**Minutes of the City of White Sulphur Springs, Montana**

**Parks Advisory Committee Meeting**

**October 6, 2021**

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| **ACTION ITEMS**  **All:**   * **Find a fencer ASAP** * Contact and recruit potential applicants for the Parks Advisory Committee * Review and comment on draft Minutes in 10/6/21 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 10/6/21 folder * Review Draft project/tracking for McStravick Park * Look at and respond to Jen Frazer’s memo about McStravick Park clean up issues.   **Jen Frazer**   * Set next meeting date/time/location. * Visit with Mayor about any necessary issues including but not limited to McStravick park cost share, request meeting with Clerks on time tracking, etc. * Draft of Annual Report * CORR process: Screen. Extension Cords? Do we need to go to Senior Center? Correspond with CORR about any needs, changes, etc. * Communicate with Shane Seraday about irrigation bid process. * Send Carol Berg the info on the backboard at Phillipsburg.   **Carol Berg**   * Keep trying to find master plan. * Speak with Mark McDanel * Bottled water for CORR process * Forest Chapman and Robert Desen(?) for fencing project * Request backboard funding from Thrivent.   **Kelly Huffield**   * Follow Up on the Adopt a Spot Program * Contact Loreen Sheline   **Pattie Berg**   * Send edited Master List to CORR folks. * Amend bylaws |

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| **Call to Order** |

Chair Frazer called the meeting to order at 4:05 p.m.

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

Others Present: Pattie Berg/City Council Liaison.

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| **Approval of Minutes** |

Carol Berg made a motion to accept the September 9, 2021 and September 22, 2021 Minutes, as amended. This was seconded by Jen Frazer and passed unanimously.

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| **Committee Members:**  **Report On 9/22/21 Action Items Not Covered Elsewhere in Agenda** |

**All:**

Recruit Potential Committee Members:

P. Berg reported that the Mayor told her 1 person had expressed an interest in the Committee, but he had not seen an application yet. The Chair believed this was Kris Morgan. The Committee noted that Michelle Mueller has also expressed an interest but prefers to be involved in projects, not planning. Other potential members include Kris Morgan, Lacy Norvark and Loreen Sheline.

The committee discussed Ms. Mueller’s comment about projects versus planning. It was noted that no project can happen without planning, but the Committee also acknowledged that projects are the fun part. The Committee agreed to try to have some kind of Committee project/workday once a quarter, which may make membership more attractive**.**

**Pattie Berg:**

* With the exception of confirming the existence of a diagram/schematic for panelized court. All items on the action list were completed. Since the Court has not been brought to White Sulphur Springs yet, she hasn’t been able to put her eyes on the diagram. However, last December, Bozeman Parks Superintendent Thom White indicated that a diagram was there. Mark Pryor is working on getting the court over here before the snow flies.
* P. Berg asked all Committee members to contact anyone they know who may be able fix the fence at McStravick Park as it needs done before further damage is done to the fencing materials. Carol Berg said she would get hold of Forest Chapman and Robert Desen to see if they were interested, or had suggestions for getting this done.

**Carol Berg:**

* She left Marc McDanel of the Skateboard Users Group a couple messages. She will keep trying to discuss communications in general, and fundraising activities in particular, with him.
* She is going to see if Jason Phillips will let her come to the Newspaper office and review old editions for the master plan that was developed 20 years ago.
* She will donate and bring water to the CORR envisioning process.
* Shane Seraday had asked her about the irrigation bid. She told him what she believed to be the process, but thought it would be good for the Chair to communicate with him about this.

**Kelly Huffield:**

* The article she wrote was on the front page of the paper this week.
* She will call Lorraine Sheline about joining the parks committee.
* She did not have time to work on the Adopt a Spot Program. Jen Frazer said she emailed Maggie Johnston-Roatch to see if there was any work completed on the Adopt a Spot program. She has not heard back. Frazer also noted that, in some places, Garden Clubs are key in Adopt a Spot-type programs.

**Jen Frazer:**

* She asked Committee members to remember to review/comment on the Minutes once they are posted.

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| **McStravick Park Project - Project Plan Template** |

Chair Frazer presented a draft *Project Plan Template* which will lay out the tasks, timelines, and responsible parties to complete Phases I & I of this project. Frazer asked the Committee is to review and make any additions to this document. Frazer will then provide it to the Mayor for his review/edit. It is the goal that this process will improve communication, and that this or a similar process will be adopted for future projects.

