

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
FEBRUARY 9, 2023

ACTION ITEMS

All:

- Recruitment of another Committee member.
- Keep in mind your “unfinished business” at McStravick Park. (See earlier Minutes.)

Jen Frazer

- Keep CORR moving forward
- Meet with Mayor regarding Spike’s Happy Trails work group and the Race for this Place
- Speak with Golf Board about formally cross country skiing on the Golf Course.
- Post trails map and your notes from Spike’s Happy Trails tour on shared drive
- Fort Logan replica sign, POC: Helen Hanson, will work on project in March
- Deferred: Purchasing Policy Discussion, Duties update in Committee Handbook, Researching Parks Ordinances

Carol Berg

- Follow up on “No roller sports” sign for McStravick Park.
- Talk to Candi Short-Richardson about working on a Duck Race fundraising event

Kelly Huffield

- Get *Adopt a Spot* Signs bids and a count of the needed ‘plaques’.
- Work with Stacy Eaton-Menard on the basketball tourney.
- Notify Sam Berg of CTEP non-numbering requirement for highway signs.

Jordan Kibbee

- Purchase donation box

Pattie Berg

- Apply for Race for this Place funds, if appropriate.
- Post notes from Spike’s tour and check with Carol Berg on her notes from the tour of Spike’s Happy Trails.

Call to Order and Introductions

Chair Frazer called the meeting to order at 4:35 p.m.at City Hall.

Committee Members Present: Jen Frazer, Kelly Huffield, and Jordan Kibbee

Others present: Tressa Blair (potential Committee member) Pattie Berg (City Council Liaison).

Proxies: Committee Carol Berg was out of town on personal business, and had given her proxy to Chair Frazer.

Because a guest was present, the Committee took some time to introduce themselves to Ms. Blair, to give some background on their interest in recreation issues, and to describe their roles on the Committee. Ms. Blair described her desire to become involved in the community, and how what the Committee does fits with her interests. The Committee encouraged Ms. Blair to write a letter to the Mayor asking to be appointed to the vacant seat.

Approval of Minutes

Jordan Kibbee made a motion to accept the following Meeting Minutes, as presented:

- January 5, 2023
- January 12, 2023

Jen Frazer seconded this motion and it passed unanimously.

Committee Member Reports on Action Items Not Otherwise on the Agenda

Kelly Huffield

- She has communicated with Bozeman Trophy about the *Adopt a Spot* signs. She is getting updated estimates based on pricing, colors, etc.
- In researching other things, Chair Frazer learned that the City of Red Lodge has an agreement with a trail group for maintenance, and that the members of that group are covered under the City's liability insurance when they are doing work on the trail. She thinks this may be a way to address the workers' compensation question that came up last year. She will send the information to the City Attorney and the Mayor.
- Kelly Huffield noted that one of the 2 rodeo ground signs does not have a State highway approval number on it. She has learned that signs installed with the help of CTEP funds do not need to be numbered. There was concern that this information may get lost as people change roles. Kelly Huffield will notify Sam Berg (the Rodeo Association president) of this, in writing, as it is their sign.

Jen Frazer

- The CORR group is getting reorganized and will get back with us.
 - Chair Frazer noted that, at the last CORR workgroup, one of the goals identified was to increase the information on recreation opportunities within the town. This was to be accomplished by adding more information to the City's website. Chair Frazer used the CORR Action Plan template to provide CORR with a strategy to attain this goal.
 - A short discussion was held regarding the kiosk that used to be in Joanna's Park. This may be another way to educate the public about these opportunities.
 - Chair Frazer is working with the Chamber of Commerce, that group is interested in placing more tourist information on their website.
- Finish up on the Fort Logan replica sign – Helen Hanson is the POC. She will order it in March, to be installed in April. The new sign needs to have the same 'footprint' as the old sign, or it may require Montana Highway Department approval.
- Frazer did not have a chance to research Parks ordinances. Liaison Berg noted that, as part of the citywide Code review, she had:
 - reminded the City Attorney and the Mayor that Chair Frazer had provided some language for the Tree Ordinance, and
 - advised the City Attorney and the Mayor that the Parks Committee would be proposing a Parks Ordinance, and had provided them with links to a couple sample ordinances. Berg sent a copy of this memo to Chair Frazer for reference during Liaison Berg's absence.

