

CITY OF WHITE SULPHUR SPRINGS, MONTANA
MINUTES OF THE PARKS ADVISORY COMMITTEE
JANUARY 6, 2021 – 7:00 P.M. VIA ZOOM

ACTION ITEMS

Carol Berg

- Coordinate with skateboard users on the next meeting.
- Call USTA about funding/grant process, and find out if this is an upfront grant, or a reimbursement. Can in kind work be used for match and, if so, does it need done after the grant is awarded??
- Send Steve Ferriter the aerial view and any other requested information.
- Bid process for McStravick Park bids as soon as feasible.
- Follow up with Rotary regarding any monetary or other resources available for McStravick Park.
- Get Tennis Court rules from Tom Tusic
- Show the Mayor where the Bair Park steps replacement plan is in the September 9, 2020 memo.
- Ask the Mayor to dig deeper into the costs and ability to use cameras to prevent vandalism.

Jen Frazer:

- Continue to look for Pea gravel stabilizer information
- Draft Bair Grant for committee review – (See comment about in kind work above.)

Kelly Huffield:

- Confirm the Bair Grant can be submitted through the Community Foundation.
- Contact potential Committee members

P. Berg:

- Follow up with City on anticipated labor costs, expenditures to date, donation to tennis court, etc.
- Get Committee Update placed on Council Agenda.
- Follow up with Full Court Athletics on cost of equipment for tennis court.

Call to Order

Chairperson Carol Berg called the meeting to order at 7:00 p.m.

Committee Members Present: Carol Berg, Jennifer Frazer, and Kelly Huffield.

Also present: Tom Tusic, Pattie Berg (City Liaison to the Parks Advisory Committee.)

Approval of Minutes.

Jen Frazer recommended the following additions/changes to the December 10, 2020 meeting Minutes:

- On page 1, the blank line should read “Montana Urban Community Forestry Association”
- On page 3, last paragraph, the word ‘cites’ should be changed to ‘cities’.

Upon a motion made by Kelly Huffield and seconded by Jennifer Frazer, the Minutes of the December 10, 2020 Committee Meeting were unanimously approved as amended.

Additional Committee Discussion Requests

P. Berg said she had just received a resignation from Robert Dupea and asked that the Agenda include a discussion about filling this vacancy.

Public Comment

Skateboarder Group Presentation - Carol Berg said the Skateboarding group was going to join the meeting, but had a scheduling conflict. The group will attend the next meeting. For now, the report is that a Board has been created for a skateboard park and has been in contact with the Pearl Jam group.

Tom Totic – Mr. Totic congratulated the Committee on the purchase of the tennis court. He has looked at the court, and made the following observations/comments/suggestions:

- He saw only a couple spots on the fence that need repair.
- The court could be configured so 2 kids' games are played at one time (½ the court for each game.)
- The backboard should be kept in its current location. Jen Frazer said she had been watching a lot of YouTube videos on backboards, and many of them were installed at an angle. Mr. Totic said this would make the balls return at an arc, but he didn't see the need to do this, especially if it interfered with play or sent the balls out of the court.
- Find out if the court panels can be flipped over when they start to wear, to extend the life of the court.
- The City may need to consider a reservation system for the Court.
- There should be Court use and play rules posted. He will send Carol Berg a suggested set of rules.

Mr. Totic asked when the Court will be playable. Carol Berg said the work got delayed by weather. The replacement concrete and court levelling/crack repairs will likely be delayed until spring. Depending on weather, the court may be playable in April.

Mr. Totic said he is very interested in starting a kid's tennis program. Pattie Berg said that, at Monday's council meeting, all council members made positive comments to her about the new court surface and the fact that it will be a multi- use facility. They also mentioned that, because of COVID, people seem to be tired of technology and want to get outside. She said it seems this is a great time to 'strike while the iron is hot' for a tennis program.

Committee Member Reports on Assignments

Carol Berg:

- Update from Mayor:
 - The swing replacement parts have been installed. The ADA swing should arrive the first part of February.
 - The Fire Chief will schedule a burn of the bike path when the wind isn't blowing.
 - The spaulded areas on the tennis court may be removed soon. P. Berg suggested this be put on hold until the Committee finds out if work done before a grant is awarded can be claimed as in-kind match.
 - The Mayor will meet with the Short family soon to begin the quit claim process. He is also going to speak with the Short family members about their vision for the park.
 - The Mayor said the City intends to use wood products for the paths at the parks.
- She has not heard from the USTA, so will call them. The grant would pay 50%, up to \$5,000. Mr. Totic asked if this is an upfront grant, or a reimbursement. She will check on this.
- Steve Ferriter is still on board to do a 3D model of McStravick Park, but just hasn't had time. Carol will send him Jen Frazer's aerial view and any other information he needs. Being sensitive to costs, the Committee suggested that the model doesn't need to be really big.
- Rotary Representative – Rotary President Terry Taylor is going to find out if anyone is passionate about being on the parks committee and will report back to Carol.
- Girl Scouts – The Scouts are interested in doing a pet talent show to raise money for a parks project.

