

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**SEPTEMBER 15, 2022**

**ACTION ITEMS**

**All:**

Recruit applicants for the Committee. We need to get a full slate so we can work smart, not hard! Jen had mentioned Jordan Kibbee, Carol had mentioned Curtis Potter and a health club rep. Pattie had mentioned one of the Blair family, as they are neighbors of Spikes Happy Trails.

**Jen Frazer**

- Bair Grant Closeout.
- Follow up on funding for Fort Logan replica sign.
- Give the invoice for pickle ball supplies to the Mayor.
- Confirm donation of donation box.
- 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**

- Speak with Golf Board about formally sponsoring/advertising the availability of, and the rules related to, cross country skiing on the Golf Course.
- Find a work around for the missing center net anchor at McStravick Park
- Distribute Thrivent T-Shirts to appropriate parties.

**Kelly Huffield**

- Order *Adopt a Spot* Signs - 20 signs and the appropriate number of 'plaques'.
- Work with Stacy Eaton-Menard on the basketball tourney, possibly to be held in August.

**Pattie Berg**

- Finish Pickle ball Clinic Plans
- Order Rotary funded items
- Continue working with Craig Erickson on T-Mobile Grant.

**Call to Order**

Chair Jen Frazer called the meeting to order at 4:30 p.m., at City Hall.

Committee Members Present: Jen Frazer, Kelly Huffield, Carol Berg.

Others Present: Craig Erickson, Great West Engineering (via zoom), Pattie Berg (City Council Liaison).

**Approval of Minutes**

Carol Berg made a motion to accept the Minutes of the August 3, 2022 Committee meeting. Kelly Huffield seconded and the motion passed unanimously.

**T-Mobile Grant**

Chair Frazer brought this item forward on the agenda and turned the floor over to Craig Erickson.

Erickson said he had reviewed the past projects described on the T-Mobile Hometown grants website, and noted that, while none of these are planning grants, there is nothing on the T-Mobile site that says planning grants are not eligible for T-Mobile funds.

Erickson said he believes the Springs Park project is exactly the type of project T-Mobile's program funds. Among other things, the grants are for projects which will refresh/ revitalize community facilities, help neighbors connect, kick start a community project, and make facilities safe and accessible. Erickson said there are all kinds of studies that show the benefit of increased accessibility to community revitalization.

Erickson said good projects begin with good planning. In this case, Erickson recommended writing a grant which requested the funds for a park improvement/transition plan, with the plan being a follow up grant request to fund the actual work.

Liaison Berg stated the initial goal was to write a request for planning *and* implementation costs, which avoided the need to spend thousands of dollars on a transition plan. She further commented that the original plan was to include Great West as an important partner to the grant in that Great West would:

- Identify ADA accessibility and safety needs and standards;
- Help write the bids (so the work completed would meet the standards);
- Evaluate and recommend the awarding of bids received;
- Inspect the work being done to ensure compliance with the bid requirements; and
- Administer the grant.

The Committee discussed the goal of submitting the grant by September 30<sup>th</sup>, as to allow project planning and bids to proceed over the winter, and the work to be done next spring. When Erickson asked, the Committee identified the following priorities, should the grant request include planning and implementation funds:

- Improve site drainage to mitigate puddling and ice;
- Install ASTM-compliant ground covering in the playground area; and
- Provide paths that meet the accessibility requirements of the ADA.

Erickson said he could write a solid grant request in about 6 hours but he needs to know whether T-Mobile would consider a request for a planning grant. Liaison Berg sent Erickson the T-Mobile grants email, and it was agreed Erickson would send an email asking if T-Mobile would consider a grant application which asked for funding to:

- Develop an Americans with Disabilities Act (ADA) Transition Plan for the park;
- Eliminate the ponding of water in the playground portion of the park; and
- Replace the playground's ground cover to reduce the risk of injury from a fall.

Erickson said it's important to have a Parks Master Plan as part of the City's Capital Improvement Plan. P. Berg reminded Erickson that the CORR process should result in a Parks Master Plan. Erickson also mentioned potential funding sources, such as the Land and Water Conservation Fund, and Community Development Block Grants. Further discussion, and possibly another meeting, may be needed once Erickson hears from T-Mobile.

