

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
JUNE 1, 2022

I. Action Items that need done before June 11th so Tennis Court install goes on without a hitch.

All: Recruit volunteers for the install. Important information:

- Install will begin at 9:00 a.m. Saturday June 11, 2022.
- We need 4-6 volunteers for Saturday, and need to have a group that can be 'on call' for Sunday if the install takes more than 1 day.
- Lunch, beverages and snacks will be provided.
- *When you get a confirmed volunteer, text Pattie and Carol with their name, phone number and what day(s) they are available to help so we know how much food to get, and whether we need to go find more workers. Thursday, Carol and Pattie will schedule the volunteers, and will call them all Friday to reconfirm their availability.*

Carol Berg

- Seal cracks and holes in court
- Request Thrivent Grant, arrange for food for Saturday, and Sunday if needed.
- Talk with CORR team high school students and with Jane Ellison and Paul Jenkins about helping with install.
- Schedule and confirm volunteers for Saturday and Sunday.

Jen Frazer

- Speak with Jordan Kibbee and Ken Juell about helping with install.
- Help with foundation work, seal cracks and holes (if available).

Kelly Huffield

- Speak with Cal Moore, Deb Giffin and Charity about helping with install.

Pattie Berg

- Help Carol and Jen seal cracks and holes
- Help Carol schedule and confirm volunteers for Saturday and Sunday installs.

II. Action Items not related to Tennis Court Installation

Jen Frazer

- Meet with Rotary on 6/2 at 7:00 at Jesse Peppers
- Wrap up McStravick backboard plan.
- Send Bair Park RFP info to contractors outside of WSS.
- Resend sources for *Adopt a Spot* signage to Kelly Huffield
- Duties update in Committee Handbook
- Attempt to locate copies of the Baseball Group's agreement with City, understanding fundraising accountability currently in place within the group.

Carol Berg

- Canvas Stone Temple for possible committee members
- Order and install the sign at the pump track. Funds were approved at 4-20-22 and wording was approved an May 2nd City Council Meeting.
- Confirm that Girl Scouts are permanently adopting Bair Park

Kelly Huffield

- Work with Stacy Eaton-Menard on the basketball tourney.
- Make sure skateboarders are placed on the Foundation's next agenda.
- Start making contact with *Adopt a Spot* sites and volunteers
- Order signs for *Adopt a spot* sites. Funds were approved 4-20-22 and the city did officially approve the project on the May 2nd meeting.
- Speak with Charity about Committee membership.

Pattie Berg

- Confirm that Mayor is speaking with Rocky Vinton and Shane Seraday and that Committee has approval to submit T-Mobile Grant
- Follow up on with City Attorney on *Adopt a Spot* releases
- Press Release to Meagher County News and City for posting on Facebook.
- Update Cost and Financial Analysis spreadsheets.
- Work on T-Mobile grant.

Public Comment

Mayor Nelson entered the meeting after the zoom link was connected, but before the meeting was called to order. The Mayor shared the following information:

- The new door at the tennis court needs to be raised. He has spoken with Lee Menard and Menard will get this done.
- There was some confusion regarding the location of this door, which he attributed to a lack of communication. The location will affect the cost to make an ADA accessible path from the parking lot to the door.
- The parking lot should be done June 2nd.
- Shane Seraday still needs to put some heads in along Jefferson Street. Chair Frazer said Seraday was waiting to do this until the fence and parking lot work was finished.

Chair Frazer asked if the hydrant was on, as the last time she was there, it was not working.

The Mayor said he would follow up with Rocky Vinton on the hydrant, and with Shane Seraday about the remaining heads.

Call to Order

Chair Jen Frazer called the meeting to order at 4:26 p.m.

Committee Members Present: Jen Frazer, Kelly Huffield. Carol Berg arrived at 4:56 p.m.

Others Present: Pattie Berg (City Council Liaison)

Status of Filling Committee Vacancies

Kelly Huffield reported that she had spoken with Jane Ellison and asked her to reconsider applying for the Committee. Jen Frazer commented that, if Jane is not interested in being on the Committee, she may be available to work on a subcommittee.

Chair Frazer said that, in the draft 5/18/22 Minutes, it was reported that she said she would canvas Stone Temple staff to see if anyone is interested in joining the Committee. Frazer said she remembered suggesting this, but did not recall offering to do it.

Liaison Berg said it's important to get some more members as our "Action Items" list isn't getting any smaller. She added that, in addition to having the 2 vacancies, the terms of 2 Committee positions expire July 1, 2022.

Committee Member Reports on Action Items Not Otherwise on the Agenda.

Because of limited time, this was mostly deferred. New or additional information shared follows:

Jen Frazer

- She got trees planted in Bair Park, Springs Park, and at the tennis court. She will be doing a Tree Inventory, which is a necessary part of the DNRC grant. This year, the golf course is being added to this inventory.
- She hasn't been able to speak with Whitley West about the Baseball Group's agreement with City, but he has been talking with City staff (they have been mowing, he sprayed weeds).

Pattie Berg

- She updated the press release and sent a text asking everyone to review it. She wasn't sure anyone had reviewed it. The Committee recommended a couple changes and the rest of the discussion was deferred until Carol Berg arrived.

Adopt A Spot Program

Kelly Huffield asked for clarification about where this program sits. Liaison Berg said that according to her notes from the 5/18/22 Meeting, Huffield was going to start talking to volunteer groups and possible sites and that, once the City Attorney had spoken with Burt Hurwitz about the Releases, sign ups could begin.

