groups**

Deferred until the next meeting. Committee members are to review and comment on the draft *Recreation Projects: Procedures and Evaluation Criteria* document; and a draft Evaluation Matrices, which would accompany the *Procedures*. Ms. Frazer reminded the Committee that any user group wishing to develop a city park would have to follow these procedures and suggested that, going forward, the Skateboard User's group be the 'Guinea pigs' for a proposed process giving bimonthly project updates (as proposed in this document).

### **Public Comment**

No public comment. The Committee thanked Ms. Richardson for attending. She expressed an interest in joining the Committee and was encouraged to submit a letter of interest to the Mayor.

Committee Member comments relating to items not on the agenda:

- Carol Berg reported that, as part of its civics/government class, Lanae Albrecht's second grade class held a mock City Council session and the number one issue they identified was a need for bathrooms at City Parks. The Committee would like the Council to receive a letter or presentation from this class.
- P. Berg said she had attended a webinar that focused on naturalizing parks. Properly planned, naturalized parks require less maintenance, less water, and have many mental and physical health and social benefits. Kids and their parents play longer at naturalized parks, too. She will place her notes and screenshots from the webinar on the shared drive.
- Jen Frazer shared a catalog about Landscape Structures, which is the company Harlowton purchased some of its structures through. Frazer said playground structures are less expensive through this vendor than through other places. Catalog was given to her by City Council member Stacy Menard.
- P. Berg mentioned that from time to time, someone mentions the need for a dog park. The Committee recognized that it had already looked into this and, based on the City's needs and limited resources and the ease with which you can walk dogs in and out of town, had recommended against pursuing this idea. However, the Committee agreed that, if a dog park fits within the outcome of the CORR process, a user group can propose a park following the guidance the Committee is developing. It would ultimately be up to the Council to approve the project. The importance of a solid maintenance plan was mentioned: the Committee doesn't want any City funds and staff time to be spent cleaning up dog poop in a defined dog park area.

### **Set Next Meeting/Adjourn**

The next meeting will be on Wednesday, November 10, 2021 at 4:15 p.m. It is hoped it can be held at the Library, with the Yoked Parish continuing to be "Plan B". The meeting was adjourned at 5:30 p.m.

# Parks Advisory Committee City of White Sulphur Springs

## Annual Report Update: FY 2021

Time Donated: 1,690 Total

Meetings and Coordination- 1,520; 22 Meetings (around 1.5hr each)

Reports, Research, Grant Writing, etc: 170 hrs Approx

### Administrative Highlights:

- Establishment of an Advisory Committee! *The town has operated on a shotgun effect of efforts by non-profit and volunteers proposing and implementing 'pet' projects for years. Developing the committee to create a focused and coordinated effort for Parks has been sorely needed.*
- By-Laws and Process.
- Purchasing policy. *Defining our intention to support local business, obtain multiple quotes for a project.*
- Materials on the City Website (Work in progress)

### Big Picture Planning Efforts:

- Annual assessment of developed Park areas. *Fatal Flaw review of facilities.*
- Consolidated Master List of input from community members.

### Projects:

- Research and recommendations to correct fatal flaws found in Developed Park Areas
  - Replaced/updated needed infrastructure: Swings, chains, playground features (some are still on backorder).
  - ADA Research and identification of items needed in place for the city to be in compliance
  - Playground Fall Protection. Research and cost comparisons/maintenance - presented to City Staff.
- **McStravick Park (Tennis Court).** *At direction of the city council, this project was placed as our priority project (July 2020). Development plan was created. Funds were secured through two grants, with balance covered by city maintenance funds. Completion of this project will bring this public facility up to a usable standard for multiple age levels after 25 years of no maintenance.*
- **Short Family Land Acquisition.** *Naming contest to full-fill legal requirements of Park Acquisition, and grow public awareness and support for developing the new public area. "Spikes's Happy Trails"*

## What Are We Planning for in FY 2022?

### Administrative:

- Update ByLaws
- City Website - Continue working on putting materials and documents online for the public.
- Grant Application and Administration - Cooperative effort with City Employees

## Big Picture Planning Efforts:

- Community Recreation Plan
  - Community Outdoor Recreation Realization (CORR) effort with assistance by the University of Montana.
  - Had our first public meeting October 12th. 16 members of public attended, representing a good cross section of interests of the county.
  - Next Step: Small stakeholder group to work with Un. Montana to develop a draft plan. Then this will be presented back to the community for feedback; before another round of edits and submission to the City/Community. Stakeholders will meet 3 times. Timeline for completion: 6 months
  - Why is this important? 1) Needed to focus Park/Recreation development in City Limits. 2) Can be used as powerful leverage and justification for grants in the local area. State and Federal organizations are more competitive for grant monies if the local community has a clear defined interest and partnership in the project.
- Guidance for Project Proponents and Organized User Groups
  - Will projects full-fill our community need and vision?
  - How do they keep the Committee and Council informed of their actions?
  - Track the monies raised
  - Creating and Communicating Maintenance plans and needs for the future.

## Projects:

- **McStravick Park** - Completion *slated for May 2022*
  - Project Tracking Sheet for all parties involved (City, Volunteers, etc)
  - Secure Grant monies for trees/landscaping; Other sources for picnic tables, benches, etc.
- **Spike's Happy Trails**
  - The Advisory Committee would like to recommend a simple interim management plan for the City Council to adopt once the acquisition is completed.
  - Create a group (subcommittee) to work on developing this park.
- **Tree Inventory for WSS** (Our community is due to be resurveyed)
  - New DNRC grant released today which may have promise. Will see if it would fit 1) covering updated tree inventory and 2) Trees for McStravick Park.
- **Our next big project....** Would like to wait until after Community Recreation Plan defines priorities.

## Park Advisory Committee:

Chair: Jennifer Frazer; [jfrazer781@gmail.com](mailto:jfrazer781@gmail.com); home#: 547-2320

Please reach out and contact me if you have any questions.

Members: Carol Berg, Kelly Huffield, (+two empty seats)

City Council Liaison: Pattie Berg