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

**Parks Advisory Committee Meeting**

**June 2, 2021 – 4:00 p.m.**

**All:**

* Bring names of people to be invited to 3 hour CORR envisioning process.
* Solicit bidders for McStravick Court project.
* Find out if anyone in Salt Lake City area willing and available to bring tennis posts/net to WSS.

**Carol Berg:**

* Scan Master Plan documents from Mark McDanel to shared drive.
* Keeping trying to find Master Plan diagram.

**Kelly Huffield:**

* Send Tourism Study results to Committee members.
* Speak with Beth Hunt about fundraising ideas/best practices.

**Jen Frazer:**

* Fencing bid update/republish as necessary.

**Maggie Johnston-Roatch:**

* Draft PR documents for Short Park fundraising campaign
* Speak with City about *Adopt a Spot* program.

**Pattie Berg:**

* Locate supervisor for tennis court installation.
* Take request to purchase adjustable netting system to the City
* Check on size of tennis court equipment for shipping/hauling purposes.
* Take Committee’s proposal for naming the Short Park to the Council
* Talk to City about June 7th Joanna’s Park workday.

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| **Call to Order**  |

Chair Berg Called the meeting to order at 4:06 p.m.

Committee Members Present: Chair Berg, Jen Frazer, Kelly Huffield, Maggie Johnston-Roatch.

Others Present: John Lopp, Meagher County Sheriff. Pattie Berg/City Council Liaison.

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| **Approval of Minutes** |

Kelly Huffield asked that the 5/19/21 minutes be amended to include an Action Item that she is to share the results of the 2015 tourism survey.

Maggie Johnston-Roatch made a motion to approve the draft 5/19/21 Committee Meeting Minutes as amended. This motion was seconded by Kelly Huffield and passed unanimously.

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| **Committee Member Additional Items for Discussion/ Reports on Assignments** |

Kelly Huffield asked to add an item discussing the Race for This Place.

Maggie Johnston said Sheriff Lopp was here to discuss park security issues and options.

Sheriff Lopp:

With the Committee’s concurrence, the conversation with Sheriff Lopp was moved to the beginning of the meeting.

Sheriff Lopp said the Department patrols all areas of town, as time permits. The Parks are being used for a variety of purposes, including picnics, games and, at times, divorced parents meeting their visitation requirements. Sheriff Lopp said Bair Park gets used mostly by kids, and that the folks residing in senior housing watch it and will sometimes report suspicious activity.

In the past 6 months or so, Sheriff Lopp recalled only 1 report to his department from the City regarding vandalism at the parks. He made the following recommendations to help improve parks safety and security:

* Any damage in excess of $100 *must* be reported, but all incidents *should* be reported so the department will know when to increase patrols.
* Functioning or non-functioning cameras with signs saying the premises are being videotaped;
* Signs posted saying “This area is patrolled”.
* A specific request to the public asking people to call the Department when they witness or hear about someone committing an act of vandalism - Sheriff Lopp said people are hesitant to call in, but are more likely to do so if specifically asked to.

When asked, Sheriff Lopp said game cameras may be an option allowing violators to be photographed, but someone would have to be put in charge of checking them.

There being no further discussion, Sheriff Lopp exited the meeting.

Race for This Place:

Kelly Huffield reported that, following interviews, the Race Committee decided to award this year’s proceeds to the Meagher County Arts Council, which will use the funds to coordinate with the University of Montana to sponsor an Arts in the Parks program. Other applications were considered, but the Arts Council had a fully developed project, so their application moved to the top of the list.

Reports on Assignments:

Carol Berg:

* Met with the Mayor and had a discussion about ground covering, adopt a spot signs, and the money set aside for Phase I work at McStravick Park. Mark Pryor is working on getting ground covering under the playground equipment. They have discovered that engineered wood fiber is expensive. The Mayor and the Chair talked about some possible alternatives, to tide us over. The Committee recommends the City use materials meeting the following standards:
	+ **ASTM 1292-99 -** Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment; and
	+ **ASTM 1292-04** Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment.
* The Mayor has a simple plan to recognize the *Adopt a Spot* participants
* Is still trying to find Nick Bard. The City spent $1,600 for the previous plan, so she would really like to track it down. It was suggested that maybe the plan is stored in the trailer behind city hall. She will continue to pursue this. Jason Phillips has been hesitate to let her go through their archives. She will keep trying.
* Will place McDanel’s Master plan documents on the shared drive.
* The bid language has been submitted and is in the process.

Kelly Huffield:

* She provided the information from Tintina. It’s on the shared drive.
* She will send the tourism study results to Committee members.

Maggie Johnston:

* Has not yet, but will, meet with the City on establishing the procedures/forms for *Adopt a Spot* program.

Jen Frazer:

* The landscaping/irrigation bid will be in next weeks’ paper.
* Reminded members about the zoom meeting with Fish Wildlife and Parks about Short Park at 1:00 tomorrow.
* She asked about the status of the ADA swing. Pattie will follow up.

Pattie Berg:

* Is still working on finding someone to install, or supervise the installation, of the tennis court surface. She is in contact with a business in Missoula who may be available. She said she told them the City may need a crew or a supervisor, depending on how the bids come in.
* The approval to begin the CORR project will be requested at the June 7th Council meeting.
* She and Carol Berg both had conversations with the Mayor about requesting additional funds. This is addressed in the Committee’s memo to the Mayor about the McStravick park project.
* According to Nancy Schlepp, the Planning Board doesn’t have a recreation ‘function’. However, she said the Board would like to be included at some level in the planning process, for example, the Committee could ask the Planning Board to designate a representative to participate.

