

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
MARCH 16, 2022

ACTION ITEMS

All:

- Review/comment on parks maintenance drafts
- Review Committee Handbook and be prepared to discuss it.
- Review Proposed Tennis Court Signage (in 3/30/22 meeting directory).
- Recruit 5th Committee member
- Bring cost estimates for any actively pending projects in your wheelhouse.
- Share any correspondence and/or notes with/to Rock Hard regarding the bid or bid process with P. Berg

Jen Frazer

- Continue working on tennis court rule sign and backboard with Tom Totic.
- Speak with Washburns and Porters about joining the CORR team, and/or the Parks Advisory Committee.
- Speak with Mayor about getting the second seal done on the tennis court before Memorial Day, and being placed on the agenda to discuss irrigation bid and funding and any other items.
- Find out whether Sereday bid includes solar or battery operated timer and cost effective lock box options.
- Speak with Carol Berg about getting a guestimate for EWF installation.
- Send Committee members link to Committee Handbook
- Research online meeting options
- Check with T-Mobile about grants.

Carol Berg

- Continue looking at ways to improve pump track.

Kelly Huffield

- Follow up on the Adopt a Spot Program
- Speak with Stacy Eaton-Menard about the basketball tourney

Candi Short-Richardson

- Begin work on Duck Race
- Speak with Jacinda Kusek about applying for Parks Advisory Committee.

Pattie Berg

- Follow up on Clerks earlier emails re: insurance coverages.
- Update Cost and Financial Analysis spreadsheets
- Follow up with CORR on suggested dates for second team meeting.
- Inform CORR of Team members.
- Check with Rotary Club about grants

Call to Order

Chair Jen Frazer called the meeting to order at 4:15 p.m., at the City/County Library.

Committee Members Present: Jen Frazer; Candi Short-Richardson. Others Present: Pattie Berg (City Council Liaison).

A quorum was not present, but the attendees agreed to hold a work session.

A zoom meeting link was established, with no attendance.

Approval of Minutes

Deferred due to a lack of quorum.

Committee Member Reports On Action Items

The attendees reviewed the list of Action Items provided under separate cover by Liaison Berg after the 3/2/21 meeting. Most action items had been completed, so were removed. In addition:

- The attendees agreed it is unlikely the old Master Plan will ever be located, so this task was removed from Carol Berg's list.
- Chair Frazer said she had learned that the City's liability for skateboard parks is covered under the current policy with a signed rider, which affirms that the firm which has experience and insurance to cover the design and building/installation of these facilities. She said this means that local concrete contractors would be unable to do this work, -installation of the facilities OR it would not be covered under the insurance policy.
- The review of the draft Committee Handbook will take place by the committee after the funding discussion and plan is in place, and the plans for getting McStravick Park done by Memorial Day are 'bullet proof.' The draft Handbook has been placed in the 3/30/22 meeting folder on the shared drive and Jen Frazer will send a [link to the Handbook to all Committee members](#).

1. Status of Filling 1 Committee Vacancy.

2. CORR meeting: Schedule 4-6pm on April 21st. Senior Center.

Committee Vacancy:

The City has received no applications for the vacant committee seat. Jen Frazer will speak with the Porters regarding this vacancy. Candi Short-Richardson will speak with Jacinda Kusek who, at one point, had applied to sit on the City Council. Christine Gore was also mentioned as a possibility, but no firm plans were made to contact her.

CORR:

Liaison Berg said she had asked CORR to consider rescheduling the 1st stakeholder meeting to early April, but the request was denied, so the first meeting is scheduled for 4/21/22. CORR was working on getting some dates for the second meeting. She suggested sending CORR some possible dates for the second meeting. After discussion, the attendees directed Berg to ask CORR to schedule the second meeting on May 12th or 19th or, alternatively, May 18th. This will allow the second meeting to occur before school gets out and people's vacations and outside activities kick in. Hopefully, CORR will respond soon, so Berg can firm up the schedule for everyone who's agreed to volunteer.

