

Park Board Meeting Minutes November 9, 2021

Park Board Members Present: Ray Boksich, Jim DeHerrera, Ron Brunk, Melissa Hartman, Terri Dunn, Carrielynn O'Reilly

Park Board Members Absent: Frank Sweeney

Guests: Tim Hinderman (FH Valley Ski Education Foundation), Gloria Nelson (Project Whitefish Kids), and Jesse Wathan (President of Glacier Twins)

City Staff Present: Maria Butts and Jennie Bradford

A. Call to Order: 6:02pm MST

B. Approval of the Nov 9 Agenda: Vice President Jim DeHerrera moved to accept the agenda as presented. Seconded by member Hartman. All ayes.

C. Approval of the Oct 2021 Meeting Minutes: Member Boksich moved to accept the minutes. Seconded by member Hartman. All ayes.

D. Public Comment: NA

E. Committee Reports

- a) Bicycle/Pedestrian Committee: President Brunk attended the most recent meeting. The Riverbend condo presentation was held last evening during the Council meeting. The Council did approve to move forward with enforcing the easement. Stumptown Art Studio is working on artwork for the underpass. No grant for the barriers along the viaduct to create a wider pedestrian path. Some dog issues at Bakke Park where people have dogs off leash who are then toileting on private property.
- b) Tree Advisory Committee: No meetings. They are trying to organize a walk through on Edgewood as the project is progressing.
- c) WFSS Board: There is a meeting scheduled for Thursday. Judah Gersch and Scott Kelly will be stepping down. Paula Mercer will be taking over as President and Sarah Fitzgerald as Vice President. There have been requests for a second ice rink. If this is something that is eventually considered, the board would like to be involved in discussions.
- d) WAG Board: Member Boksich reports WAG did not have a meeting as they did not have a quorum. Some board members met with Director Butts, the engineer and landscape architect for the Armory Park project. The WAG

board agreed to have the engineer and architect to include the work required at the WAG park together with the rest of the Armory project.

F. Presentations:

- a) Request from Flathead Valley Ski Ed Foundation to construct a sidewalk in Mountain Trails Park:

Tim Hinderman presented. Vice President DeHerrera motioned to approve the request to construct a sidewalk in Mountain Trails Park to connect the existing sidewalk on the north side of the saddle club to the existing concrete landing at the front door. Member Hartman seconded. All ayes.

- b) Request from Project Whitefish kids to begin design planning and fundraising for a pickleball court at Smith Fields:

Gloria Nelson presented. Member Dunn made a motion to approve Project Whitefish Kids move forward with designing and planning for a pickleball court in Smith Fields. Member Hartman seconded. All ayes.

G. Public Hearings: NA

H. Old Business:

- a) Consideration of Glacier Twins proposals for Verizon Funds:

Member Boksich motioned to approve the Memorandum of Understanding (MOU) based upon the Verizon fund percentage breakdown of 77.78% (Twins) – 22.22% (City) as presented. Member Dunn seconded. All ayes.

Details of the MOU:

- The Glacier Twins must maintain non-profit status for the duration of the MOU
- They must submit on an annual basis no later than Nov 1 of each year, an annual report budget and proposed maintenance plan for the city to review.
- Maintenance Plans must include details of maintenance projects anticipated to be completed within the following fiscal year and an itemized detail of expenditure. (i.e., volunteer hours projected at a standard hourly rate).
- Maintenance Plans submitted in years following funds provided must also include a disbursement report with details of the description of each project including potential vendor, amount, and date completed.
- The Park Board reserves the right to request invoices and receipts as supplemental documentation of projects completed.

- If funds have been underspend, the Maintenance Report must provide explanation as to how funds will be spent in the following fiscal year.
- Receipt of funds by the Glacier Twins is contingent upon the successful re-negotiation of the lease and include the Park Board's authority of approval over other organizations or entities to sublease the Stadium Land from the Twins.
- Add in a clause that the 5-year lease will auto-renew unless the Twins or City want to make a change to the agreement.

The Park Board directs staff to take the above information and craft an MOU which will then be sent to the Twins to ensure they are accepting of it, before adding it to a Park Board agenda for final approval.

