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

**Parks Advisory Committee Meeting**

**August 25, 2021 – 4:00 p.m.**

**All:**

* Review/comment on Bylaws on Shared drive.
* Make a note of anyone who shows true interest in Short Park.
* Recruit 2new committee members. One is a member of a community organization, non-profit, etc. The other should be someone who is a likely user of the City’s parks facilities/services (City resident preferred for this seat.)

**Jen Frazer:**

* Speak with Mayor about logistics for McStravick Park lift/seal, and how to improve communications between the City and the Committee,
* Draft Annual Report Card
* Get red/white/blue decorations to Carol**.**

**Carol Berg:**

* Keeping trying to find Master Plan diagram.
* Speak with Mark McDanel about ways to improve communication between the Users’ Group, the Committee, and the Council
* Do mobile voting booth for Labor Day parade
* Compare the cost of this rubberized, and engineered wood fiber. (See calculator on playsafer.com and EWF costs in January memo about playground safety and accessibility.)

**Kelly Huffield:**

* Drop off random drawing tickets to City Hall.
* Make assignments for Rodeo grounds collection site.
* Speak with Bar 47 about setting up near them at the Rodeo
* Spaak with Stacy Eaton-Menard about a 3 on 3 basketball fundraiser

**Pattie Berg:**

* Inform U of M that CORR process should be in person.
* Locate supervisor for tennis court installation.
* Work with City to seek applications for 2 new Committee members.

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| **Call to Order** |

Chair Frazer called the meeting to order at 4:04 p.m.

Committee Members Present: Chair Berg, Kelly Huffield, and Jen Frazer.

Others Present: Pattie Berg/City Council Liaison.

NOTE! The Agenda included instructions to join via zoom. However, the Liaison was unable to connect using the provided access code. The Committee agreed to continue the meeting without Zoom.

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| **Approval of Minutes** |

Carol Berg moved that the Minutes of the August 11, 2021 meeting be approved as presented. The motion was seconded by Kelly Huffield and passed unanimously.

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| **Committee Members:**  **Report On Action Items from 8/11/21 Minutes & Requests for Additional Agenda Items** |

Committee Member Reports on Action Items:

**Carol Berg:**

* Keep trying to find Master Plan diagram - Ongoing
* Speak with Mark McDanel about ways to improve communication between the Users’ Group, the Committee, and the Council – Will do this soon.
* The Farmers Market group has agreed to let the Parks Committee have a table at the Market, for no charge.

**Kelly Huffield:**

* She met with the Rodeo Club. They agreed to let the Committee do a fundraising activity at the Rodeo. The Committee can also have the announcer talk about the voting at the beginning of the rodeo but, because it’s PRCA, there are a lot of rules and regulations to follow so the fundraiser can’t be pushed throughout the day. The Committee can also write up a blurb for the announcer. The Rodeo Club suggested setting up under the bleachers and that manning the table for the first 2 hours of the rodeo would be sufficient.
* Bar 47 is doing the beer garden and Kelly thought we could possibly set up there. She will check with Amber Coburn.

**Pattie Berg:**

* The CORR envisioning process will be held October 12, 2021 at 6:30 p.m., at the high school. It will be 2.5 to 3 hours long. The U of M asked about doing this virtually. The Committee said this would be hard to justify since no other activities, or the health department, are requiring social distancing at this point, but time will tell. P. Berg will let CORR know the committee’s decision.
* She has been unable to locate anyone to supervise the installation of the tennis court.
* After Kelly Huffield sent the text about the meeting with the Rodeo Club, she did not talk to Sheryl Zehntner.
* The Short family understood the reasons for keeping contest entrants anonymous.
* The Council and Mayor agreed to add a 5th member to the Parks Committee. The Committee should be recruiting people who are likely users of the City’s parks facilities/services. City residents are preferred.

Request for additional agenda items:

* New Committee Members
* Status of request of funds from the Beautification account
* Frazer family trip to Harlowton park/ground covering discussion
* By- Laws
* Annual Report Card
* Gophers

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| **Update on McStravick Park Project** |

Status of Tennis Court Lift/Seal

Carol Berg spoke with Jeremy at Rock Hard Construction. They should be in White Sulphur the week of September 13, 2021 to do the tennis court lift. At the time she spoke with him, he did not think it would be necessary to pull the fence material back but he would look at the job more closely to see what will need done.

The Rock Hard reminded Carol Berg that the City will need to order the sand needed for the project. The Committee assumes that the Contractor will order the concrete when it’s needed. Jen Frazer will speak with the Mayor about both of these issues, and will confirm that the posts have been delivered, and the bid includes placing them.

Request for Beautification funds

At the Committee’s its May 19, 2021 meeting, The Committee passed a motion made by Jen Frazer to ask the City to request $2,000 of the $5,000 available in the Meagher County Community Foundation’s Parks Beautification account to be used for irrigation system work; mostly to water trees that were to be installed during the fall of 2021. Shannon Graham is leaving the City and trying to get some past due work completed. She noticed that the City had not received these funds.

