

CITY OF WHITE SULPHUR SPRINGS, MONTANA
MINUTES OF THE PARKS ADVISORY COMMITTEE
JANUARY 27, 2021 – 7:00 P.M. VIA ZOOM

ACTION ITEMS

Carol Berg

- Coordinate with skateboard users on future presentation.
- 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??
- Bid process for McStravick Park bids as soon as feasible.
- Get Tennis Court rules from Tom Tasic
- Set up Meeting with Mayor and Jen Frazer on Bair Grant and other outstanding information needs

Jen Frazer:

- Confirm City eligibility to apply for Bair Grant
- Send Bair Grant application for Committee Review
- Follow up with Steve Ferriter

Kelly Huffield:

- Contact potential Committee members

P. Berg:

- Follow up with Full Court Athletics on cost of equipment for tennis court.
- Update Accessibility/safety memo.

Call to Order

Chairperson Carol Berg called the meeting to order at 7:01 p.m.

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

Also present: Judy Berg (Community Foundation Treasurer), Pattie Berg (City Liaison to the Parks Advisory Committee.)

Approval of Minutes.

On a motion made by Jen Frazer and seconded by Kelly Huffield, the January 6, 2021 meeting Minutes were unanimously approved.

Additional Committee Discussion Requests

None

Public Comment

None

Committee Member Reports on Assignments

Jen Frazer:

- Grant conversation deferred until later in the meeting.
- Pea Gravel Stabilizer update - Ms. Frazer received additional information from Glacier National Park staff. This product is a non-petroleum based decomposed granite product in which gravel which is rolled to create the

accessible path. The cost to cover 1800' of trail 4' wide is about \$50,000 (\$28.00/lineal foot). This is probably too expensive for the City, but the information Ms. Frazer gathered is being retained as it may be a product to consider when developing trails in the Short parkland, as it will not pollute the Smith. See the last page of these Minutes for more information.

Kelly Huffield –

- Light at Joanna's Park – still waiting
- Contact potential Committee members – she will do this tomorrow and report back to the Committee.
- Park Beautification Funds - Ms. Huffield stated that the Community Foundations' park beautification account has \$5,064.39. It is available to the Committee for park beautification efforts.
- Ms. Huffield had also given Ms. Frazer with a copy of the 2016 Bair Foundation Grant written by Jim Richards.

Carol Berg:

- Skateboard users Presentation – One of the key members was not available, so this will be scheduled for a later meeting.
- USTA – Nothing yet. She will take further steps.
- Rotary – Terry Taylor said Rotary is willing to provide monetary assistance. Bob Sager indicated an interest in attending a Parks Committee meeting, and was sent the log in instructions for today's meeting.
- She has not received the draft Tennis Court Rules from Mr. Tomic.
- Meeting with Mayor – They did not connect yet. She will schedule a meeting with him and with Jen Frazer to discuss outstanding issues and to review Bair Grant application (see later discussion.)
- Steve Ferriter – Jen Frazer sent him a better map for the model. She will follow up.

Pattie Berg:

- She sent an email to the Mayor requesting a variety of information that she or Carol Berg were assigned to collect at the last meeting. Carol Berg was cc'd on this email and will follow up.
- The following information has been placed in the 1/27/21 AGENDA AND RELATED MATERIALS folder on the shared drive: Parks Budget versus Expenditures as of 12/30/20, General Fund revenue report of the same date showing a \$200 donation to the tennis court, a quote for EWF from Marks Lumber, and information about EWF installation.
- At its 1/19/21 Meeting, Carol Berg gave the City Council a Committee update.
- She did not follow up with Josh Charles on the purchase of the equipment for the tennis court. She will do that tomorrow.
- The draft accessibility/safety memo to the Mayor has been completed, and placed in the 1/27/21 AGENDA AND RELATED MATERIALS folder on the shared drive.

Work Session

- **Process to Fill Vacant Seat** - Zita Caltrider and Maggie Johnson have indicated an interest in participating on the Committee. Bob Sager indicated a potential interest in joining, but was not at this meeting, so the Committee assumed he is no longer interested. As noted above, Ms. Huffield still needs to contact a couple individuals who have, in the past, indicated an interest in serving the City. Ms. Huffield will call those individuals on 1/28/21. The Committee will prepare a brief (1 paragraph) summary of the reasons each person is interested in the Committee, and their relevant experience, and will submit this to the Mayor for consideration.
- **Bair Grant Application** – Ms. Frazer prepared the draft application and placed it in the 1/27/21 AGENDA AND RELATED MATERIALS folder on the shared drive. The committee discussed the contents of the grant, and the budget document. There is no matching requirement with these grants, but Ms. Frazer will detail the money actually being requested from the Bair Foundation (currently \$12,000, with the total project cost being \$25,000) and the anticipated contributions from outside resources (e.g., the tennis surface has been purchased, City employee labor, trees funded via the Urban Forestry Grant, etc.) This will show the Foundation the project will be completed and maintained. Ms. Frazer will send the updated Grant to the Committee for review.

She and Carol Berg will then set up an appointment to meet with the Mayor to review the Grant before it's submitted. She also has some questions about the grant requirements, and will call Penny Doak (?) at the Bair Foundation to get this information.

- **Grant Sponsor Discussion** – Judy Berg is the Treasurer of the Community Foundation. She is in the process of getting up to speed on IRS rules, and getting all the Foundation's inactive accounts addressed. The Community Foundation was formed, in part, to act as a fiscal sponsor for service groups that can't apply for grants. In previous discussions, she learned the Committee intended to submit the Bair Grant through the Community Foundation.