Chair Frazer will resend the sources for *Adopt a Spot* signage to Ms. Huffield, so it can be ordered. These signs will be paid for through the beautification fund that the Meagher County Community Foundation is managing.

Chair Frazer said she had placed an updated *Adopt a Spot* Program packet on the shared drive. She asked if everyone was comfortable with this packet. This decision was deferred until a quorum was present.

Those present discussed creating a spreadsheet to make sure all the administrative details are covered. It was the consensus that, this year, we will just run the program and if there's a need for further instructions, a checklist can be prepared.

McStravick Park Project - Project Status Update - Project tracking

Carol Berg entered the meeting and gave the following updates:

- She has gerk to seal the cut lines and rock chips at the tennis court. She plans to start sealing on 6/3/22 and hopes to pour concrete 6/5 or 6/6. After discussion, a plan was made for Carol Berg and Jen Frazer to place concrete around the posts on 6/3, and for the gerking to be completed early next week. Pattie Berg said she would be available to help with the gerking. They will also do a "test drive" on installing the adjustable posts.
- She has not requested the Thrivent Grant. She will arrange for food and use the Thrivent card to pay for it.

Updates on Volunteers for install:

- Kelly Huffield said Cal Moore and Deb Giffen have offered to volunteer, if they are in town. She will also ask Charity (her gardener) if she'd like to volunteer for this, and/or for the Committee.
- Jen Frazer had not yet asked Jordan Kibbee and Ken Jewel if they are available to help, but will do so.
- Liaison Berg sent an email to Tiffany Sweeney for the CORR students, but hasn't heard back. Carol Berg said she knew the students' parents, and would call them about this.
- Carol Berg will speak with Jane Ellison and Paul Jenkins about helping install the court.
- Liaison Berg expressed concern over the lack of confirmed volunteers, adding that as of that minute, the only confirmed folks were Carol Berg and her. She said we need to have 4 to 6 confirmed volunteers for the 11th, and should have 4-6 'on call' for the 12th, in case the work doesn't get done on the 11th. She said that, for the next week, she was going to be sending out constant reminders about the need for volunteers.

T-Mobile Grant

Liaison Berg had placed draft grant documents on the shared drive for Committee member review. Chair Frazer asked what the difference was between the two documents. Liaison Berg explained that there is a fill in the blank form that must be completed online, and there is a full project plan that must be attached. The 2 documents were associated with those 2 required submissions.

Liaison Berg explained her approach in this grant is to ask for enough money to get the entire park ADA accessible and safe at one time. The total cost for this should be fairly easy to estimate once the City gets bids from Bair Park.

Liaison Berg explained that Great West had called her, and they had discussed how to approach this grant since, at least on paper, we don't have a 'shovel ready' project. She had asked Great West if they could be relied on to provide compliance assistance on this grant. In addition to helping with the bids, this would include making sure the proposals and work both met safety and accessibility requirements. Great West agreed to do this. It is hoped that submitting the picture of the renovated park and including Great West as a key business partner will make this a shovel ready project in the eyes of the funder. Great West was going to send Berg an estimate for this work.

Liaison Berg asked for the Committee's input regarding how Springs Park is used. Committee members listed the following uses:

- Race for this place BBQ (16 years)
- Family & Class Reunions
- Potlucks during COVID
- Summer Sack Lunch program for youth
- An Artists/Farmers Market will be held there during the Red Ants Pants Music Festival.

Liaison Berg asked for a more recent (since 2002) source of tourist data, which could be used to expand the number of people who will benefit from this project. It was mentioned that the Spa has 62 rooms and it is always fully booked, and that the Red Ants Pants festival brings around 16,000 to town every year. Chair Frazer said she has placed the Chamber's tourism survey in the CORR subfolder on the shared drive.

The Committee also discussed whether to request grants administration funds for this project. The compliance work will be done through Great West's transportation division, not the grants folks. The Committee will discuss this at its next meeting.

Berg will update the grant draft and place it on the shared drive. It will be the focus of the next meeting. She will also confirm with the Mayor that the City agrees with submitting this request for funds.

Carol Berg Report

Circling back on the agenda, Carol Berg reported as follows:

- Ben Haugan will likely place a bid for Bair Park, at least for the retaining wall work. Jen Frazer said she will send the bid information to businesses outside of White Sulphur Springs.
- Carol agreed to do some recruiting for Committee members at Stone Temple and will speak with Jane Ellison again about joining the Committee.
- The proposed changes to the Press Release met her approval. P. Berg will send the release to the Meagher County News and to City Hall, so it can be placed on Facebook. Committee Members will share to other pages from the City's Facebook page.
- Carol asked about the tennis court signs. The Council approved the Rules language, but nothing has been ordered. The type of sign will depend on whether the Committee gets the requested funds from the Rotary Club. The Rotary Club meets this week, and Jen Frazer will attend on behalf of the Committee.

Committee Actions Taken

With a quorum now present, the following actions were taken:

- Jen Frazer made a motion to approve the Minutes of the May 4, 2022 Committee meeting. The motion was seconded by Kelly Huffield and passed unanimously. The review of the May 18, 2022 Minutes were deferred until the next regular meeting.
- *Adopt a Spot* Program – Kelly Huffield made a motion to approve the *Adopt a Spot* forms presented by Chair Frazer. This motion was seconded by Carol Berg and passed unanimously.

Set Next Meeting Date/Time/Location/Adjourn

The next meeting will be a work session/potluck at Pattie Berg's house at 5:00 p.m. It will mostly be a celebration of completed work, but will also include another review of the T-Mobile grant application.

The meeting adjourned at 5:55p.m.