Jen Frazer:

- The press release was in the December 17, 2020 Meagher County News. P Berg told the Committee that a City staff member had received a check for the tennis court, and was going to call the donors and give them the option to reissue the check through the Community Foundation. She isn't sure what happened and will follow up.
- After the last meeting, Ms. Frazer learned that some parks are using a stabilizer product with pea gravel on accessible paths. She is collecting information on this product.

Kelly Huffield:

- The light at Joanna's Park should be installed within 2 weeks.
- The Community Foundation will accept donations on behalf of the tennis court project.

Pattie Berg:

- As requested, she followed up with the City Attorney on: 1) ownership of City assets paid for by donations made through Community Foundation, and 2) when event insurance is needed (especially for non-profits) for events held on City property. The response is in the 01/06/21 Meeting folder on the shared drive.
- She was in contact with the school safety specialist at OPI. They have adopted the safety and accessibility standards the Committee has been reviewing. The email exchange is in the 01/06/21 Meeting folder on the shared drive.
- She started to draft a memo addressing playground/parks safety and accessibility issues, but it quickly got convoluted. She needs some Committee discussion/decisions before proceeding. The Mayor's statement to Carol Berg about the use of wood ground covering makes the memo a lot easier to write: assuming he was referring to engineered wood fiber (EWF), there is no need to discuss accessible paths because, when EWF is installed, it's compressed and the entire area is accessible. She will draft a memo for Committee review.
- She will put cost comparisons for EWF and pea gravel on the shared drive in the folder for the 1/27/21 meeting.

Work Session

- **Bair Grant** - This grant is due no later than March 1, 2021. Jen Frazer will prepare the grant for Committee review. Kelly Huffield has given Jen a copy of the previous grant which was prepared by Jim Richards. The grant will request funds to complete Phase III work on McStravick Park.
- **Aerial View of Park** - Ms. Frazer presented an aerial view of the Committee's plan for McStravick Park (see the last page of these Minutes.) The Committee reviewed the plan and, with the exception of shortening the accessible path, finalized the park layout. Carol Berg will show this plan to the Wests and to Patti Knight for their comments. Ms. Frazer noted the quit claim granting the land to the City requires any buildings, trees, or other improvements to be no higher than the elevation of 4th Avenue.
- **Budget Discussion** – Since the last meeting, Ms. Frazer and Carol Berg updated the McStravick Park budget. This is needed to apply for grants, and will be helpful for the City as it enters its budgeting cycle. The Committee reviewed the budget and accepted the budget recommendation. See page 5. The budget can be fine-tuned once the Committee gets some additional information (cost of labor, cost of culvert, cost to install parking lot, etc.) from the City.
 - The Committee recommends bids be let for surface preparation, and landscaping work and irrigation work.
 - Carol Berg will make sure the bid process gets started as soon as possible, so these figures can be considered when submitting grant requests.
 - The Committee needs to know what is left in the Parks budget. Pattie Berg will get the current expenditure report and post it on the shared drive.
 - The Committee discussed asking Home Depot for donations of plywood, quik-crete, and other materials for the Court project. (PB comment to committee: We need a new door for the court...)
 - Carol Berg will follow up with Rotary regarding any monetary or other resources available for this project.

Tennis Court Fundraising: Phase II – Deferred.

Update on City actions taken in response to 9/9/20 Memo to the Mayor

- Climbing wall at Bair Park – The City is working on a way to replace the plastic steps. Carol will show the Mayor the recommended parts list in the earlier memo.
- Vandalism Issue and Cameras – The Committee would like the Mayor to dig a little deeper into the cost of cameras and the range of Wi-Fi. Based on past experience, some members believe this is a workable option.
- P Berg suggested another Committee update before the Council. She will request a spot on the agenda.

Additional Business

Replacement for Robert Dupea

The Committee discussed the resignation of Robert Dupea from the Committee. On July 21, 2020, the Committee established the following member terms:

- Two year terms: Carol Berg, Robert Dupea
- Three Year terms: Jennifer Frazer, Kelly Huffield

P. Berg said the Mayor will need to appoint a person to fill Mr. Dupea's remaining term. The Committee needs people interested in all parks issues: specific projects, but also parks planning, funding, etc. The Committee identified several people who had expressed an interest in either serving on City government, or on the Parks Committee. Kelly Huffield offered to call these people. The Committee will send a list of potential candidates to the Mayor.

Set Next Meeting Date/Time/Location

The next meeting will be Wednesday, January 27, 2020 at 7:00 p.m., via Zoom.

Adjourn

The meeting adjourned at 8:34 p.m.