A discussion was held regarding whether to request these funds. Currently, there is only 1 bid, which is more than twice the anticipated cost, there is no plan to install trees this fall, and the lift will likely involve heavy equipment operating around the court. There was some discussion about reopening bids now, or waiting until spring, and whether a bid received now would be honored until next spring. For this and other reasons, the Committee agreed to table the request for these funds until this winter, and after more bids are received. Once bids are let, committee members will directly contact people they know who do this work and ask them to bid.

Fencing Bid

There is no bid pending for making the repairs/additions to the court’s fence. P. Berg said Stacy Eaton-Menard had indicated they may look at the fence. P Berg knows of a fencer from the Lewistown area who might be available. A bid will be let out once we hear from Rock Hard about what, if anything, will need done to the fence so they can do their work. Jen Frazer will discuss this the status of the bid process with the Mayor.

Cage for Irrigation System

The Committee discussed the possibility of finding someone willing to donate the materials and time to build a cage, someone to donate a cage, or using a prefab cage.

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| **Short Park Discussion** |

Since the last committee meeting, community members suggested names for this park and, from a list of 24 entries, Spike’s family chose these finalists:

* Spike Short Memorial Riverside Park
* Spike’s Happy Trails
* Spike’s Neighborhood Park
* Spike’s Swamp Adventures

Spike’s family said there were really thoughtful entries, and it was difficult to choose. A press release was prepared announcing the opening of voting, which ends September 13, 2021.

Farmer’s Markets Fundraising

Carol Berg and P. Berg will take care of the table on August 26th. Kelly Huffield will staff the table on September 4th. Carol Berg will ask the County if the Committee can borrow some ‘VOTE HERE” signs to draw attention to the table.

P. Berg won 2 VIP tickets to the Rodeo. She is not interested in using them, so donated them to this fundraiser as an incentive to vote. After discussion, the Committee decided to draw for the winner of the tickets at the end of the September 2, 2021 Farmers’ Market. Kelly Huffield has some drawing tickets that she will drop off at City Hall.

Logistics for Labor Day fundraising

Carol Berg will put together a mobile voting cart, and will use it to collect votes during Monday’s parade.

Kelly Huffield will take the point on the schedule for the collection site at the Rodeo.

Jen Frazer has some red, white and blue decorations that she will let people use to increase the visibility of the collection sites.

Plan for tracking donors

Chair Frazer asked all Committee members to keep track of people who are supportive of Short Park, so the Committee can get a group of park supporters. For example, she asked that members keep a list of people who are contacted at the Farmer’s Market, and those who have otherwise shown a ***real*** interest in the park (more than just a thumbs up on Facebook.)

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| **Discuss Committee Goals for Upcoming Year**: |

Deferred until next meeting.

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| **Other Agenda Items** |

New Committee Members

On August 25, 2021 at 4:09 p.m., Maggie Johnston Roatch texted her resignation from the Parks Committee. The verbatim content of her text is provided at the end of these Minutes. P. Berg will work with the City to get recruitment going for this and the other committee vacancies.

Request of funds from the Beautification account - See discussion in McStravick Park Update.

Frazer family trip to Harlowton park/ground covering discussion - The needed ground covering has not been installed at Bair Park. Chair Frazer provided a handout with pictures of the ground covering being used at Chief Joseph’s Park in Harlowton. The ground covering is loose fill rubber material. It did not appear to meet accessibility standards, but she thought it may be an option for the ground covering at Bair Park. Carol Berg will build off do an apples to apples comparison of the cost of this material and engineered wood fiber.

Annual Report Card - Jen Frazer suggested that, since the Committee has been active for a year, it would be good to have an annual report, including accomplishments. She will prepare a draft report for Committee review.

By- Laws – The Chair handed out amended bylaws and asked the Committee to make any additional changes/recommendations in the file son the shared drive for a later discussion. The bylaws include the ‘job descriptions’ for the Chair and Liaison. Ms. Frazer plans on speaking with the Mayor to see what can be done to improve communications between the City and the Committee. It was mentioned that, perhaps, a member of the parks crew could regularly attend committee meetings.

Gophers – Carol Berg said the gophers have been bombed at least once. It may be necessary to make this an annual task, and to start earlier in the year.

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| **Set Next Meeting/Adjourn** |

The next meeting will be held Wednesday, September 8, 2021 at 4:00 p.m., at the Yoked Parish.

The meeting was adjourned on a motion made by Carol Berg, seconded by Kelly Huffield and passed unanimously. **Transcription of Maggie Johnston-Roatch’s texted resignation**

**Received 4:09 p.m.; 8/25/21**

I was hoping to make it to the meeting today to do this in person, but once again I’m buried in work between the cabin, kinds, and a pile of writing to finish. I’ve been thinking a lot and looking at my calendar recently and, although I love the idea of being on the committee and 100% feel I have some skills I would have loved to contribute to the mission… I just don’t have time. And after thinking about my calendar, the reality is that I’m still going to be periodically gone to the reservation and without service or internet into late November and will be back up there in early March to start all over. And that just doesn’t work with the communication necessary to be on the committee. And I apologize, but I do think it’s best that someone else fill my seat that can be more present and I would still love to pitch in on any future park clean up days or things of that nature if I’m in the county!