After Erickson exited the meeting, Chair Frazer noted that Great West had requested \$8,000 to prepare a park improvement plan/ADA transition plan. She indicated some concerns about the content of the proposal. Further discussion was deferred pending resolution of questions regarding the timing of the grant application.

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

#### **Carol Berg:**

- Pump track – The sign is here. She will place it on a piece of scrap wood, which will be provided by the Chair.
- Recycling – This is probably not going to happen at the Post Office site.
- The missing side pieces have been placed at the tennis court. She is still working on the center attachment piece.

#### **Kelly Huffield:**

- *Adopt a Spot* – Huffield said she had dropped the ball on this. Chair Frazer has sent her the information on ordering signs.

- Charity Whitman cleaned out the City Hall garden, but is planning to leave town. Kelly may have some ideas for folks to replace her on that site.
- Skate Board Users Group Presentation at Community Foundation- Angelia and Marc McDanel attended the September 8, 2022 meeting. Huffield reported that the Group is not ready to be the recipients of Race for this Place funds. Among other things, the Foundation recommended to the McDanels that they need to get an organizational structure in place, write a business plan, identify someone who will take over when Angelia finishes school, and get an active Board (with a student or two.)

**Pattie Berg:** Hasn't completed the tasks at McStravick Park, but is working on final plans for a pickle ball clinic on the weekend of September 24/25. The Committee prefers the 25<sup>th</sup> over the 24<sup>th</sup>. Kelly Huffield will get a message about the Clinic to Athletic Director Barfus.

**Jen Frazer:**

- On September 4, she met with the City Council and provided a handout which showed a variety of possible purchases, and costs, for equipment at Springs Park. Frazer provided Committee members with a copy of the handout that was provided to the Council. Committee member Huffield mentioned that at least one Council member thought the Committee was asking for \$80,000 to make these purchases. Liaison Berg noted that the handout said, and she had reiterated at the Council meeting, that this would be the cost IF all the listed equipment was purchased. Liaison Berg will clarify this at the next Council meeting.
- Chair Frazer commented we could apply for other Grants to purchase park recreation features (Red Ants Pants Foundation Grants are NOT a good fit for this project).
- Chair Frazer will encourage Jordan Kibbee to write a letter of application for a parks committee position, with the understanding that she can't begin until November.
- She sent the sign plan to the Mayor, but hasn't received a response.
- She is waiting to hear from Helen Hanson on the funding and replacement for Fort Logan replica sign. She will follow up now that the Castle is closed for the season.
- The next CORR stakeholder meeting will be October 4<sup>th</sup> at 4-6:00 p.m. at the Senior Center. She will call Kris Morgan.

<b>McStravick Park Project Tracking</b>
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- Outstanding Items:
  - Backboard – Jen Frazer and P. Berg primed/painted the parts. The backboard will be hung this weekend.
  - Pickle ball supplies: Kelly Huffield and P. Berg ordered the pickle ball nets, paddles, balls and temporary court markers using Huffield's Amazon account. The supplies will be funded by the Rotary award and will be here about September 20<sup>th</sup>. Because Huffield used her Amazon account, the Senior Center will receive a donation from this purchase so we are spreading the good. Huffield will get the entire invoice to Jen Frazer, who will give it to City Admin for reimbursement.
  - Other Items to be Funded by Rotary Award:
    - \* Equipment - In addition to the pickle ball equipment, the budget prepared by Liaison Berg included 2 metal courtside benches, a storage unit, and a couple options for a wheelchair accessible picnic table. The Committee chose a portable table, and the recommended storage unit. Chains and locks will be purchased to secure equipment. P. Berg will place a final budget on the shared drive for review and electronic vote.
    - \* Sign Plan – Based on earlier Committee action, P. Berg prepared written sign plan. P. Berg was directed to clear the plan with the Mayor and order the signs, with the exception of the smaller McStravick Park sign which is to be paid for by remaining Thrivent funds. Jen Frazer will confirm that Jordan Kibbee still intends to donate a donation box.

<b>Public Comment</b>
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No public was present to comment.

<b>Set Next Meeting Date/Time/Location/Adjourn</b>
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Chair Frazer will set the next meeting date. The timing will depend on what we hear from Craig Erickson, or it will be after the October 4<sup>th</sup> CORR meeting.

The meeting adjourned at 5:55 p.m.