Frazer will add the following columns:

* A target date/planned timeline
* Project hours spent, for tracking in kind matches and accurately charging employee time.

Frazer will also meet with the clerk’s office so she fully understands how hours are reported/charged to various projects.

Frazer asked the Committee whether the concrete that was left on the site after the new lift was put on is a clean-up issue. See the 10/6/21 meeting folder on the shared drive.

In other business,

* Carol Berg offered to request money from Thrivent for a new backboard. Jen Frazer said she will send Carol information about the backboard she saw at the court in Phillipsburg.
* P. Berg reported that, in September, the City paid $30,406 to Rock Hard Construction, $653.18 for sand/gravel, and $6,956.11 for concrete. The good news is that the concrete invoice was $6,956.11, which is about $10,000 less than budgeted so, assuming this was the full concrete cost, there was a substantial savings. Chair Frazer will meet with the Mayor to discuss the Bair/City cost split on this project given actual payments made so we will know what is available for Phase III work.
* Jen asked Carol Berg to look into the costs and options for an epoxy final surface for the tennis court. An email from Jen in being placed on the shared drive in the “Next Meeting” folder.

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| **CORR Stakeholder Meeting – Are We Set?** |

* **Discussion about offering this virtually** - P. Berg said that, at the 10/2/21 council meeting, Marcy Joyce had asked if the meeting was being offered virtually. P. Berg had also received an email through CORR from Charles and BJ Hawkins making the same request. P. Berg contacted the CORR group and asked their process allowed adequate social distancing. She was told that as long as the room is large enough, social distancing can be accommodated. P. Berg asked for Committee’s direction.

Chair Frazer spoke with the School this week, and confirmed it has plans for the CORR process to be there. There is a volleyball practice just prior to the meeting, so the set up will have to be quick. However, if the school kicks us out, the Senior Center is available, which would also allow us to go virtually.

The challenges include that the postcards do not have a zoom link, the fact that the Senior Center is smaller and provides less room for social distancing, and there is no plan to moderate the meeting given remote and in person attendees. The Committee agreed to “stay the course” unless or until the school doesn’t allow us to use it. If that happens, we will move to the Senior Center and will hopefully be able to allow people to observe the meeting but there will be no plan to have a moderator for those attendees.

* **Attendance/Logistics** -
* P. Berg said 7 people had RSVP’d to CORR. At least one of these were from Committee members. Kelly Huffield will do a Facebook blast reminding people of this process and asking them to attend.
* Carol Berg will donate water and Jen Frazer will make cookies.
* CORR sent P. Berg set up instructions. Jen Frazer had confirmed there will be tables and chairs available, but said there is a volleyball practice just before this meeting, so we will need to set up rather quickly. Jen will communicate with CORR about any other logistics.

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| **Review and Approve Amended By-Laws** |

The Committee discussed the proposed amendments to the by-laws. Chair Frazer said she still had to clarify in her mind what matters she would communicate to the Mayor, and what the City Liaison should be communicating. Other discussion:

* Article Section 5: The Chair asked whether, under this section, Committee members would be eligible to receive assistance to attend conferences, trainings, etc. P. Berg said this provision is intended to inform members that they are volunteers, not paid employees. She said any requests for conferences, etc., would be run through the budget.
* Article VII, Section 2: The Committee agreed to allow the Chair and Liaison to call emergency meetings, as well as a majority of the Committee members.
* Appendix A: The first 3 bullets apply to all Committee members, including those who hold offices or are appointed by the Mayor.

All other suggested changes were accepted by the Committee. P. Berg will make the adjustments described above and prepare a clean set of Bylaws to be voted on at the next meeting.

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| **Review Draft Annual Report** |

Deferred due to time constraints.

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| **Begin Working On Written Guidance For User Groups** |

#### Jen Frazer provided the Committee with a draft *Recreation Projects: Procedures and Evaluation Criteria* document; and a draft Evaluation Matrices, which would accompany the *Procedures*. The goal is to establish a process which would help the Committee and the Council confirm that a proposed project feasible in the short and long term, and has community support. Chair Frazer send this to the CORR folks for their information, and asked the Committee members to review and comment on this document.

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| **Public Comment** |

No public was present. However, the Committee noted that Beth Hunt had sent an email notifying the committee about potential recreational funding through the AARP Livable communities program.

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| **Set Next Meeting/Adjourn** |

The meeting was adjourned at 5:30 p.m. The Committee then took a walking tour at Spikes Happy Trails with Joy Short.

Chair Frazer will set the next date /time for the next meeting.