McStravick Park Project

Warranty work on lifted surface:

- Liaison Berg informed the attendees that, at the March 15, 2022 Council meeting, the Mayor said he had walked the surface of the court and found nothing that would require warranty work to be completed. Councilperson Coleman asked some questions about a crack in the middle of the Court. Berg said Coleman seems to be watching this. She said that, depending on what Rock Hard was given for project specs, the puddling on the north east side, and possibly the southwest or center court, may be eligible for warranty work. Berg reiterated a request for any Committee members with correspondence to Rock Hard or and/or notes regarding the bid or bid process to share that correspondence with her.
- The Mayor believes the bid included a second seal cost, at no additional charge.
- Chair Frazer will speak with the Mayor about making sure Rock Hard has the City on its schedule, so there will be no delay in completing this project.

Fencing: Menard Construction has been awarded the bid to complete the necessary repairs. The bid was \$1,890.00. The Council agreed that this work was eligible for funding through the Parks Capital Improvement fund.

Landscaping:

- Shane Sereday submitted a bid for \$3,880 for the new scope of work. The City Council reviewed the bid and after, discussion, referred it to the Committee for review. Following discussion, the attendees found the bid to be fair for the work being done. The attendees further recommended that the bid be awarded to Sereday, with the stipulation that the work must be completed by Memorial Day. The attendees further recommended that, since the City agreed to pay for the fence work, this work be paid for as follows;
 - \$3,380.00 from the Parks Beautification fund /Race for this Place money.
 - \$500.00 through a reimbursable grant from the DNRC.

Chair Frazer will clarify whether Sereday’s bid includes an appropriate timer (which can be locked). She will conduct an email Committee vote, so this project can be awarded without delay. It is not clear the Council needs to vote on this because no funding is coming from the City, but Liaison Berg will speak with the Mayor regarding the funding plan for the work.

Chair Frazer will ask to be placed on the next Council agenda, to update the Council regarding this work.

Court Rules Sign: Chair Frazer asked that all committee members who have not reviewed the rules (posted on the shared drive) do so before the next meeting.

Discussion on Funds Needed for this Year’s Projects

In preparation for this discussion, Liaison Berg had prepared a spreadsheet of anticipated costs, by line item, for every project underway or that has been discussed, a spreadsheet summarizing the individual spreadsheets, and spreadsheet of available funding. These spreadsheets showed:

Total funding needs:	\$95,126.70
Less Springs Park ADA transition plan, and Spikes Happy Trails Master Plan	<u>\$52,000.00</u>
Funding needs	\$43,126.70
Non-City funding currently available	<u>\$10,415.78</u>
Deficit (excluding parks maintenance fund and general fund accounts)	\$32,710.92

Where necessary, the anticipated costs included spending up to 20% on improving accessibility, as is required under the ADA whenever an alteration (as opposed to simple maintenance) is made to an existing, non-accessible, facility. The hard and soft costs spent on this work, such as time and materials spent on the McStravick Park parking lot and path, must be tracked.

The attendees reviewed each project’s spreadsheet and made adjustments to the McStravick Park data.

The attendees agreed it would be nice to get a “guestimate” of the cost to install the engineered wood fiber at Bair Park, based on the instructions provided by Marks Lumber. Carol Berg has a potential source for this type of estimate. Jen Frazer will ask Carol Berg to follow up on this.

Following this discussion, total funding needs decreased to \$93,712.66, and the deficit decreased to \$31,296.88. However, some cost figures and project information is still missing. Liaison Berg will update the cost spreadsheet and it will be further discussed at the next meeting.

The attendees agreed that the first priority should be to address the safety issues at Bair Park. Once Bair Park has been made safe, the attendees agreed that attention should turn to making Springs Park a safe and accessible park, and (when funding allows) adding age diverse equipment to one or both parks. The attendees also recommended that the Committee encourage the City to adopt a policy which ensures the parks are properly maintained, so they don’t fall back into disrepair. The Committee’s draft maintenance plans are intended to assist the City in this effort.

