

**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**MINUTES OF THE PARKS ADVISORY COMMITTEE**  
**AUGUST 24, 2020**

**ACTION ITEMS**

**Carol Berg**

- Call school: availability of used playground equipment?
- Estimate cost to replace spaulded areas, seal expansion joints and alligator cracks.
- Make preliminary contact with USTA – how to apply, what consulting services are available? What info is needed to apply for grant, timing of grants.

**Jen Fraser** – Prepare draft purchasing policy.

**Kelly Huffield:**

- Cost of 1.5” of asphalt overlay on 100’ x 70’ surface.
- Barn Quilt – Permission to install barn quilt on shelter in Radar Park this winter.

**Pattie Berg:**

- Send USTA contact info to members
- Finish up bylaws.
- Send members email to the Mayor
- Send members MCA purchasing cites

**All:**

- Send information regarding sources of parts, equipment, materials, labor for “FATAL FLAW” items to Carol Berg ([glunlimited@itstriangle.com](mailto:glunlimited@itstriangle.com))

**Call to Order**

Chairperson Carol Berg called the meeting to order.

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

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

**Approval of Minutes.**

Upon a motion made by Kelly Huffield and seconded by Jen Frazer, the August 10, 2020 Meeting Minutes were approved on a unanimous vote.

**Additional Committee Discussion Requests**

P. Berg updated the Committee on the 20-21 Parks Budget. At the previous Council meeting, it had been reduced from \$60,500 to about \$41,000, but about \$30,000 has been put in a fund for aging equipment.

NOTE: The general fund budget was approved on 9/1/20. The 20-21 budget is included on the last page of these Minutes.

## Committee Member Reports

Jen Frazer:

- The school is getting new playground equipment. Someone should contact Hal Haugan or Larry Markuson and see what is to be done with the old equipment. Carol Berg said she would do this.
- She is hoping the Lions will do a workday at Bair Park this fall.

Kelly Huffield:

- If the Parks Committee decides to do a fundraiser, the Community Foundation is willing to track and account for donations for one project, or until the Lion's Club can take this over. Having a 501(c)(3) take donations means they will be tax deductible. They are not tax deductible if paid to the City.
- She will check on permission to put a Barn Quilt on the shelter on the south side of Radar Park. This will be a winter project.

Carol Berg

- Spoke with Novarks about the BMX trail. She said she was a little late because they have returned to school now. The Committee discussed finding a service group to weed eat the area but decided that since it's City property, the City should maintain it.
- May have found some property owners who would allow people to access the Smith River from in town.

There was a discussion about who would sign/submit grants. A lot will depend on where the grant funds are to be deposited: Most times, grant recipients need to be 501(c)(3)'s, but USTA has a local government grant program. PBerg will send USTA contact information to all members and Carol Berg will make preliminary contact with them.

## Review/Adopt By-Laws

A second version of draft Bylaws was sent to the Committee in advance of the meeting. P. Berg said that, as she was preparing the final Bylaws, it occurred to her that they should reference an advisory "Committee, not "Council". There was also one grammatical change.

Jen Frazer made a motion to accept the Bylaws, as amended. It was seconded by Kelly Huffield and passed unanimously. All but Mr. Dupea signed the bylaws. P. Berg will get his signature on this document, send a copy to each Committee member, and give the original to the City.

## Work Session on Master Plan with focus on "Fatal Flaws and Tennis Court"

At the last meeting, the Committee agreed to pursue the "FATAL FLAWS" and make rehabbing the Tennis Court the first priority.

### FATAL FLAW Discussion:

Both Parks

Swing Sets - The chains need replaced. Jen said it's important to use the right kind of chains. The Committee decided that, addition to making the swings safe, at least one Park should have an accessible swing. The committee will recommend as follows:

- Springs Park – Toddler seat, ADA accessible seat, regular seats
- Bair Park – Toddler seat and regular seats.

Ground Covering –

PBerg told the Committee that, after the last meeting, she sent the Mayor an email asking about the total cost to install adequate ground cover. She has not heard back yet. She will send the Committee members the email.

## Bair Park -

On the Report Card, this Park got a D. Biggest issues are Fall Surfacing, and broken or missing parts.

- The Committee is very concerned about the lack of ground cover. The jungle gym should likely be closed until something is done as it has a tall fall height and no ground cover.
- Jen Frazer has been trying to find replacement parts for the slide and the handles on the gym and could not find the exact parts. It was suggested that the family that originally installed the equipment may (or may not know) the brand. It may be an option to have a welder look at the handles and see if new ones can be fabricated.

## Springs Park:

On the Report Card, this Park got a C. Again, the biggest issue is fall surfacing, which was discussed with the Mayor at the last meeting.

- The swing set and teeter totter could use a coat of paint as it is chipping and may cause slivers.
- In regard to the Teeter Totter: On August 10<sup>th</sup>, the Mayor said one side of the totter should be removed because it is loose. The Committee is going to recommend that this be fixed rather than removed.

Discussion followed regarding how to get these issues resolved, which led to a discussion of the role of an advisory committee. Because it is an *advisory* committee, the members did not feel it was appropriate to correct the flaws. The Committee agreed to write a letter to the Mayor detailing the flaws and recommending they be fixed. The letter will also include possible sources/resources for parts, etc. The Chair will draft the letter for Committee review.

