

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
APRIL 13, 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

Committee Handbook duties review

Carol Berg

Work with Tressa Blair on Parks Permit draft and proposed fees/charges.
Research liability issues related to homemade equipment in public parks
Follow up on “No roller sports” sign for McStravick Park.

Jordan Kibbee –

Look into the Terracycle program.

Kelly Huffield

Order *Adopt a Spot* Signs and needed number of ‘plaques’.
Recruit *Adopt a Spot* sponsors, get paperwork done

Tressa Blair

Work with Carol Berg on Parks Permit draft and proposed fees/charges.

Pattie Berg

Purchasing Policy update to vote
Update Parks Code draft
Continue looking for affordable Porta Potties

Call to Order and Introductions

The meeting was called to order at 4:42 p.m.

Present: Chair Jen Frazer, Carol Berg, Jordan Kibbee, Tressa Blair, Kelly Huffield

Also present: Pattie Berg, City Council Liaison

Approval of Minutes

Carol Berg made a motion to accept the minutes of the March 7 and March 23, 2023 meetings. This motion was seconded by Jordan Kibbee and passed unanimously.

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

Update on Action Items Spreadsheet.

McStravick Park.

- No Roller Sports sign - Carol Berg will follow up on this. If she can't find one in Bozeman she will get one ordered.

- Other Signage.
 - Chair Frazer met with Mark Pryor on March 30th and discussed the location of the large sign. Chair Frazer and Jordan Kibbee are in charge of installing the signs. This will probably involve their husbands, and they will contact committee members if they need assistance.
 - Chair Frazer noted that Mark Pryor had installed the new "McStravick Park" sign on the east end of the court.
- Equipment Shed - Chair Frazer and Mark Pryor discussed the location of the storage shed. Pryor had been considering placing it on the east end of the Court near the small door. It was the general consensus of the Committee that the shed should go on the north end of the court, near the parking lot. This location is preferred because: a) most people will use the parking lot to enter the court, b) the door on the east end doesn't work; and c) there is frequently a Sheriff's department vehicle parked very near this location; the presence of which may deter theft or damage.

Pump Track

- Carol Berg said there is a post where a sign can be installed, but the last time she was by there, the area was flooding. She will put up the sign when it's possible to do so.
- There was a brief discussion about using some or all of the pump track dirt for the work at Springs Park. Chair Frazer noted that Mark Pryor said he planned to approach the Mayor with a different approach to deal with the flooding at Springs Park. This may or may not require the use of all of that dirt.

Fundraising

- Carol Berg reported that the former close-up program will be holding their duck race in May. They have agreed to let the city use their ducks if the city has a duck race later in the year.

Action Item List from March 23rd Meeting Minutes

T-Mobile Grant – Was submitted electronically by Liaison Berg on Friday, March 31st. Liaison Berg placed the grant documents in a GRANTS  T-MOBILE SPRINGS PARK RENOVATION on the shared drive. The Funding decision will be made in June.

Carol Berg: Has not yet, but will, research issues related to the homemade equipment in public parks. Liaison Berg gave her the phone number to MMIA and recommended she call them and ask for the risk management department.

Kelly Huffield:

- Adopt a Spot Update –
 - She will likely need a new sponsor for Rader Park.
 - On a side note, Chair Frazer reported that when she was preparing Radar Park for the Easter egg hunt, there were a lot of cigarette butts laying around. The placement of a cigarette station was briefly discussed. Jordan Kibbee suggested looking into the Terracycle cigarette recycling program. She will report back on this at the next meeting. Tressa Blair will also speak with an organization that may be contributing to this issue about the proper disposal of cigarette butts.
 - She is looking at hard plastic 6" x6" signs to recognize site sponsors. These will have a detachable name plate for when sponsors change. The cost for the sign is \$18.50 and the cost for the detachable name plate is \$8.50. These will be navy and white so they will be easy to read.
- Huffield asked about the sign recognizing the donations at McStravick Park. Liaison Berg thought this was ordered and paid for by the Rotary funds, and sitting at the shop. Berg will confirm, and get back to Huffield on this.
- Huffield is not sure how much money remains in the beautification fund. She will check with the foundation's Treasurer.

