

**MINUTES OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
NOVEMBER 10, 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 "1-Next Meeting" folder of shared drive.
- Review and comment on Guidance Document and Decision Matrix for User Groups in "1-Next Meeting" folder

Jen Frazer

- Visit with Mayor about any necessary issues including responsibility for administration and tracking of small grants that don't require engineering services.
- Speak with Mayor about outstanding issues at McStravick Park and project plan
- 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
- Check on status of 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

- Draft Code of Ethics document
- Correspond with Dennis Espeland

Call to Order

Chair Frazer called the meeting to order at 4:20 p.m., at the City/County Library. No zoom was available because there was not a compatible AV cable.

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

Others Present: Pattie Berg/City Council Liaison.

Approval of Minutes

Carol Berg made a motion to accept the October 27, 2021 Minutes, as amended. This was seconded by Kelly Huffield and passed unanimously.

**Committee Members:
Report On 10/27/21 Action Items Not Covered Elsewhere in Agenda**

Kelly Huffield:

- Reported on research done so far on *Adopt a Spot* programs. Most cities that have similar programs provide toolkits for the participating people/groups, require a 3 year commitment, and describe the number of time a spot must be maintained. There is an Adopt a Spot website for Northern Ireland, which calls its program "Live Here, Love here".

Huffield said one of the first steps is to identify locales in need of this program. The Committee listed the following:

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| ○ Sign at Golf Course (Golf club had originally agreed to maintain this.) | ○ Entry sign on east end of town |
| ○ Courthouse – maybe 2 or 3 assignments | ○ Joanna's park |
| ○ City Hall | ○ Bair Park |

- Pollinator garden at Senior Center
- Railroad Depot
- Springs Park
- Castle grounds
- Forest Service
- McStravick Park (All City Parks)

Kelly will keep developing this program.

Carol Berg:

- She had a brief discussion with Stephanie McDanel. She learned that the Board has met a couple of times. The skateboard committee’s activity will likely increase after volleyball season is over. Berg and McDanel discussed the need for better communication and how important it is for the Committee to know when fundraising will happen, and where funds raised are going. She also asked McDanel to ensure that anyone going before the Council should clarify whether they are there as an individual, or acting on behalf of the Board, and if they are representing the Board, they should be up to speed on decisions that have already been made.
- She hasn’t yet requested funds from Thrivent for the backboard but mentioned that the grant can be requested at any time.

Jen Frazer

- Frazer took a hard copy of the bylaws to City Hall and will place a .pdf version on the Committee’s shared drive.
- Frazer has not met with the Mayor, but will do so before the next meeting.
- Frazer was told by City staff that they do not handle grant paperwork: this is done by the City’s engineer. While the Committee understands this for large infrastructure projects, the Committee does not believe it’s a good use of taxpayer dollars to pay an engineer an hundred or more dollars an hour to do this work for small grants, like the Bair grant, and believes that someone at City Hall should be able to handle this work.
- Frazer suggested that, given that a bunch of people from WSS are going to be in Bozeman for the State volley ball tournament, we may be able to find someone willing to pick up the panelized court. P. Berg texted Stacy Eaton about this and will follow up as needed with the Mayor and with the City of Bozeman parks superintendent.
- DNRC is offering an Urban Forestry Grant, due Dec 17. Met with the Mayor that morning. Theme of the grant is ‘restoration and resilience’ and tiers off of the Montana Action Plan. Grant will cover: resurvey/update tree survey on public lands within the town vicinity, trees for McStravick Park (a small amount of irrigation monies), and educational materials. The grant requires a 100% match – min ask \$2,000. Jen will work on the grant and submit it in coordination with the Mayor and Administration staff. Formal approval will hopefully be granted by the council at a later meeting.
- She is playing email tag with Tom Tosic regarding the verbiage for the tennis court rule sign and will also be looking for advice from him regarding the tennis backboard.

Pattie Berg:

- She started but has not finished the draft code of ethics.
- She communicated as requested with CORR. She had followed up just before this meeting, and was told the summary should be sent today.