## Tennis Court Discussion

The Committee had a brief conference call with Josh Charles, the owner of SnapSports of Montana, to learn exactly what needs done to prepare the surface of a concrete court for a panelized court. Mr. Charles advised as follows:

### **Prepare surface.** Two options:

#### Option 1:

- Spaulded sections: remove concrete, replace with 4" of new concrete.
  - Rebar 18" on center, or fiber mesh.
- Seal all "alligator" cracks and expansion joints: Two options:
  - Portland cement mixed with acrylic patch binder
  - Silica sand mixed with acrylic patch binder.
- Where water pools are bigger than a nickel(?) 1 hour after a rain, level using a skim coat of Portland cement mixed with patch binder

#### Option 2:

- 1.5" of asphalt overlay over existing pad.
- Kelly will find out what people recently paid for asphalt work that was done around town.

While water will flow through a panelized court, the goal is to have as level a pad as possible.

### **Other Prep:**

- Remove the posts. To avoid having to dig new holes, these should be removed about the same time the new posts will be placed
- Pull the fence material back so the panels can be loaded onto the court.
- When panels arrive, use a forklift to place them on court.

### **Other Needs:**

- Remove shrubs pushing on fence.

- Repair fence and fence supports, as needed
- Install new gate on north side of court
- Develop outside area with picnic table, trees, maybe awning to protect from sun.

The Committee then discussed timing and financing. It was felt the development of the area may occur in a couple phases, for example:

- Phase I would be the repair of the court and fence work, and possibly installing parking on Jefferson Street. In a perfect world, this could be done by Thanksgiving.
  - Sources of Phase I funding might include USTA and Pickleball Association grants, a ‘matching fund’ set aside from the Parks budget, local donations of equipment, labor, and materials.
- Phase II would be the development of the outside area of the court, including trees, a picnic table, and maybe an awning for protection from sun and parking on Jefferson Street. This would be a project for next spring/summer.
  - Sources of funding might include: Thrivent and the Bair Foundation.

The Committee listed the information it needs to begin to build a budget, so it could begin fundraising efforts. This includes:

- Estimate on concrete – The chair will ask her husband to take a look at the court and estimate the cost to replace the bad spaulded areas.
- Estimate the cost to fill the gaps and level the low spots. The Chair has worked with the cement and binder and will make this estimate.
- The cost of the panelized court. Will it be more than the current estimate? Will need to do RFP when time gets closer.
- Who has a forklift and jackhammer, and would they volunteer time?
- Cost of installing parking area.
- Cost to repair fence and install second door.

The Committee discussed how a bid process might work. Under Montana Code, no bid is needed unless the cost exceeds \$80,000. However, the Committee is sensitive to fair competition. Where donated labor/materials are not available, the intent is to list project elements, request bids, and select the successful bidder based on cost and quality. Pattie will send links to the MCA purchasing requirements. Jen Fraser offered to draft a purchasing policy.

The Committee would like to meet with the City Council. The goal is to have a budget and fundraising plan to present to the Council, and get the Council’s approval to move forward on the tennis court project. Pattie will ask for this to be placed on the soonest possible Agenda.

**Set Next Meeting Date/Time/Location**

September 2, 2020 at 6:30. Community Room at Senior Housing. This will be a short meeting just to review the “fatal flaw” letter.

**UPDATE:** Since the Committee couldn’t get on the agenda until 9/15/20, the next meeting will be September 9<sup>th</sup> at 6:30, same place unless you hear otherwise. Since this allows more time to get project information together, Members should plan for a 2 hour meeting.

**Adjourn**

The meeting was adjourned at approximately 8:30 p.m.

**Parks Expenditure Budget  
For the Year: 2020 - 2021**

	<b>ACTUAL EXPENDITURES BY FISCAL YEAR (\$)</b>				<b>Preliminary</b>	<b>Adopted 20-21</b>
	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21 Budget</b>	<b>Budget</b>
<b>Parks</b>						
Personal Services					5,000	5,000
Salaries/extra help	3,996	2,901	12,276	9,791	15,500	15,500
Employer Contributions	418	296	1,275	975	2,000	2,000
Supplies	854		745	1,027	5,000	5,000
Repair & Mtce Supply	1,342	442	1,259	2,425	5,500	1,422
Gas, Diesel, Oil, Tires	568	218	604	944	2,000	607
Communication/transportation	12	12		1,120	100	100
Publicity/Subscription				40	100	100
Repair & Mtce Services	4,258	986	919	1,330	10,000	1,948
Travel					700	700
Training Services					1,000	1,000
Concrete					5,600	5,600
Machinery & Equipment				9,290	10,000	2,415
<b>Totals</b>	<b>\$11,448</b>	<b>\$4,855</b>	<b>\$17,078</b>	<b>\$26,942</b>	<b>\$62,500</b>	<b>\$41,392</b>
<b>Plus: Capital Fund for Aging Equip</b>	-	-	-	-	-	<b>\$30,358</b>
<b>Parks 20-21 Total Budget</b>						<b>\$71,750</b>