

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
AUGUST 3, 2022

ACTION ITEMS

Jen Frazer

- Review Bair Grant Closeout draft.
- Send Committee recommendation for citywide sign plan to City Council.
- Send McStravick Park sign plan and budget to Committee members for review
- Research frame only picnic table: Wheelchair accessibility, cost for frame and shipping, and cost for low maintenance bench and table top
- Follow up on tool box and lock for equipment storage at McStravick Park.
- Prepare memo describing Parks needs for committee review, so it can be placed in Council packets for first meeting in September.
- Get backboard built and installed. Call upon Committee members for any needed help.
- Follow up on funding for Fort Logan replica sign, as needed
- Communicate with CORR to keep the process going.
- Duties update in Committee Handbook
- Attempt to locate copies of the Baseball Group's agreement with City, understanding fundraising accountability currently in place within the group.

Carol Berg

- Speak with Golf Board about formally sponsoring/advertising the availability of, and the rules related to, cross country skiing on the Golf Course.
- Coordinate recycling station with post office and/or county and/or Yoked Parish.
- Find a work around for the missing center net anchor at McStravick Park
- Cut and place side tiles at McStravick Park
- Order pump track sign.
- Follow up with Stone Temple for possible committee members
- Distribute Thrivent T-Shirts to appropriate parties.

Kelly Huffield

- Sent draft letter of application for Committee membership to Jen Frazer.
- Get *Adopt a Spot* paperwork done and sent to City Hall (keep a copy for Committee).
- Order *Adopt a Spot* Signs - 20 signs and the appropriate number of 'plaques'.
- Work with Stacy Eaton-Menard on the basketball tourney, possibly to be held in August.

Pattie Berg

- Replace caps on adjustable posts
- Place transition pieces
- Contact Helena pickle ball group

Call to Order

Chair Jen Frazer called the meeting to order at 4:17 p.m., at City Hall.
Committee Members Present: Jen Frazer, Kelly Huffield, Carol Berg.
Others Present: Jordan Kibbee, Pattie Berg (City Council Liaison).

Approval of Minutes

Carol Berg made a motion to accept the Minutes of the June 29 and July 13, 2022 Committee meetings. Kelly Huffield seconded and the motion passed unanimously.

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

- Report out from Budget presentation with City Council
- Review and approve Priorities document for 2022-2023

Carol Berg:

- Cross Country Skiing – No report
- Back board for practice at Tennis Court – She is working with Jen Frazer on this and will pick up Boards the next time she is out of town.
- Recycling Project – She learned she needs to speak with the Postmaster on this. It may be that a recycling center may not be allowed on federal property (if this is federal property).
- Pump track – There was a bit of miscommunication. She will order the signs, which will be paid for from Race for this Place beautification funds.
- Stone Temple employees as possible Committee Members? She will follow up with the staff at Stone Temple.
- Berg also said that, at this point, she does not intend to ask to be reappointed to this Committee but will work on finding a replacement. Term was up after 21-22 FY year.

Kelly Huffield:

- *Adopt a Spot* –
 - The Lane Bar has offered to adopt Radar Park
 - The Fort Logan replica has been re-stained (Thank you Patty Campbell and Carol Berg).
 - Work is being done at the *Adopt a Spot* sites, but not all the participants have completed the *Adopt a Spot* applications.
 - Charity Whitman is adopting the City Hall front gardens. Her plan is to clean out the gardens this summer, and do some fall planting. She needs to discuss her plans with the Mayor.
 - Huffield will look at the *Adopt a Spot* signs again. They will be paid for by the Race for this Place beautification funds.
- Basketball Tourney – No report
- Skate Board Users Group Presentation at Community Foundation- No report

Liaison Berg asked to talk about the Fort Logan replica project. She explained that, during a conversation about something else, Mayor Nelson had asked her what the deal was with this work, and she had to tell him that she didn't know anything about the project, other than that she had learned the work was being done after it had already started. The Mayor told her that he had learned about it when Carol Berg asked him if the City would pay for the stain. Liaison Berg asked the Committee if this was a Chamber sponsored project.

Kelly Huffield said this was not a Chamber-sponsored project. Rather, Patty and Eric Campbell had adopted the replica under the *Adopt a Spot* program, and Ms. Campbell had jumped right on it and had recruited Carol Berg to help (because Kelly told Campbell that Carol may have some extra stain.) Huffield said the work was done before the *Adopt a Spot* Agreement was completed, or the *Adopt a Spot* discussion was held with the Mayor.