McStravick Park Project - Project Status Update

- Carol Berg reported that Bison Fencing had looked at the project was going to submit a bid. She hasn’t heard whether this happened. She will call them. She will also speak with Tanner Blair, to see if he’s interested in submitting a bid. If she receives any bids, she will forward them to the City.
- Jen Frazer reported that she had turned the Project Tracking Sheet into City administration. The Committee encouraged Frazer to encourage the City to take a hard look at the lifted surface, compare it to what the bid said was needed, and make sure any flaws in work are fixed as early in the spring as possible.
- P. Berg reported that she had received an email from Dennis Espeland, from Helena. Espeland’s family has a cabin in White Sulphur Springs, and he and his brother and sister were in her class. In his email, Espeland said he had noticed the new court surface, and suggested that that the court could accommodate 2 pickle ball courts. The email included photos of how this could be accomplished. Espeland offered to purchase 2 portable pickle ball nets for the

City. P. Berg said she sent an email to Mr. Espeland explaining that the City had a panelized court that it intended to use, and asked him if he thought it would be weird to have east-west and north-south-facing pickle ball courts over a tennis court. In response, Espeland offered to write a check for \$500.00, for the City to do as it wished for the court project.

P. Berg said this was a wonderful offer, and asked for Committee direction. She added that it was becoming apparent that the Committee needed to have an option for people who wanted to make tax deductible contributions. The Committee discussed the possibility of running donations through the Community Foundation, which charges a fee, or through the Lion's Club, which does not charge an administrative fee, but is in need of more volunteers before it can take on additional services. After discussion, the Committee directed P. Berg to thank Espeland for his offer and to let him know that, because it will be hard to tell whether it's possible to install an additional functional pickle ball court until the panels are in place, the best approach may be a cash donation, that the Committee is working on making it possible to do tax deductible donations and that the Committee will be back in contact with him when this is set up. Espeland can then decide whether to make the donation now, or wait until it can be deducted.

P. Berg also reported that a current Budget status report was placed on the shared drive. The total cost of concrete for this project was \$17,080, so \$1,080 more than budget. She said the Mayor told her the initial invoice was for the first pour only.

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

The City Clerk/Treasurer had prepared fundraising report, which P. Berg had posted on the shared drive. The Committee acknowledged receipt of the report, and again discussed the need to work with a local 501(c) (3) to collect tax deductible donations.

The discussion about fundraising was deferred for a later date because the Master Plan will drive this discussion. However, the Committee acknowledged the need to do general fundraising, for general parks projects, as well as targeted fund raising for specific projects. Chair Frazer stated a strong interest in using the baseball fields as a venue for a fundraising activity. She hope this would increase the public's use of those underutilized fields.

Status of Filling 2 Committee Vacancies

P. Berg reported that, based on the Committee's recommendation, the Mayor delayed appointing Committee members until December. She reminded the Committee that one seat is reserved for a likely user of City recreation services, preferably a City resident, and the other member is to represent non-profit community service, business service, or economic development organizations operating in White Sulphur Springs. Carol Berg said she had contacted the Youth Center and asked if a member of their Board may be interested in serving. She also contacted Christine Gore, who has a lot of kids who will be using the Parks. A couple other members of the public were also contacted, but were too busy. The Committee members agreed to continue to solicit applicants for the vacant seats.

Work On Written Guidance For User Groups

Based on the discussion at the last meeting, Chair Frazer updated the Written Guidance. She asked the Committee members to review and comment on the updated draft Recreation Projects: Procedures and Evaluation Criteria document; and a draft Evaluation Matrices, which would accompany the Procedures.

The draft monthly report form (attachment in this guidance document) will be sent by Jen to the McDanel's. It is the hope of the Committee that user groups whom are working on projects submit report updates using this (or a similar format). Hopefully the skateboard user group can be a good demonstration for this topic

Naturalized Playground Areas Seminar. Report out from Pattie Berg

P. Berg said she had placed screen shots and her notes from this webinar on the shared drive. She is trying to figure out a way for Committee members to view this, but hasn't found it archived yet. She will keep the Committee updated and invited the Committee to contact her with any questions.

Public Comment

None.

Set Next Meeting/Adjourn

Chair Frazer left the meeting at 5:15. The meeting adjourned at about 5:20 without the next meeting date being set. However, the Committee agreed to have the next meeting after Thanksgiving.