

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**APRIL 20, 2022**

Note: This meeting was originally scheduled for April 13, 2022. Because a quorum was not available, the meeting was rescheduled to April 20, 2022. The meeting was recessed and reconvened on April 27, 2022.

**ACTION ITEMS (as of 4/20/22)**

**All:**

- Review Committee Handbook and be prepared to discuss it.
- Recruit 5<sup>th</sup> Committee member
- Bring cost estimates for any actively pending projects in your wheelhouse.

**Jen Frazer**

- Wrap up McStravick backboard plan.
- Duties update in Committee Handbook.
- Follow up with Mayor regarding warranty work on lift, and decision on sign language. (See bump track discussion about process for ordering and paying for that sign.)
- Attempt to locate copies of the Baseball Group's agreement with City, understanding fundraising accountability currently in place within the group.
- Update *Adopt a Spot* documents and prepare a packet of program information for the next Council meeting, asking for the agenda to include language saying something to the effect of: *Committee Presentation on, and Council direction regarding, proposed Adopt a Spot program.*

**Carol Berg**

- Draft Bid for safety work at Bair Park.
- Continue looking at ways to improve pump track.
- Ask Girl Scouts about permanently adopting Bair Park
- Help Candi Short-Richardson find start and finish lines for Duck Race

**Kelly Huffield**

- Work with Candi Short-Richardson on *Adopt a Spot* Program documents
- Speak with Nate Schendel about helping with installation of panelized surface.
- Work with Stacy Eaton-Menard about the basketball tourney

**Candi Short-Richardson**

- Continue work on Duck Race, including walking the Smith to find start and finish lines.
- Work with Kelly Huffield on *Adopt a Spot* Program documents

**Pattie Berg**

- Review Carol Berg's bid for Bair Park safety work.
- Follow up on Clerks earlier emails re: insurance coverages.
- Follow up with City on electrician bill for Rotary shelter.
- Update Cost and Financial Analysis spreadsheets.

**Call to Order**

Chair Jen Frazer called the meeting to order at 4:38 p.m., at the City/County Library.  
Committee Members Present: Jen Frazer, Candi Short-Richardson, Kelly Huffield, and Carol Berg.  
Others Present: Pattie Berg (City Council Liaison).

**Approval of Minutes**

Carol Berg made a motion to approve the Minutes of the March 30, 2022 meeting. The motion was seconded by Kelly Huffield and passed unanimously.

**Committee Member Reports On Action Items**

**Committee Handbook Review** – Chair Frazer asked for input on the Handbook. Two members have reviewed it and thought it looked fine. Chair Frazer said the Chair and Liaison duties still need worked on.

### **Jen Frazer:**

- She gave Candi Short-Richardson the ducks.
- Liaison Berg is taking over the T-Mobile Grant.
- Chair Frazer met with Mark Pryor and Connie Ellsworth on April 5, 2022. They did not tour all the parks because the weather was awful. They met at the Rotary shelter and did fill out review forms for playground safety and ADA. Feedback received from/comments about this meeting:
  - Pryor told her he has no time to do Parks work; Jen informed him to talk to the Mayor.
  - They discussed a possible route from an accessible parking area to the Springs Park playground.
  - The crew asked for improved communications between the City, the crew, and the Advisory Committee.
  - They discussed the possibility that workers may come through court-ordered community service. Connie Ellsworth is interested in being a supervisor.
  - The crew is not sure who does what in regard to the agreement between the City and the baseball club. Chair Frazer said she had not yet tracked down this agreement; the city does not have it.
  - Rotary Shelter:
    - ~ This is a fairly low maintenance building. However, most of the screws need tightened.
    - ~ Councilperson Coleman will be using this shelter for something, and he asked for the lighting to be fixed. Arrangements have either been made for these repairs, or the work has been done. A question was raised about how it was possible for this to get done so quickly when it takes so long for work requested by the Parks Committee to get done.
    - ~ Liaison Berg reported initialing a payment to Fisher Electric at the last Council meeting, but wasn't sure it was related to work at the Rotary shelter. She will follow up.
- The baseball club extended the deadline to sign up for the youth program until the end of this week (April 23)

### **Carol Berg:**

Nothing new to report.