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| **Report on Bids for McStravick Park**  |

Surface Prep - As noted in the last meeting’s Minutes, no bids were submitted for any surface prep work. The ad was rewritten and sent out for another round; this one closing 6/7/21. This ad was also posted on the City of White Sulphur Springs Facebook page, and shared with the Meagher County Classifies and White Sulphur Springs Classifieds Facebook pages. Jen Frazer said 11,000 had seen a Facebook post.

Fencing - The deadline for fencing bids is June 7th. No bids have been received to date. Jen Frazer will modify this ad and prepare to re-publish it if necessary.

Irrigation/Landscaping - The ad will be in next weeks’ paper, closing.

The Committee discussed its options for getting some bids in. In the past, Committee members had agreed to not make personal contacts requesting for bids: the goal was to have all bid processes be fully open and it was felt that making personal contacts may lead to the perception that the bid process was somehow ‘rigged’. However, the Committee agreed the work to prepare McStravick court for the panelized system needs to get done so individual members can contact anyone they know who does the work needing done and encourage them to submit a bid.

There was a discussion about the difference between a ‘quote’ and a ‘bid’, including whether the term ‘quote’ may be more friendly than ‘bid’. MCA seems to refer to ‘bids’ as opposed to ‘quotes’. The Committee will rely on the City Clerk’s office to review ads and notices for proper terminology.

Presentation to the Council - After meeting with the Mayor, the Chair asked the City Liaison to draft a memo to the Council regarding the challenges the Committee had encountered moving the McStravick project forward. The Chair felt there was too much background information to present ‘cold’, at a Council meeting. Committee members reviewed and suggested changes to the draft memo. The Chair will make the requested changes and forward the memo to the City to be included in the June 7th Council meeting packets.

Tennis Net/ Adjustable Post System - Pattie Berg told the Committee she had received confirmation from SnapSports that the cost of the tennis posts/adjustable net system had not increased since April. She was unable to get a quote for adjustable posts from any other source. The SnapSport quote includes:

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| **Item** | **#**  | **Cost / Item** | **Total Cost** |
| Multi Net Game Pole | 2 | $703.69 | $1,407.38 |
| 36' Multi-Game Net | 1 | $170.00 | $170.00 |
| Multi-Sport Net adjust. System | 1 | $297.00 | $297.00 |
| Net Center Strap | 1 | $17.00 | $17.00 |
| Net Anchor | 1 | $15.50 | $15.50 |
| **Equipment Total** |  |  | **$1,906.88** |
| Shipping |   |   | $390.00 |
| **Total Cost** |  |  | **$2,296.88** |

On a unanimous vote, the Committee directed Pattie Berg to ask the City to order this equipment. In order to save shipping costs, Committee members will see if anyone will be traveling through the Salt Lake City area and who is willing to pick up the equipment. Pattie will check on the size of the equipment needing picked up.

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| **Short Land Donation: Discuss Possible Process to Name the Park** |

City Liaison Berg told the Committee that the Short land donation agreement includes a provision that says the *“City shall name the park in honor of Spike Short.  Upon adoption of the Resolution accepting the Donation Agreement, the* ***City*** *shall begin the process of soliciting input from the community for a name from a list of names to be developed between the Donor and the* ***City*** *prior to the Closing.”*

Berg said that this had not yet been discussed at a City Council meeting, but she thought it would be a good thing for the Parks Advisory Committee to weigh in with an idea. She asked the Committee for ideas.

Jen Frazer suggested that a contest be held where community members suggest names; the Short Family and City then select the best 6 names for final consideration; coffee cans with those names are set out in public places, and the public votes, with cash, on the best name. The name raising the most funds is the name chosen for the park. The funds raised would be used to erect a sign, but also to develop and maintain the park. The committee agreed with this approach. The Committee discussed this, and arrived at the following plan:

* ASAP: Community invited to submit names by X date (2 weeks). Pitch in the paper and online (WSS website, WSS, Meagher County and WSS classified pages, etc.)
* Top Names selected by the Short Family and the City;
* Collection jars at City Hall, Courthouse (?), Senior Center (?), other secure places that don’t favor one business over another.
* Closing date for votes: To be determined. Possibly after July 4th if we can find secure places that would be open during the weekend.
* Naming decision made/announced: As scheduled with the family.

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Kelly Huffield offered to speak with Beth Hunt to get her ideas about the best way to publicize this event.

Pattie Berg will take this to the Council, and Maggie Johnston-Roatch will draft PR documents.

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| **Joanna’s Park: Discuss Maintenance Issues**  |

Jen Frazer suggested that this Park needs some maintenance before the Farmers’ Markets begin. She said the landscaping that was done is nice, but some components require some extra maintenance. After reviewing pictures taken by Ms. Frazer, the Committee agreed to devote an afternoon of their time to this park. They would like to meet the afternoon of June 7th at 1:00, and have the City provide mulch, grass killer, trash bags and gardening tools. They also wanted to have Mark Pryor and Connie Elsworth invited, but understood they may have other things going on that day. If June 7th doesn’t work, June 8th will, for all but the Chair. Pattie will inform the City of the Committee’s plans and make request the tools/supplies.

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| **Fundraising Discussion**  |

Due to time constraints, and pending outcome of June 7, 2021 presentation before the City Council, this was deferred to the next meeting.

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| **Public Comment** |

No public present or on zoom.

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| **Next Meeting** |

To be determined after June 7 presentation before the Council.

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| **Adjournment** |

The meeting was adjourned at about 5:35 p.m. on a motion made by Kelly Huffield and seconded by Jen Frazer.