Discussion followed about who the replica 'belongs' to. No one is sure who built the original structure, but the Cummins rebuilt it last year. It was suggested that, regardless of who built it, it is on City property and if a volunteer group is willing to maintain it, it makes sense that the City would pay for needed supplies.

Liaison Berg said she thought the Mayor had the right to be upset about how this project developed: There was no money requested during the budget process to stain the replica but, beyond that, no one wants someone coming to their house and throwing stain on it without first getting permission. Liaison Berg said the *Adopt a Spot* process has to be followed, including having a discussion about work to be done, before any work is started.

The sign at this location (from the Highway side) still needs replaced. Jen has created a quote on Signs.com and reached out to Helen Hanson (President of the Historical Association) to see if they would sponsor a replacement.

Huffield will get all the *Adopt a Spot* paperwork done and turned in to City Hall, and will save a copy for Committee records.

Pattie Berg: With the exception of asking the Sheriff about handing out keys to the equipment at the McStravick Park (because the new plan made this a non-issue), she got everything done.

Jen Frazer:

- Jen introduced Jordan Kibbee to those who didn't already know her. Jordan helped place the tennis court tiles and may be interested in sitting on the Committee. Kelly Huffield asked Jen Frazer to send her the draft 'interest letter'.
- Has been in contact with the CORR folks, who told her they will meet next week to plan the next steps.
- Has received a separate Thrivent Action Grant for \$250.00 for the sign at McStravick Park. This will cover additional funds needed for posts/concrete since the table estimates are so high. Frazer and Carol Berg are working together on the backboard project.
- Report of Budget presentation with City Council. Chair Frazer made this presentation based on Committee recommendations. Copies of the presentation were included on the shared drive.
- Review and approve Priorities document for 2022-2023 as a Committee – Liaison Berg asked for this item to be moved to the discussion about Springs Park. See deferred items list.

Adopt a Spot Update

See above.

Updates: Bump Track Sign, CORR Process

See above.

McStravick Park Project Tracking

- Outstanding Items:
 - Backboard – Jen Frazer sent Carol Berg a list of needed materials. Carol Berg will probably pick them up next week. Frazer said she plans to do most of the painting in her garage and to grab 3 or 4 people to finish the work. Carol Berg said there may be a need to install an additional support. Kelly Huffield said she may have some extra white paint, if it's needed. When she asked, Liaison Berg was told we will see progress on this project in August.
 - Pickle ball: Striping, storage unit /access for pickle ball supplies -
 - ❖ P. Berg reported that Full Court Athletics will be in town on Monday, August 1st to stripe the court with 2 pickle ball courts. This will cost \$800.00 and will be funded by the donations from Espelands and Greener. Full Court recommended using black striping for this. Berg said she asked Full Court if another, lighter, color would be better, or if that would make the court too 'busy', Full Court said black would be an appropriate color.
 - ❖ Chair Frazer said the possible donation of the truck box had fallen through, but she was pursuing "Option 2" for this donation. Once she has a truck box, she will order keys.

After discussion, Jen Frazer made a motion to make the following purchase for McStravick Park:

- 1 pickle ball package which will include a portable net, 2 rackets, and 4 balls; and
- 1 pickle ball package which will include a portable net, 2 rackets, 4 balls, and a set of temporary court markers (so people have the option to use these rather than or in addition to a portable net.)

This motion was seconded by Carol Berg and passed unanimously. This purchase is estimated to cost \$305.00 and will be paid for through the Rotary award. Kelly Huffield noted that she has Amazon plus, if necessary to avoid shipping charges.

- Status of additional fence repairs – P. Berg reported that the Mayor said he would ask Mark Pryor to see what it will take to make the east gate operable, and that when the City crew picks up the extra panels, it may be able to use the forklift to straighten the bent post on the east end of the fence.
- Discussion regarding signage policy – Chair Frazer presented a policy which would provide for similar signage Citywide, as follows:

For Location Signs (ex: "McStravick Park"): Simple blue sign with white letters and a brown edge. Frazer noted that this proposal would simplify the existing locational signs proposed by not continuing the use of the fancy edging, brown/white edge, and the wild game graphic.



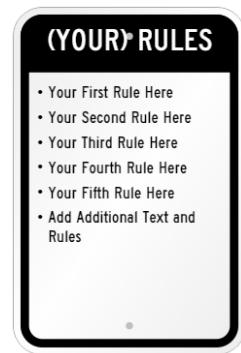
Location Sign

For Wayfinder Signs (ex: "McStravick Park"): Simple blue sign with white letters and a white directional arrow. Frazer asked if it was possible to install these on existing signage posts, for example, attaching a directional sign to Bair Park to the existing rodeo sign near the Library. The Committee felt that, depending on the exact situation, this may be up to the Montana Department of Transportation.



