

**MINUTES  
CITY OF WHITE SULPHUR SPRINGS, MONTANA  
PARKS ADVISORY COMMITTEE MEETING  
MARCH 7, 2023**

**“IMMEDIATE NEED” ACTION ITEMS FROM THIS MEETING**

**All:**

- Keep in mind your “unfinished business” (See Task List.)
- Consider taking on either the Chair or Vice Chair roles as the By-Laws establish a term limit of 2 consecutive terms, and both Chair Frazer and Vice Chair Huffield have “termed out”.

**Jen Frazer**

- T-Mobile Grant Work
- Committee Handbook duties review

**Carol Berg**

- Work with Tressa Blair on Parks Ordinance draft
- Research issues related to homemade equipment in public parks
- Follow up on “No roller sports” sign for McStravick Park.

**Kelly Huffield**

- Order *Adopt a Spot* Signs and needed number of ‘plaques’.
- Recruit *Adopt a Spot* sponsors, get paperwork done
- Have fun in Moab!

**Jordan Kibbee**

- Have a great trip “across the pond”!

**Tressa Blair**

- Work with Carol Berg on Parks Ordinance draft

**Pattie Berg**

- T-Mobile Grant Work
- Purchasing Policy update
- Update Porta pottie costs
- Research grant funds that will pay for vaulted toilets.

**Call to Order and Introductions**

Chair Frazer called the meeting to order at 4:35 p.m.at City Hall.

Committee Members Present: Tressa Blair, Carol Berg, Jen Frazer, Kelly Huffield, and Jordan Kibbee

Others present: Pattie Berg (City Council Liaison).

Tressa Blair was welcomed to the Committee and it was noted that this is the first time in over a year all Committee seats have been filled!!!

**Approval of Minutes**

Kelly Huffield made a motion to accept the Minutes of the February 23, 2023 Minutes, as presented. Carol Berg seconded the motion and it passed unanimously.

**Member requests for additional Agenda/Discussion Items**

- Liaison Berg asked to discuss the 3/7/23 meeting with the Mayor and the T-Mobile grant.

**Committee Member Reports on Action Items Not Otherwise on the Agenda.  
Committee discussion and alignment of tasks for Spring/Summer 2023**

**Kelly Huffield**

- Asked for direction on the color of the *Adopt a Spot* signs. No Committee direction given. Ms. Blair was given a brief overview of the program, including last year's *Adopt a Spot* locations and sponsors:
  - Bair Park – Girl Scouts
  - Joanna's Park – Tim & Miriam Barth
  - Welcome sign on west sign of Town – Eleanor and Ken Bossert
  - Welcome sign on east end of town – Deb Giffin
  - Senior Center – was 'tag teamed' by the Frazer and Ellison/Mangus families.

In addition:

- The Barths have offered to adopt the gardens at the Castle.
- The Lane Bar will officially adopt Radar Park

This means that, if all of last year's sponsors stay on in 2023, only City Hall needs adopted.

Huffield will do some social media marketing to recruit new site sponsors. She also has a Program Administration binder that Chair Frazer created.

It was agreed that Huffield will sign up the sponsors rather than having City staff do it. Huffield will take the signed agreements to City Hall so the staff knows who is responsible for what sites.

- Asked if Spike's Happy Trails would be a good June wedding venue. Ms. Blair said that, most years, the area is pretty muddy in June.

**Carol Berg**

Report on the use of recycled tires in playgrounds:

- Recycled tires which have been cleaned/degreased and painted are used in parks.
- She found one park which was completely built using recycled tires.
- According to the Consumer Product Safety Council, while no specific chemical hazards from recycled tires in playground surfacing are known, it recommends the following precautions to limit exposure: Avoid mouth contact with playground surfacing materials, including mouthing, chewing, or swallowing playground rubber.

Following a discussion on the use of homemade playground equipment, such as heavy plastic culverts, Berg will do some research regarding:

- The use of homemade equipment in public parks; and
- How a public park using homemade equipment can avoid liability if someone gets sick from, or injured on, that equipment.

Candi Short-Richardson is willing to help with a duck race fundraiser. The former Close Up program will hold a race this summer as well, but Berg thinks White Sulphur will support 2 races as long as they're not on the same weekend. The Committee consensus is that any proceeds from a Duck Race should benefit Spike's Happy Trails.