Committee Chair Frazer reported that she had provided the proposed bump track sign language at the April 4, 2022 Council meeting. As a result of a question from the Mayor, the language has been sent back to the Committee for a vote. The Committee agreed that this language was provided for the convenience of the City but what the sign actually says is an administrative, not a policy, decision. The Committee asked the Chair to relay this message to the Mayor.

Carol Berg reminded the Committee that it had agreed to have this sign paid for out of the Community Foundation's beautification fund. So, once the Mayor has decided on the final language, he can send it to the Chair or Liaison and the Committee will take it from there, including its installation.

### **Kelly Huffield:**

#### ● ***Adopt a Spot*** –

Chair Frazer and Liaison Berg explained that, at the April 4, 2022 Council meeting, the Mayor asked what the liability was for the City. He was specifically asking about workers' comp. The City Attorney spoke with Montana Municipal Interlocal Authority (who is not the City's workers' comp insurer, but is the insurer for most Montana cities and towns) and their risk manager said they recommend covering all volunteers with workers comp. The Attorney said the insurer would have to be informed of the names of people who are volunteering, in advance of the work being done. Later, the Mayor sent Liaison Berg an email in which he estimated the cost to cover volunteers on workers comp at 21 cents per hour per volunteer.

There was confusion after the Council meeting regarding whether the Committee had provided a written *Adopt a Spot* Policy. Liaison Berg corresponded with the Attorney regarding this confusion. Kelly Huffield and Candi Short-Richardson will update/draft program forms.

A discussion was held regarding the liability question/issue. Frustrations were raised about a relatively simple program potentially creating so much bureaucracy. One option discussed was that the Committee would recommend a program, provide the necessary resources, and leave it up to the City. The Committee will do further research regarding these programs and reconvene to finish the discussion.

### ***Adopt a Spot discussion, continued 4/27/2022 via Zoom:***

Chair Frazer reconvened the meeting at 4:15 p.m.

Members Present: Jen Frazer, Candi Short-Richardson, Kelly Huffield

Others Present: Pattie Berg, City Council Liaison

Committee members reached out to 4 organizations for information about how their *Adopt a Spot* -type programs work:

- Stanford, MT, has one person who voluntarily does all this work. She isn't covered under workers' comp.
- In Dillon, MT, the Garden Club does the work. No workers' comp coverage.
- In Wilton, CT, the Chamber has been sponsoring the *Adopt a Spot* program since 1997. The program includes some kind of contractual agreement with the CT Department of Transportation. It's somewhat similar to the MT Adopt a Highway program. No workers comp is paid for under this state program.
- The Committee is waiting to hear from the State of Montana regarding how workers' comp is handled for the Adopt a Highway program.

The Committee reviewed draft Program description and forms. It was the consensus of the Committee that work under the program should be limited to simple gardening (weeding and planting flowers/separating perennials, etc.): there should be no mowing, pruning, etc. Chair Frazer will update the documents to reflect this concept.

The Committee is not sure what part, if any, the City wants to play in this program. The Committee believes the City should participate to show it has pride in the community and to protect its own landscaping, but also because it would benefit greatly from a program like this. If the City handles the program paperwork and there's an *Adopt a Spot* site that isn't being maintained, the City would know who is responsible, and could let the Committee know that follow up was needed.

Liaison Berg said that once or twice a year employees who worked at Bozeman City Hall put on blue jeans and gloves and did the necessary maintenance on the gardens around the building. She said this was a kind of team building exercise, but also showed pride in their town.

Following discussion, it was agreed that Chair Frazer will prepare a packet of program information for the next Council meeting. She will ask that the Council agenda include language saying something to the effect of: *Committee Presentation on, and Council direction regarding, proposed Adopt a Spot* program. If the Council doesn't support the program, the Committee won't spend any more time on it, but it may be able to find a local organization willing to take the program on. Committee members are encouraged to attend the Council meeting to show that this is a program supported by all the members; not just one or two.