Wayfinder Sign

For Rule Signs: White background with dark text and a colored border. Frazer said this would be consistent with other rules and guidance signs; such as: Leash your dog, pick up dog waste, pick up your trash, reserve the pavilion, etc. She suggested picking the same border color for all these signs.



Rules Sign

For "Special" Signs: (e.g., a Historical Point of Interest), Frazer proposed the traditional brown sign with white lettering.



Jen Frazer made a motion to adopt this sign plan. Carol Berg seconded and the motion passed unanimously. Frazer will forward the recommendation to the City for review.

- **Rotary Award:** Liaison Berg told the Committee that, at the 8/1/22 Council Meeting, Councilperson Ron Coleman asked her why the tennis court needed "grandstands". Berg said she responded that the Committee was not purchasing grandstands, but 2 benches for people to place their equipment on, or observe a game, and that this was being paid for by the Rotary grant.

Berg reminded the Committee that a Rotary representative told her that the Club's intent was to provide adequate funds to purchase bleachers and a picnic table. She also noted that the 2 benches being proposed will cost a total of about \$250.00. Chair Frazer suggested that some kind of protection may need to be placed between the bench legs and the surface to avoid damaging the surface.

The Committee reviewed and made additional changes to the budget developed at the last meeting. With these changes there are currently around \$3,601 in remaining project costs, and around \$4,210 in available funds (all

outside funding). This leaves about \$600.00 for unanticipated costs (e.g., shipping costs) or to purchase additional materials or supplies to complete this project.

In regard to the picnic table:

- Chair Frazer and Liaison Berg had separately researched the cost of accessible picnic tables. Options include purchasing a frame (no seat or table top materials) or purchasing a complete table. Frazer said that, if the Committee goes the frame-only route, redwood may be a good choice for the benches and top. Liaison Berg reminded the Committee that it has promised the Mayor that purchases will be as maintenance free as possible.
- Because the parking lot is not complete, there is uncertainty about where the picnic table will be placed and, therefore, what kind of accessibility issues may need addressed.
- When this work takes place, Liaison Berg recommended that, rather than purchasing an accessibility mat, the City could use some extra court panels to build a pad for wheelchair users. This will save money (shipping for the mats is really expensive) and should be a compliant accessibility solution.

Chair Frazer will review the cost of materials and shipping for the frame only purchase, and will confirm that it meets accessibility standards for wheelchair users. She will also figure out the cost to install the bench and table top using free/low maintenance materials. The picnic table decision was deferred until the next meeting.

McStravick Park Signs

Since the last meeting, Chair Frazer and Liaison Berg had exchanged emails regarding the content and layout of these signs. Liaison Berg got a bid from signs.com, for about \$350.00, which included 2 rules signs (one for each door) a small name sign for the east corner of the fence, and a larger sign acknowledging the major contributors to the project. Chair Frazer expressed the desire to add a donor sign.

Liaison Berg noted that the current budget for signs (including \$35.00 for the optional disabled parking sign and \$42.00 for the donation box) was about \$380.00.

P. Berg noted that:

- The City Council had previously approved language for the tennis court rules sign but, as she was working on bids, it became apparent that the language needed pared down.
- At the Committee's request, she had contacted the City Attorney about cautionary language, so the words "Play at Your Own Risk" had been added. Even with the pared down language, the sign ended up being 24x48". Most rules signs are 18x24".

Changes needed to signs: Chair Frazer recommended deleting the last sentence on the court rules sign which tell people to contact the Sheriff's office to schedule the court or access the equipment. On the donor sign, the WSS Rotary Club needs added as a major donor; and the reference to the Community Foundation should instead say "Race for This Place".

Kelly Huffield made a motion to approve the language for the McStravick Park sign(s), as amended. This motion was seconded by Carol Berg and passed unanimously.

Chair Frazer will prepare a written sign plan, with costs, for McStravick Park and will track down the 'beefier' donation box she had found earlier. The Committee will review Chair Frazer's recommendation and hold an email vote or zoom meeting regarding her recommendations. The signs and donation box will be paid for by Rotary funds.