Judy Berg described who is eligible to apply for Bair Grant funds. It appears the City of White Sulphur can apply for the grant directly. She will confirm this with the Bair Foundation. She is reviewing past Bair grants to determine what, if anything needs done to close them out. Because of IRS rules, if the Community Foundation failed to properly close out past grants, it is ineligible for new grants. Ms. Huffield indicated she was not sure whether the 2016 Bair Grant written by Jim Richards had been properly closed out.

Judy Berg suggested that, if the City can apply for the grant on its own, it should, for the following reasons: 1) The City would avoid paying the 3% assessment the Community Foundation collects on grants, and 2) assuming the City has properly closed all previous Bair Grants, having the application run through the City removes any uncertainty about eligibility for the grant.

Judy Berg said the Foundation is willing to be a 'fiscal sponsor' for grants that the Committee may need to submit through the Bair Foundation. These would be grants the City would not be eligible for, but are projects consistent with the Community Foundation's purpose. Because the members of the Parks Advisory Committee are appointed by the Mayor, the Committee and the Foundation should discuss the eligibility requirements for any grant the Committee is considering applying for through the Foundation. Judy Berg is meeting with the Montana Community Foundation next week to get more fully informed on this process and also intends to call the Bair Foundation to get up to speed on their requirements. She and Jen Frazer will share what they learn from the Bair Foundation.

There was consensus that the Community Foundation should create a new line item for "Parks Improvements" and that the funds in the current "Parks Beautification" account will only be used for beautification purposes.

- **Tennis Court Fundraising:** A discussion was held regarding when and whether to move forward on any fundraising for the tennis court project. The consensus was that fundraising is difficult, partially because the Committee isn't sure whether the community is interested in funding the tennis court project. The Committee agreed to wait and see whether the Bair Grant is successful before doing any more fundraising. After that, it may be easier to fundraise for things such as new playground equipment, or for improvements to the parkland being donated by the Spike Short family.

Carol Berg suggested that the next fundraising article give a history of the tennis court, how the City received it, what limitations have been placed on the use of the property under the deed, etc. Patty Knight may provide some good information about Gertrude McStravick, and why the court was built to begin with.

The Committee also mentioned the possibility of requesting a \$250.00 grant from Thrivent.

- **Parks Accessibility and Safety** - Pattie Berg placed a draft memo to the Mayor in the 1/27/21 AGENDA AND RELATED MATERIALS folder on the shared drive. She said there were several places where the draft included a recommendation, but the Committee need to discuss what recommendation should be made. The Committee discussed what to do about the missing ground covering under the Bair Park structure, and decided to ask for a Mitigation Action Plan by May 1st. In addition, it was mentioned that Joanna's Park and Radar Park are accessible. P. Berg will update the memo accordingly and the Committee will continue this discussion at the next meeting.

Set Next Meeting Date/Time/Location

It is the goal to have the next meeting the first week of February. Kelly Huffield will check her schedule and will coordinate with Carol Berg to schedule the next meeting. At this meeting, the Committee will finalize the Bair Grant and the Safety and Accessibility memo.

Update: The Meeting was scheduled for Thursday, February 4th at 7:00 p.m.

Adjourn

The meeting adjourned at 8:36 p.m. on a motion made by Jen Frazer and seconded by Kelly Huffield.

Jen Frazer report on

ADA Compliant Walkway stabilizer

Company: Stabilizer Solutions, Inc

Product: StaLok

1/27/21

Sharing Product Fact-Finding

Project featured at Glacier National Park:

An Instagram post caught my eye. Here is the full article on ADA trail installation in Glacier NP, with help by the Montana Conservation Corps:

<https://glacier.org/newsblog/making-glacier-accessible-for-all/>

The Company pointed me towards Dan Jacobs of the National Park Service; they have 7 StaLok trails in Glacier. Bighorn Battlefield has started to use the product there as well; past two years. The following information is from Dan Jacobs:

- The StaLok Paving Material for Glacier National is made in Phoenix. It takes a special piece of equipment to make it. They call it decomposed Granite; contains a wax product to bind the material together. It is a green product; no petroleum product in the material.
- Product continues to harden over time, taking on the color of its surroundings. It can actually 'repair' itself. Told me a story how horseback rides ruined a section which was just installed. Put the roller over it once and the depressions 'bounced back' in a year.
- Also said how much he liked this product. Visitors who use it (I can enjoy the forest and not have to constantly look down where I am going – Elderly lady pushing a wheeled walker). Dan plans to hold wheelchair races on an trail loop two years from now.
- To install: Bring down base of the trail, removing roots. Install 2 inches of gravel base, compact the base. Key in the StaLok around the gravel base on both sides, 2 to 2.25 in. Roll the StaLok, keeping a crown. Be careful to not over-roll the product. Level the surround earth so it meets the side edges of the StaLok. Do not install if under 50 degrees.



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- Has had MCC crew and Friends of Glacier non-profit group help install this product, however he is always there or a lead trail specialist is present to insure installation goes well.
- StaLok product is sold in bags (1 ton or 50 lb) or in bulk. If the bags sit for a year or two you are chipping the product out. Prefers in bulk now, they load the product off the semi-truck with a conveyer out the back into a pile.
- 22-24 tons are shipped per semi load.
- Figures \$50,000 in product and shipping for 1,800 feet of trail which is 4 feet wide (7,200 sq feet).

Note: Still plan to contact company for an exact quote. I am unsure on the correlation of length of trail to number of tons (thus how much trail one semi loads covers). Dan may have communicated this to me, but I have failed to capture this in my notes.