Aerial View of McStravick Park as adopted by the Parks Advisory Committee 1/6/21



McStravick Park Budget – 1/6/21		* = Estimation at cost
Updated 1/5/2021		
	Panelized Court	Comments/Funding Source(s)
Phase I - Prepare Court		
Repair Spaulded Areas		
Concrete	950	Two Squares to replace
Mesh and rebar	50	
Level Low Spots; Seal Expansion Joints & "Alligator cracks"		700 lineal feet of joints to seal; Skim coat approx 200 square feet. Josh said level any spot that has a puddle bigger than a nickel 1 hour after a storm. Using skim coat of Portland cement mixed with patch binder
Grout and Additive	400	
Labor	1,800	Concrete labor to cover all of the above (pour and .
Subtotal of Concrete work	3,200	NOTE: \$5,600 in budget for concrete (earmarked by town). Will Town cover Phase 1.
Concrete Removal	1,000	NOTE: Need to contract this out? Or if city crew works on this will we repay the city for their time. (need a quote for the City Labor).
Phase I Total	4,200	
Phase II- Install Court		
Court:		
Panelized System (City of Bozeman)	10,000	Purchased by City of Bozeman Used.
Install Panelized Court	7,000*	If installed by Full Court Athletics, @ 7,000 per previous estimate. City staff time would be charged to Parks budget. Difficult to estimate time involved since the City staff hasn't done it before. I resent email to Josh on whether full court would be available to do this. Bozeman did prepare a diagram with instructions. Might be a good combined city/community group project.
Posts, Net	1,140*	See full court bid in tennis court folder. \$ from USTA (50% matching, Grant up to \$10,000)
Backboard – wood	600	Current one 8ft x 16ft. Bid to replace/reconstruct replacement panel. Needs to be installed with 5 to 15 degree pitch pointed up (possibly ask local expert). Plan to make a one for @ \$600. Use pressure treated posts and get carpenter to install on existing fence posts.. See https://www.youtube.com/watch?v=oSRpmTIWZKI \$ from USTA (50% matching, Grant up to \$10,000)
Backboard Posts	n/a	There are two good posts the current board is using. If we use the same location, we can use these posts.
Awnings to catch errant balls		Extended bar and nets(?) Did not find options online \$ from USTA (50% matching, Grant up to \$10,000)
Court Install Subtotal	18,740*	
Fence Repair and Shrub removal		
Remove shrubs encroaching on Court. Spray with Woody Shrub Herbicide.	500	NOTE: Need to contract this out? Or if city crew works on this will we repay the city for their time. (need a quote for the City Labor).
Temporary remove fence. Then repair fence.	1,000*	NOTE: Need to contract this out? Or if city crew works on this will we repay the city for their time. (need a quote for the City Labor). Coordinate with install of second door to court and putting panels into the court before install.

Replace tension bars	24	4 at 5.98 each
Misc. Hardware	300	
Install second door to court		Near parking area
Door	700	8' high, 4' wide at lowes
Labor	250	City Labor?
Fence Subtotal	2,774*	
Sign and Donation Box Install		
New Sign	100	
Donation Box	75	
Post	40	
Quickcrete	30	Donated labor - City, Rotary, Lions, etc.
Sign Subtotal	245	
Parking Lot and Path		<i>Parking Lot: 1,280 square ft (32 ft x 40 ft dimensions) Path Approximately 200ft long (3ft wide; 600 square ft)</i>
Raw Material	2,000*	recycle pea gravel from springs park? Depends on timing
Culvert	750	(12in x 10ft 150\$, Tractor Supply Co) Quote for 50ft
Earthwork and Labor	500*	Equipment and earthwork. TBD - JD said culvert & gravel; road location complication?
Accessible Parking Spot & Walking Route	1,000*	Gravel and City Time for Roller for compressed path. I think the City has some asphalt someplace.
Disabled Parking Signed, with delineator post	100*	Estimate
Parking Lot Subtotal	4,350*	
Phase II Total	19,219*	
Phase III: Park Development		
Commercial Accessible Picnic Table (8ft)	900	Grant request
Smaller Table	900	concrete bench perhaps
Gravel or road mix pad	500*	ADA pad: 10ft x 10 ft. Which needs to be rolled by the city
Concrete to set table and Hardware	150	
Benches (2)	1,000	One bench to place outside each door of the court; \$500 each. LOOK at concrete BENCHES
Trees		Donated or grant
Evergreen (5)	700	Rough cost (\$140/tree). MUCFA Grant will cover \$892. <i>Total needed for tree costs: \$368</i>
Deciduous (4)	560	
Mulch and Soil	90	10\$/bag Mulch; 8\$/bag Soil. 1 bag for two trees.
Steps	n/a	Plan to remove them at this time.
Flood Lights, solar	1,500	If lighting court, need to be installed both sides and equal intervals along court. 6 will do. \$250 each. https://www.ledlightexpert.com/10000-Lumen--Cobalt-Series-200-watt-solar-flood-light--Solar-LED-Floodlight--Non-Motion--Remote-Controlled-or-Auto-Modes_p_1710.html
Water System for the Grounds		Grant Request
Line	130*	
Labor	1,000*	
Trencher	400*	
Timer	40*	Power???? If not, no timer & no drip system? Northwest energy doesn't charge to extend power for up to 100' to a

		residence. Get them to do this as in kind donation? Start now because it takes forever to get power installed!!!
Water System Subtotal	1,570	
Phase III Subtotal	7,870	
McStravick Park Total Costs	31,289	