- *Anything else that is hanging out there!!!*
 - Liaison Berg said she still needs to replace the caps on the posts, and that said Full Court Athletics suggested gluing the existing transition pieces to the court (or to the surface), which would save the cost of purchasing replacement pieces.
 - Carol Berg said she will get the missing side pieces cut and placed.
 - Liaison Berg will get hold of the Helena pickle ball club and see if they are still available for a pickle ball clinic.

- Bair Grant Closeout - Chair Frazer said she hadn't had time to review this yet, so it was deferred.
- Review of Project Funding/Matching funds to date – Deferred due to time.

Committee Discussion: Springs Park:

- Replace or remove Merry Go Round at Springs Park.
- Comment from Council on priority of equipment to be replaced at Springs Park.

Liaison Berg informed the Committee that, at the August 1, 2022 Council meeting, Councilperson Ron Coleman asked her what the Parks Committee was going to do about the Merry Go Round at Springs Park, adding it is dangerous and that he had personally observed a child almost get severely injured in a fall from it. Liaison Berg said she told the Council:

- The Committee is working on getting grants to fix equipment.
- The September of 2020 fatal flaw memo identified safety issues with Springs Park.
- At roughly the same time, the Council directed the Committee to make rehabbing McStravick Park its first priority, so the Committee did as directed.
- All Council members have received Minutes describing the work it is doing and the priorities it has set.
- The Committee is doing what it can given the resources available, but decades of deferred maintenance isn't going to get fixed in 2 years; and
- If the Council wants to throw \$75,000 at the Committee to fix Springs Park, the Committee will make it happen.

Chair Frazer said that, a couple weeks earlier (July 19th meeting), Councilperson Coleman had also expressed to her his concerns about the Merry Go Round.

Liaison Berg said that Councilperson Coleman had also asked when the mats would be placed, and she told him that happened once the engineered wood fiber was in place. She wondered if the Councilperson understands that the mats are designed to avoid the displacement of the engineered wood fiber; not to stop people from getting injured.

Liaison Berg told the Committee that, since Councilperson Coleman had publically alleged that the merry go round is dangerous, the liability of having it in place has increased. Now, the attorney of a child injured from a fall on the merry go round could read the Minutes or watch the meeting recording and argue that the Council knew the merry go round is "dangerous", and should have done something about it.

Liaison Berg asked the Committee for direction, including but not limited to whether to:

1. Request funds to immediately replace the fixture; or
2. Take the fixture out of service until it can be repaired or replaced.

Liaison Berg provided some possible replacements for a merry go round. Costs ranged from \$1,000 to \$12,000, plus shipping. Chair Frazer said she was able to find an ADA accessible spinner for \$6,000 plus about \$2,000 shipping. In regard to Councilperson Coleman's comment about the mats, Berg found a merry go round "wear mat" that could be placed which avoids displacement issues, but is also shock absorbent and minimizes fall injuries. This mat would cost about \$1,500 (plus shipping – it weighs 800 pounds). However, Berg pointed out that, because these mats are made of recycled rubber, children could experience a burn injury on a hot day.

Committee discussion:

- There is a firm record in the City Council Minutes and the Park Advisory Minutes of the safety hazards which are present in the developed park areas.
- If the City took everything out of service that has 'aged out', like the merry go round, there wouldn't be much left to play on.
- The Committee does not recommend that the City take equipment out of service because it will reverse progress made since the Committee was formed. The City has a long history of taking equipment out and never replacing it once it is damaged/removed.
- Because they create the greatest liability, the Committee prioritized to addressing the unsafe fall zones at Bair Park.

- It is not good policy to ‘cherry pick’ which pieces of equipment get changed based on pressure from one council member.
- The Committee needs need to follow the strategic plan it has in place.

Chair Frazer will draft a memo to the Council detailing the needs and replacement costs of all of the City’s outdated playground equipment. The Committee will review the draft, and the final version will be submitted to the Council to be considered during budget discussions.

Deferred Items

- Priorities List – Chair Frazer said she removed the sledding hill from this list because the Mayor informed the Council that the street will soon be used to access new housing. The Committee will formally review this at the next meeting.
- Bair Grant Closeout
- Review of McStravick Park Project Funding

Other Business

In support of the Committee’s goal to have open bid processes, Chair Frazer prepared a list of local contractors who may or may not be interested in or available to work on City projects. This list is being reviewed by the other Committee members and will be forwarded to the Mayor.

Public Comment

No public was present to comment.

Set Next Meeting Date/Time/Location/Adjourn

The next meeting will be held Thursday, September 15, 2022 at 4:30 p.m. at City Hall.

The meeting adjourned at about 5:45 p.m.