A brief funding discussion was held:

- Candi Short-Richardson suggested holding a fundraising duck race on the Smith River sometime this summer. She will begin researching this, and take it on as a project.
- The attendees generally agreed that the *Adopt a Spot* program should be funded through the Beautification fund. That and the irrigation costs would leave about \$1,100 in that account.
- It was suggested that a Thrivent grant could be used to have a 'kick off' party for all *Adopt a Spot* participants.
- Chair Frazer mentioned that T-Mobile awards grants for the type of work needing done at Bair Park. She will do further research. She also mentioned that the Lion's Organization has grants available.
- Liaison Berg will speak with the Rotary to see what a reasonable request for funds would be.
- Liaison Berg noted that the estimated cost sheets included \$52,000 in costs for consultant fees to write planning documents: an ADA Transition Plan for Springs Park, and a Master Plan for Spikes Happy Trails. There was a discussion with no consensus about whether ADA transition plans require the work of a consultant. A copy of the City of Redmond's ADA Transition Plan is being placed in March 30, 2022 meeting folder on the shared drive.
- Liaison Berg noted that the City Council is currently reviewing its fee schedule, and it may be a good idea for the Committee to review where fees are charged, and not charged, for the use of Parks facilities, and to recommend any changes or additions, to these fees. The attendees agreed to look at this.
- Other funding ideas included an obstacle course race which includes a big slip and slide, a carnival similar to what used to take place behind the bank building on the 4th of July, and a dunking booth.
- Liaison Berg said that most parks-related costs are incurred from July through September. This means that the majority of costs that will be incurred by Parks this fiscal year have already been incurred. Based on this, she suggested the following funds may be available from the General Fund Parks budget for the work at Bair Park: (Figures based on 12/31/21 budget report, which is the most recent she has.)

Personal Services:

Remaining Funds		\$7,094.00
Less Survey:	\$2,000.00	
Less Fencing	\$1,680.00	
Balance		\$ 3,414.00
Supplies		\$ 4,629.25
Repair & Maintenance Supplies		<u>\$ 4,581.80</u>
Total Funds		\$12,625.05

If the cost estimates are accurate, this would be sufficient funds to complete the needed safety work.

Liaison Berg will update the funding spreadsheet and post it on the shared drive.

The goal is that, at the next Committee meeting, all cost estimates will be known and the Committee will discuss what funding to request from the City for the remainder of this year, and into next fiscal year, and will be able to make plans on who will apply for funds from outside sources, how much will be requested, and when the request will be made. Liaison Berg said she is registered for a 3 episode webinar on obtaining funding from the Land and Water Conservation Fund, and she will keep the committee updated.

Other comments/areas of discussion:

- It was asked if the Girl Scouts would be willing to take on the annual maintenance at Bair Park. The thought is that, since they built the Park (with the help of the Bair Foundation), this may be a great 'legacy' project for generations to come.
- There may be some community service workers available for maintenance activities.
- The *Adopt a Spot* program will benefit the entire city, and save the City of WSS funds.
- The play structure at Bair Park is over 20 years old and may be reaching the end of its useful lifespan. It may be time to be thinking about its replacement. The CORR master planning process may bring forward some ideas on how to maximize the use of this land.

Developed Parks/Fall Zone/ADA Compliance

This discussion was part of the funding discussion above.

Other Business

The City asked the Committee to purchase its own Zoom subscription. This is reportedly because there were one or two cases where a Parks meeting interfered with a webinar that staff was wanting to attend, and Zoom doesn't allow a webinar and a meeting at the same time.

Discussion was held regarding whether to continue to offer Zoom through a subscription, to use the free Zoom (which has a 40 minute maximum) and schedule important agenda items accordingly, or to only use Zoom when the Committee knows someone needs to attend remotely. If an outside party such as the CORR group needs to attend, they could schedule the meeting with the Committee as an attendee. However, that does not allow for "John Q. Public" to attend any meeting s/he chooses. Liaison Berg looked into Google meetings and Web Ex, which both require a subscription for longer meetings. Chair Frazer listed some other options and will research further. The Committee has said that transparency is important and will discuss this when a full quorum is present.

Public Comment

None.

**Set Next Meeting Date/Time/Location/Adjourn
Set Time for Park Facility Review (aka Fatal Flaw) and ADA audit of City Parks**

At 5:45 p.m., by a consensus of the attendees, the meeting was extended indefinitely.

The next meeting will be held Wednesday, March 30, 2022 at 4:15 p.m., at the Library.

The meeting adjourned at about 7:00 p.m.

The scheduling of the fatal flaw/ADA review was deferred.