Liaison Berg:

- Two porta potties had been requested in the current year's budget: one for Bair Park and one for McStravick Park. The total budget request was \$1,800. Berg reported that the local pumping business does not sell porta potties. She found a 60 gallon porta potty for \$789.00 on the internet. With shipping, the cost for 2 porta potties would be \$2,486.95, which means the budget request is \$686.95 short. Carol Berg noted that a local trucker may be willing to pick up porta potties and bring them here for a free or reduced rate. Liaison Berg will continue with this work.
- The question of whether we need a PER for Springs Park has been resolved, for now. A PER may become necessary if the T-Mobile request is not approved and/or if state or federal money is requested to do the needed work.
- The Council approved the Baseball User Agreement at its April 3, 2023 meeting.
- According to the Rotary President, the Rotary Club is most likely interested in doing the needed work on the Rotary Shelter, and the Rotary state grant/local match will likely be sufficient to do the work. Timing is to be determined.

Purchasing Policy Update

Chair Frazer reviewed the changes made to the draft update since the last meeting. A discussion was held regarding the tracking of the rotating offers to bid. It was generally agreed that this would best be done by the City Clerks, as bids are an executive function and because committee members change. Liaison Berg will update the policy and send it out for an email vote.

Draft Parks Code

Carol Berg explained that she and Tressa Blair had referenced other city parks codes and drafted a code for White Sulphur Springs. This draft was briefly discussed at the last meeting and Berg made changes based on that discussion. It was then sent to Liaison Berg who inserted relevant city code provisions and made some additions to the document, such as providing for a parks committee.

Carol Berg said that, after the draft is approved by the Committee, it will be reviewed by the City Attorney and the City Council, at which time public comment will be heard. Berg said the Committee's goal should be to make sure all the essential information is included in the draft: grammar isn't that important as the attorney and council will likely change the language.

Discussion: Changes made to draft:

- **Hours of Operation:** Discussion was held about why parks should have hours of operation. In short, this allows the city and law enforcement to move people along who probably have no good reason to be in the park. The goal is to avoid damages, and discourage overnight camping and other undesirable activities. With the understanding that there is already a curfew for youth, the Committee changed the proposed closing time from 10:00 p.m. to 12:00 a.m. (midnight)
- **Prohibited Acts**
 - Need to confirm that tampering with landscaping, trees, shrubs, irrigation systems, etc., would be prohibited under section (A)(1). If not, needs a separate prohibition. Once the Committee adopts a draft, P. Berg will forward this question to the City Attorney.
 - There was a question as to whether bringing in yard waste (e.g., lawn clippings, leaves, tree cuttings, etc.) would be "refuse" prohibited under (A)(2) Liaison Berg said she believed it would be, but will confirm with the Attorney.
 - A question was asked about indecent conduct in the parks. Liaison Berg said that any acts of this nature would likely be prohibited under (A)(15) but she will confirm this with the City Attorney.
- **Parks Permits, Damages, Deposits, etc.** – Insert brief appeal process for damages not returned.

Other Discussion:

Parks Permits, Damages, Deposits, Fees and Agreements - The Committee discussed the various types of charges that could be made for Park usage. The goal is to help cover the costs associated with special uses. Options in the draft include:

- An administrative fee for permitted events to cover the cost of emptying the garbage, inspecting for damages, and any other operations and maintenance costs related to that permitted event.
- Damage deposits, which would be 100% refundable if no damage occurred. If damage occurs, the amount of the refund would depend on the cost to repair the damage.
 - Discussion: If events are 'stacked' and the City can't inspect between the events, it will be difficult to know which event caused the damage, so it may be necessary for the Mayor to waive the damage deposit for both events.
- If someone is going to make a profit by using the facility, the Committee felt the city should be able to charge a fee, which can be used to fund future operations and maintenance activities.

The Council will ultimately decide which fees, if any, are charged and the amount of the charges. The Council may also allow the Mayor to waive any/all charges for smaller groups.

Liaison Berg will make the requested changes to the draft and it will be discussed and possibly approved at the next committee meeting.

Ms. Blair and Carol Berg will draft an application for a Park Permit which provides the information the City will need to issue a permit. They will also come up with proposed fees/charges.

"Get Out and Play" Ad for Chamber Newsletter

At the last meeting Liaison Berg suggested language for an ad in the Chamber's tourist newsletter which would list the locations of, and activities available at, each of the city's parks. Since that meeting, Chair Frazer took this idea and turned the ad into an article for the newsletter. The article includes activities outside of the city limits.

Following discussion, it was agreed that, with the addition of the out of town opportunities, this became a Chamber project. Therefore, it is being taken off the Committee's 'plate'. However, to avoid surprises, Chair Frazer will notify the Mayor of the article. It was noted that the City is a Chamber member.

Review Annual Priorities

Deferred due to lack of time.

Public Comment

No public was in attendance via zoom or in person to comment.

Set Next Meeting Date/Time/Location/Adjourn

The next meeting will be held Thursday, May 11th at 4:30 p.m.

The meeting ended at approximately 5:55 p.m.