Vice President DeHerrera made a motion to retroactively fund the Twins the 2021 amount (77.78%) of the Verizon fund for 2021, included in the July payment for fiscal 2022-2023 payment. Member Hartman seconded. All ayes.

b) Update on Adult Fitness Path at Armory Park:

Director Butts presented alternate outdoor equipment for proposed activity stations at Armory Park. Members were informed the LWCF grant funds provided to us does not include the adult fitness area. Therefore, by not including the outdoor equipment in this next phase of the Armory Park project, there would be an additional \$89,000 available to go towards Phase III tasks. Director Butts clarified a motion was not required at this time.

I. New Business:

a) Review Special Event Guidelines, Fees, Depot Event Guidelines:

- (i) Member Boksich made a motion to accept the Special Event Guidelines as follows: (a) Sandbags will be permitted in parks; however, if sand is spilled, a clean-up fee will be assessed and billed to the responsible event organizer; (b) unauthorized equipment and vehicles are not permitted on park grounds, and parking on the grass is prohibited; (c) City Beach reservation restrictions of a.m. rentals is only from Memorial Day to Labor Day. This motion was seconded by member Hartman. All ayes.
- (ii) Vice President DeHerrera made a motion to accept the following changes to the Depot Park Event Guidelines: Change the title to "Depot Park Event Policy"; (b) Historic events are defined as "events that have taken place for three or more consecutive years". Historic events are identified as Farmer's Market, Whitefish Arts Festival, Huckleberry Days, Whitefish Trail Hootenanny, Snowbus Brewfest, Whitefish Community Foundation Color Run, Whitefish Marathon, and Oktoberfest; (c) Single day events may occur back-to-back but are not to exceed 2 consecutive days. There must be a minimum of one rest day following multiday or 2 consecutive single-day

events; (d) Removed “Park Facilities Available for Use” from the document as this item no longer applies with completion of the Depot Park Master Plan; (e) Updated park layout for Use (Rotation of Space)” to read layouts must maximize the use of hardscape such as parking spaces and sidewalks for vendor and pedestrian use, and reoccurring events are required to alternate event layouts; (f) Changed “Scheduling Process (Timeline to accept applications)” to “Application Submission Timeline” and revised the process. Historic events can “Save the Date” of their event for the following calendar year until Dec 31st the year prior. All non-historic events can apply beginning Jan 1st and will be processed on a first-come, first-serve basis; (g) Fee schedules were removed from this document as they change independent of this policy; (h) “Definitions of User Groups” was removed from this document as it is more clearly outlined in the Special Event Guidelines; (i) Reference to the Special Event Guidelines was added to this document for continuity purposes; (j) the “Depot Park Maintenance Plan and Timeline” was removed from this document as it is a part of the Park’s Maintenance standard practice; (k) Event set-up fee will be determined based on what time set-up occurs. Events that set-up before 1pm will be charged a full day park use fee, and set-up after 1pm will be charged a half-day park use fee. Events that remain set-up between event dates will be charged a daily rest day fee at 50% of the full day park use fee. Member Hartman seconded the motion. All ayes.

Furthermore, member Boksich made a motion to recommend the Chamber consider moving Oktoberfest to October and having it occur on the first 2 weekends of October, setting up on the first Wednesday in October, so their set-up would not impact the Farmer’s Markets. Seconded by member Hartman. All ayes.

- (iii) Park Fee Schedule: Vice President DeHerrera made a motion to accept the park fee increase as presented in the packet. This includes an additional 20% fee for non-residents (those who live outside City limits) and an increase in Alcohol Permits as follows (0-25 people - \$20; 26-75 people \$30; 75+ people \$50). Seconded by member Boksich. All ayes.

J. Other Items

Consideration of cancelling December meeting: All ayes.

K. Items from the Parks and Recreation Department

a) Administrative Report:

Park Board agreed to no additional monument sign at Depot Park.

b) Recreation Coordinator Report: no comment

c) Maintenance Report: no comment

d) Community Services Report: no comment

L. Correspondence: NA

M. Items from the Park Board:

President Brunk shared he received an email from the Heart of Whitefish informing him they did a whole master plan of signs, including park signs, and they wonder if the park signs the department is currently working on are consistent with what they had planned. Director Butts stated she has no recollection of working on or being presented with park signs by them. Director Butts states what she can confirm is the park sign design the Park Board approved is consistent with the whole color scheme, and if there were such signs, the Park Board would have needed to approved them.

N. Adjourn: Member Boksich made a motion to adjourn the meeting. Seconded by Vice President DeHerrera. All ayes. Meeting adjourned at 11:13pm