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

**Parks Advisory Committee Meeting**

**June 16, 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.

**Carol Berg:**

* Set next meeting date/time. Wednesdays seem to work pretty well.
* Keeping trying to find Master Plan diagram.
* Scan Master Plan documents from Mark McDanel to shared drive.
* Speak with Mark McDanel about ways to improve communication between the Users’ Group, the Committee, and the Council
* Have Lee Menard review fencing ad/RFP

**Kelly Huffield:**

* Send Tourism Study results to Committee members.
* Ask Beth Hunt about how the Committee would collect ‘votes’ for the Short fundraiser via charge cards, etc.
* Send Pattie Berg Chamber member listing.

**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.
* Let City know that the planned transportation of game posts is not going to happen.

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| **Call to Order**  |

Chair Berg Called the meeting to order at 4:09 p.m.

Committee Members Present: Chair Berg, Kelly Huffield.

Via a text, at 4:43 p.m., Maggie Johnston-Roatch assigned her proxy to Chair Berg.

Others Present: Pattie Berg/City Council Liaison.

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| **Approval of Minutes** |

Deferred due to lack of quorum

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

None

Reports on Assignments:

Carol Berg

* Presentation at June 7, 2021 City Council meeting:
	+ The Council agreed with the Committee’s recommendation to use all of the Bair award for Phase II work. Any remaining funds will be used for Phase III work.
	+ The Council agreed with the Committee’s plan to participate as a pilot site for the CORR project.
	+ The Mayor stated he did not recall that the City promised to remove the spalled areas at the tennis court. After the meeting, Council Liaison Berg sent an email to the Mayor from September, 2020 in which he said that City would do this work. Chair Berg met with the Mayor and there is now a plan to remove the spalled areas. Committee members still need to recruit bidders for all 3 phases of the project.
	+ Wes Stidham was at the meeting to ask the Council to set aside a 100’ x 100’ piece or property for the skate board users group. The Council approved this request. It wasn’t clear whether Mr. Stidham was there as a representative of the Board, or as an individual. He asked several questions that included information Marc McDanel has already provided to the Advisory Committee. Chair Berg will speak with Mr. McDanel about ways to improve communication between the users’ group Board, the Advisory Committee, and the Council.
	+ The Board concurred with the Committee’s recommendation for a process to name the Short parkland donation.
	+ Councilperson Stacy Menard offered to help the Committee put on a 3 on 3 basketball fundraiser event. It was discussed that this event would likely be used to benefit all parks.

Kelly Huffield:

* She will send the tourism study results to Committee members.
* She spoke with Beth Hunt about fundraising. Once the Committee has a poster, Ms. Hut can share it on the WSS Alumni Page, All School Reunion page, and the Community Center page. There was a discussion about how the Committee can get ‘votes’ from out of town people (credit cards, venmo, etc.) Kelly Huffield will ask Beth if she knows anything about this.

Pattie Berg:

* Jen Frazer was absent due to the Deep Creek Fire. She had called P. Berg to tell her that Stone Temple Fitness is interested in participating in the CORR project, and may be interested in somehow working with the City to provide summer recreation programs.

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| **McStravick Park Bid Processes Update (if any)** |

Phase I Work – With the change in scope (City removing the spalled areas), people may be more likely to bid on this work. P. Berg said that whenever a concrete company says something on Facebook about having time to do a project, she is commenting about the work the City needs done, and asking them to call the Clerk. Carol Berg is recruiting on a local contractor who may be available.

Fencing - At the June 7, 2021 Council Meeting, Councilperson Menard commented that the information in the paper was insufficient for potential bidders. When asked by Councilperson Berg, Menard agreed that if her husband was not really busy, he probably would have picked up the phone to inquire further. However, Chair Berg said it would be a good idea to have Mr. Menard give some feedback on the bid documents.

The current deadline for fencing work is June 28th. The Committee probably can’t make a change mid-process but if no bids are received, we may need to reconsider the process being used to request bids.

Irrigation – The bid is out. Closing date is June 28th.

Update on Tennis Net/ Adjustable Post System – It has been ordered and Kami Freeze said her Dad might be able to pick up the posts and bring them to Idaho, where she would retrieve them and bring them to WSS. During the Committee meeting, Chair Berg received a text from Kami stating this was not going to be possible. Pattie Berg will follow up with the City.

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| **Finances** |

* FY22-23 Budget Needs

Chair Berg said that the Parks Advisory Committee memo reviewed by the Council at its June 7 meeting included a proposed motion that would provide the usual parks funding for FY 21-22 and add $10,600 to the budget for costs appropriated but not incurred during FY 20-21. This included $5,600 for concrete and $5,000 for personal services. Chair Berg said time ran out to have this discussion at the Council’s June 7th meeting.

The Committee’s memo described how the City’s failure to uphold its end of the bargain contributed at least in part to the lack of progress on the McStravick Park project, and asked the City to keep its promises. The memo also recommended against charging these costs to the CIP fund as they will be labor costs incurred for work the City failed to complete. Finally, the memo said that requesting these funds was not unreasonable as, over the past 3 full fiscal years, Parks spent an average of 27% of its budgeted funds, and left an average of $41,000 of Parks funds on the table, each year.

Chair Berg said the City Council will begin budget discussions on June 22, 2021 and that this would be the time to bring this issue back before the City Council. On a motion made by Chair Berg and seconded by Kelly Huffield, City Council Liaison P. Berg was instructed to ask the Council to increase whatever the agreed upon FY 21-22 Parks budget is by $10,600.

* Grants Info from 6/3/21 zoom call (Jen Frazer) – Deferred.

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| **Review PR Documents for Short Land Donation (Maggie Johnston-Roatch)** |

Deferred. Ms. Johnston-Roatch promised to provide a written update on June 17, 2021.

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| **CORR Process: List of Names for Step 1 (Envisioning) Process** |

Council Liaison Berg said the CORR staff had suggested holding the Stakeholder meeting at the end of July, either in person or via zoom. The Committee recommends an in-person meeting, to be held in mid-July or after August 1st. Pattie Berg will advise, and coordinate logistics with, the CORR group.

The Committee began identifying stakeholders to be invited to this meeting. It is estimated that, if 100 are invited, 30 will attend. A list of possible attendees from businesses, agencies and service groups was started. Kelly Huffield will send the Chamber list (with addresses) to P. Berg. A final list will be created at the next meeting.

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| **Public Comment** |

No public present or on zoom.

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| **Next Meeting** |

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| **Adjournment** |

The meeting was adjourned at 4:53 p.m.