

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**MAY 11, 2023**

**ACTION ITEMS**

**All:**

- Keep in mind your “unfinished business” at McStravick Park. (See earlier Minutes.)
- Let Carol Berg know if you have any items you plan to donate for McStravick Park equipment shed.

**Jen Frazer**

- Speak with Golf Board about formally cross country skiing on the Golf Course.
- Fort Logan replica sign.
- McStravick Park: Get ETA on shed from Mark Pryor, share with Committee, Signs installed, request outline of content of pickle ball clinic.
- Deferred: Committee Handbook Update, Board member (article for Chamber publication?)

**Carol Berg**

- Signs ordered and/or installed (Bump Track, no roller boarding, skating boarding, etc.)
- Work with Tressa Blair on tying up Parks Code, recommendations for how Permits and Fees should work, etc.
- Get hold of the trucker and see if he would be willing to pick up porta potties in CO and, if so, what he would charge, if anything.
- McStravick Park: Storage plan, picnic table.
- Duck Race?

**Kelly Huffield**

- *Adopt a Spot:* Agreements signed & to city, final arrangements for sponsors for sites, etc.
- Follow up with Community Foundation on balance in Beautification fund.
- Work with Stacy Eaton-Menard on the basketball tourney? (from previous Action Item list)

**Jordan Kibbee**

- Signs Installed at McStravick Park
- Follow Up on Terracycle Program

**Tressa Blair**

- Work with Carol Berg on tying up Parks Code, recommendations for how Permits and Fees should work, etc.

**Pattie Berg**

- Speak with Mayor about porta potties
- McStravick: Transition pieces, signs about closing gates thoroughly, instructions for adjustable net

**Call to Order and Introductions**

Chair Frazer called the meeting to order at 4:34 p.m.at City Hall.

Committee Members Present: Jen Frazer, Kelly Huffield, Carol Berg, and Jordan Kibbee  
Also present: Pattie Berg (City Council Liaison).

Zoom was operational and no one joined the meeting.

**Approval of Minutes**

Kelly Huffield made a motion to accept the April 13, 2023 Meeting Minutes as presented. Carol Berg seconded the motion and it passed unanimously.

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

### **Carol Berg**

#### McStravick Park -

- She and the Liaison installed the net McStravick Park last week. Last year, the net seemed kind of long. This year it was apparent it needed shortened, or it would not be tight enough for play. Ms. Berg fixed the net issue.
- She was contacted by a local couple who wanted to start a pickle ball club. Discussion was held regarding whether a pickle ball club would require a user agreement. This will be a good time to see how the proposed code will work in "real life".
- Josef Schendel is going to help her put together the picnic table. This will probably get done shortly after school gets out.
- Before she can plan for storage at the equipment shed, she needs to know what will be stored there. Committee members with donated items for the park need to let Carol know what is available.

Parks Code - Tressa Blair had a family emergency come up, so they have not gotten back to the Parks Code/Fees, etc.

**Jordan Kibbee** - No further information on the teracycle program.

### **Kelly Huffield:**

#### Adopt a Spot Update

- The signs have been ordered. They will be blue and white.
- Barths had called requesting some materials for the work they're doing at the Castle and Joanna's Park. She got them in touch with the Mayor.
- City Hall: Mark Pryor is buying plants, the drip lines will be repaired soon and she has a person for that spot.
- The decision on the adoptee of Radar Park is pending.
- Eleanor Bossert is maintaining the "Welcome to WSS" sign at the golf course and has asked how to remove a large sucker off a cherry tree. It was suggested that Jen Paddock may be able to assist with that.
- Agreements - Some have been signed; some are still pending. She'll finish these up before the next meeting.

Beautification Fund - She contacted the Community Foundation to find out how much money is left in the fund but hasn't heard back yet. She will follow up.

### **Jen Frazer**

#### McStravick Park -

- Chair Frazer brought the Court Rules sign to the meeting. It looks good. She may use some plywood to beef it up, to avoid it blowing off in the wind.
- A City resident has offered to do a pickle ball clinic. She will request an outline of the clinic.
- Mark Pryor put the storage shed together. Liaison Berg said Pryor told her he is going to bolt it to a concrete pad. Frazer said the shed is a good size, but there is a concern that the metal is weak, which may result in wind damage, even if it's bolted down, so bracing may be needed. Chair Frazer may have access to some bracing material, and will find out from Pryor when the shed will be placed at the court, so Carol Berg will know when she can begin to plan the shelving, etc.
- The signs recognizing the donors and holding the donation box are under construction.

- She will be out of town at the end of May until early June.

## **Liaison Berg**

### Porta Potties

The attached spreadsheet shows the result of her research into Porta-Potty cost. Berg explained that, with shipping, the purchase of these far exceeds the budgeted amount. She recommended Satellite industries as they have been very responsive to requests for further information. The Committee is not sure where a porta-potty would be placed at McStravick Park.

Carol Berg reported that the local resident who offered to haul these products to White Sulphur at either a free or reduced rate is currently in Texas. He may be able to pick up these toilets in Fort Morgan, Colorado on his way home. She will get a hold of him and see if he would be willing to do that and, if so, what he would charge, if anything.

Following discussion Kelly Huffield made the following motion.

The Committee recommends to the Mayor as follows:

1. The City should purchase two global toilets from Satellite industries.
2. Consistent with the budget request, these porta potties should be placed at Bair Park and McStravick Park;
3. If the budget does not allow the purchase of two porta potties, the City should purchase 1, and use its discretion in deciding in which of the 2 parks (Bair or McStravick) it will be placed.

Carol Berg seconded the motion and it passed unanimously.

### Ads for Expiring Committee seats -

She drafted the ads for the two expiring committee positions on the committee. Shelly Sridham placed the ads in the Meagher County News and on the City's Facebook page. The first review of applications is June 1st. Committee members will share the Facebook post as appropriate.

<b>Purchasing Policy/ Board member article for Paper (see draft submitted).</b>
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### Purchasing Policy -

As per Committee direction, Liaison Berg made some changes to the purchasing policy draft, and send it out for review and email vote. The updated policy was approved by a unanimous email vote of 3 of the 5 members. Chair Frazer noted that she had not responded to the email, but she was also in favor of the updated policy.

### Board member article for Paper (see draft submitted) - Deferred.

<b>Draft Park Code/Ordinances</b>
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The Committee conducted a second reading of the April 13 2023 Parks Code. Additional changes were made to clarify the draft.

Carol Berg and Tressa Blair will meet to prepare a park application form, and to establish proposed fees for Park usage. These documents, along with the updated Code language, will be reviewed at the next meeting, and,

assuming the Committee adopts all documents, the package will be taken to the City Council for comment, with the goal of having the Council direct the City Attorney to draft a parks ordinance.

**CORR**

The review for the CORR draft report was deferred until the next Committee meeting.

**Public Comment**

No public was present to comment.

Chair Frazer noted for the record that, while there was no public present at the meeting, the public comment in response to Carol Berg’s posting on Facebook that McStravick Park was ready for play were 100% positive. Liaison Berg took a screenshot of the posting and comments, and is going to place it on the shared drive. It was nice to see the hard work recognized, plus this response demonstrates that the public interest in recreational opportunities within the city limits.

**Set Next Meeting Date/Time/Location/Adjourn**

The next Committee meeting will be May 25, 2023 at 4:30 p.m. at City Hall. The meeting will focus on completing the parks code and related documents, and reviewing the CORR report.

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