**Jordan Kibbee**

- Has the donation box for McStravick Park.
- Reported that pigeon deterrent spikes cost \$20.00 per 10'. This is related to the work needing done at the Rotary Shelter, and the spikes will keep pigeons from landing and nesting. [See this link](#)

## **Jen Frazer**

Chair Frazer created a form to track outstanding tasks. The task list was updated. See "Action Items List Updated 3/7/23" form. Items of immediate need that were updated include:

- Recruitment of Committee members. Liaison Berg has updated the Committee list. Only Kelly Huffield and Jen Frazer's terms expire in June of 2023. Carol Berg is interested in continuing on as well. The vacant seats will have to be advertised, so interested parties may apply. All seats must be appointed by the Mayor with the Council's consultation. P. Berg and Ms. Huffield will do the necessary recruitment in May.
- Committee Handbook –Chair Frazer believes the job duties in the By-Laws accurately reflect current duties, but will confirm this and make appropriate changes to the draft handbook.
- Purchasing Policy – Following discussion, P. Berg will draft an update to this Policy.
- Draft Parks Code (for White Sulphur Springs Municipal Code) – Carol Berg and Tressa Blair will prepare a draft code. P. Berg will send some sample codes from other cities.
- McStravick Park – Several committee assignments were made. See task list. Mark Pryor will put together the equipment storage shed. If it has a floor, it will be put on a skid. If not, it will be put on a concrete pad.

## **Pattie Berg**

- On March 1, she went before the Race for this Place Committee to ask for their financial assistance in purchasing new playground equipment for Springs Park. A decision is pending.
- She has a phone call on Thursday March 9<sup>th</sup> with Craig Erickson and Karl Yakawich of Great West Engineering regarding the Springs Park Renovation/ T-Mobile grant. See next agenda item.

### **Meeting With Mayor Nelson/Design Plan for Springs Park Renovation**

Chair Frazer reported that, earlier today, she and Liaison Berg met with Mayor Nelson and Mark Pryor. During this meeting:

- They reviewed the Committee's 2/23/23 design plan for the Springs Park playground and the Committee was given the go ahead to proceed as planned.
- The Parks budget 22-23 budget and expenditures were reviewed, including the Committee's 'asks' for specific projects:
  - Liaison Berg was given the go ahead to negotiate a Springs Park engineer plan costing up to \$4,000.
  - Discussed the funds set aside to install EWF at Bair Park. The Mayor said the City Crew will install the french drain at Bair Park, but the City will need to hire a contractor to do the leveling for, and installation of, the ground covering. P. Berg will follow up with the Mayor on getting bids for this work.
- They talked briefly about the City Attorney's comments on the draft baseball agreement.

Liaison Berg added that the discussion also included:

- Possible ideas for the use of the unused baseball fields.
- City Parks-related projects available for volunteers/service groups this summer.
- The need for porta potties at Bair and McStravick Parks. The Committee requested that 2 porta potties be purchased during FY22-23, and the requested funds appeared to be approved and included in the Machinery and Equipment line item. P. Berg is to look up current costs for porta potties.
- The Mayor said he would like to install a vaulted toilet on the west side of the Rotary Shelter. There may be grants available for this. P. Berg will follow up

### **T-Mobile Grant**

The goal remains to submit a grant request by T-Mobile's March, 2023 quarterly deadline. Tasks:

- P. Berg will meet with the Great West group and try to get an affordable engineering plan for the park. If all goes well, the grant will not include a request for this plan. If the cost is greater than \$4,000, we will need to regroup.

- Chair Frazer and Liaison Berg will prepare the grant. P. Berg will work on the narrative, while Chair Frazer prepares the budget.
- The Committee will review the draft grant at its next meeting.
- Committee members may be contacted for assistance.

<b>Public Comment</b>
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No public was in attendance via zoom or in person to comment.

<b>Set Next Meeting Date/Time/Location/Adjourn</b>
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The next Committee meeting will be Thursday, March 24, 2023 at 4:30 p.m.

The meeting was adjourned at about 5:50 p.m.