Jordan Kibbee

- She has ordered the donation box for McStravick Park.
- Following up on last month's discussion, Kibbee reported that Forest Service Special Use Permits can be purchased for \$81. Depending on the event, 5% of the total revenue is owed to the Forest Service, and the Sponsors may be required to provide their own insurance. Small events usually do not need a permit. There is no reserving of areas or campsites.

Pattie Berg

- She did everything that was listed on the Action Items from the previous meeting.
- The Beautification Fund has reimbursed the City for \$3,380.
- At the 2/7/23 Council Meeting, Jerry from Great West Engineering promised to follow up with Craig Erickson on the information that was requested on 1/5/23 but has not yet been received.

- Berg stressed the importance of Committee updates to the Council. She suggested a quarterly report which could be written if that's what the Chair wants to do, and the Chair or his/her delegate could just attend the meeting to answer any questions the Council may have.

Spike's Happy Trails - Tour Recap

Five members of the public attended this tour, as well as Carol Berg, Chair Frazer, and Liaison Berg. Chair Frazer has placed a map showing a trail system which was designed by the attendees in the Spike's Happy trails folder on the shared drive and a list of the attendees; she is looking for notes to be added. Liaison Berg will type her notes at the end of the month and will follow up with Carol Berg on any notes she may have kept.

Liaison Berg asked the Chair to update the Mayor regarding the use of a Spike's Happy Trails work group. Once this is done, the working group can be provided with further information.

During the tour, there was some discussion about possible access points on City property/streets, and the possibility of negotiating access agreements with adjacent property owners to improve the access to the Smith River. Liaison Berg cautioned the Committee of the need to proceed very carefully before making plans to expand the project outside its current borders.

Discussion of Draft Baseball and Netted Court User/Rental Agreements (Action item from 1/5/23 meeting)

Chair Frazer presented draft user agreements for these 2 facilities. Only the Baseball agreement was approved in this meeting. Once adopted, the agreement will be recommended to the Mayor. The Committee made the following changes to the draft baseball agreement:

- Added an annual financial reporting requirement. This was in response to news reports of misuse of these types of funds in other cities, which caused those cities to absorb additional costs.
- Liaison Berg will update the nondiscrimination language to reflect Montana law.
- Discussed, and decided to recommend against, charging the youth baseball group user and garbage fees. Based on the Committee's observations, this group doesn't create much garbage, and there was a concern that, given the minimal fees charged by the group to players, any fees charged by City may price the group out of the market. However, the Committee discussed that the City may have reasons to charge fees in the future, such as for a for profit event.

Kelly Huffield made a motion to recommend the draft Baseball User agreement, as amended. The motion was seconded by Jordan Kibbee and passed unanimously.

Because of time and lack of need, the Committee deferred the review of the draft netted court use agreement.

Design Plan for Springs Park Renovation

Deferred due to time and because of the information missing from Great West.

Chair Frazer said her goal was to come up with a 'vision packet' for this project, which would address Lisa Mosely's questions regarding things such as:

- The age group(s) to be served by the park;
- A theme; and
- What the goal is behind this project.

The 'vision packet' would then be ready to go when the questions regarding the process for applying (what Great West will do; what the Committee will do, etc.) get resolved. Liaison Berg reminded the Committee that

the deadline for T-Mobile grant applications is the end of March, 2023. The Committee felt it was very important for Carol Berg to be involved in this conversation.

Public Comment

No public was present to comment. Committee member Huffield mentioned that applications for the Race for this Place are due by February 17th. Chair Frazer will discuss applying for Race funds with Mayor Nelson. If he gives his approval, Liaison Berg will fill out the application. The funds would be used for playground improvement, or for work at Spike's Happy Trails.

Set Next Meeting Date/Time/Location/Adjourn

The next Committee meeting will be February 23, 2023 at 4:30 p.m. and will be a work session on Springs Park Renovation/ T-Mobile grant.

The meeting was adjourned at 5:55 p.m.