- **3 on 3 Basketball Tourney** - Huffield said Stacy Eaton-Menard is busy moving, but is still willing to help put this on. Liaison Berg said she had spoken with Eaton-Menard at the Post Office earlier in the week, and volunteered to store the tourney materials in her garage so they don't get lost in the move.

### **Candi Short-Richardson/Duck Race:**

She hasn't identified the route yet, and is working on setting up the contest details. The plan is to sell ducks during 4<sup>th</sup> of July festivities.

### **Pattie Berg:**

- Follow up on Clerks earlier emails re: insurance coverages. Nothing yet. Will follow up.
- Update Cost and Financial Analysis spreadsheets – These were posted on the shared drive, and copies provided at the meeting. There is an additional cost of \$149.31 for the hydrant.
- Inform CORR of Team members and inform Team Members of CORR meeting dates. Done.
- Approach Rotary Club about funds to finish McStravick Park. She sent a \$5,000 'what if' request to her Rotary contact. There was not a quorum at their monthly meeting so no decision could be made, but her contact said the request looked reasonable and will likely be treated favorably.

- Liaison Berg said the Council scheduled Clean Up Day on May 21, 2022, and that she will be speaking with Great West Engineering about the design of Springs Park and/or writing the T-Mobile Grant, which can request up to \$50,000.

**1. Status of Filling 1 Committee Vacancy.**  
**2. CORR meeting: Schedule 4-6pm on April 21st. Senior Center.**

**Committee Vacancy:** The City has still received no applications for the vacant Committee seat. Committee members will keep their eyes and ears open for possible members.

**CORR:** The first coordinating team meeting is tomorrow (4/22/22) at 4:00. Jen Frazer will do a “technical check” at the Senior Center and will confirm that Kris Morgan still intends to provide snacks. Everything else seems to be in place for this meeting.

**Final Approval of verbiage and recommend rules, to submit for City Council approval including but may not be limited to: 1) McStravick Court 2) Pump Track ; and 3) Adopt-a-Spot**

See above. The committee consensus is that it is happy to help the City by providing suggested language, but it is an executive decision, not a policy decision, as to what language will be used.

**McStravick Park Project Update and Tracking**

- **Court Rules Sign:** Chair Frazer provided edited language, and the Committee recommended moving forward with it. She will forward the language to the City for further action.
- **Lift** – After the last meeting, Chair Frazer and Liaison Berg walked the court. There are some areas with larger holes that need warranty work. Frazer emailed the Mayor about the warranty work but has not heard back. She will follow up. We are still waiting for a 70 degree day to test the court for puddling.
- **Panels** –Chair Frazer and Liaison Berg also looked at the panels for damage the Mayor had reported. Some panels are cracked, or bent, but the court purchased is a bit larger than the court we have, and replacement panels are only about \$18.00 each. Overall, the damage isn’t a big deal.
- **Plans for installing the panelized court** – Liaison Berg reported that Kurt Wohler is willing to help with the install, but because he is coaching tennis, he is not available until late May/early June. He said to check back with him in mid-May. Kelly Huffield will speak with Nate Schendel, who lays tile floors, to see if he would be willing to help. Plan C may be to directly contact Todd Lamb from Bozeman.

**Work Session: Developed Parks/Fall Zone/ADA Compliance  
 Developing a Plan and Scope of Work, Targeting Funding Sources  
 (continued from last 3 meetings)**

This discussion was mostly deferred.

Liaison Berg encouraged the Committee to solicit bids for the safety work needed at Bair Park, so the Committee can make a realistic budget request to the Council. Carol Berg will draft a bid and Liaison Berg will take a look at it.

**Public Comment**

No public was present to comment.

**Set Next Meeting Date/Time/Location/Adjourn**

At 5:45 p.m., by a consensus of the attendees, the meeting was extended. At 6:10 p.m., by a consensus of the attendees, the meeting was recessed until April 27, 2022, at which time the Committee will finish the *Adopt a Spot* discussion via zoom. (See *Adopt a Spot discussion, continued 4/27/2022 via Zoom*, above.)

The next full Committee Meeting will be held Wednesday, May 4, 2022 at 4:30 p.m., at the Library.