

**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**MINUTES OF THE PARKS ADVISORY COMMITTEE**  
**SEPTEMBER 23, 2020**

**ACTION ITEMS**

**Carol Berg**

- Apply for USTA grant
- Prepare site plan for McStravick Court (in conjunction with Jen?)
- Prepare draft article for fundraising campaign for Committee review (work with Jason Phillips to make sure it doesn't become an advertisement.)
- Get a verbal update from Robert Dupea / Rotary
- Meet with Mayor re:
  - What, if anything, the Committee needs to do to get Council action taken on 10/5/20 which will:
    - ~ Approve Committee to begin fundraising; and
    - ~ Identify the maximum amount of money the Council is willing to commit to the tennis court project (Phase I and Phase II costs separately.)
  - Communicating with the City Crew regarding the areas to be removed during Phase I
  - Plans for implementing Phase I
  - Whether City will haul spaulded concrete to the Dupea pit, if timing is correct for this.

**Jen Fraser**

Continue work on information regarding available ground surface materials.

**Kelly Huffield**

- Work with Mayor on placing Barn Quilt at Radar Park
- Look for tiny tennis balls.

**PBerg**

- Send Purchasing Policy and amended By-laws to City Hall.
- Inform Mayor of the Committee recommendation regarding the porta potty at Joanna's Park
- Meet with Access Board and report back.
- See if Meagher County News Archives can locate master plan for Springs Park from the late 1990's.

**All:**

- Check Master List for any assignments.
- Spend some time thinking about fundraising activities and come to the next meeting with ideas

**Call to Order**

Chairperson Carol Berg called the meeting to order at 6:30 p.m.  
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 Jennifer Frazer, the September 9, 2020 Meeting Minutes were approved on a unanimous vote.

## Additional Committee Discussion Requests

None

## Committee Member Reports on Assignments

Jen Frazer –

In response to a comment by Councilperson Walker, Ms. Frazer collected information about, and prepared a summary of, ground surfacing options. There was some difficulty getting cost information, but she will keep trying. P. Berg gave her a document with some cost information. Ms. Frazer expressed a preference to use rubber walkways for accessibility from component to component.

The Committee discussed a range of accessibility issues including: accessibility to the playground versus accessible pathways from component to component, disproportionate costs, the types of playground surfaces, what the law says, the legal effect of the Guidelines published by the U.S. Access Board and other groups, who benefits from improved accessibility, how an ADA complaint would come up.

P. Berg has made contact with a person from the U.S. Access Board, and had hoped to have a phone call with him before this meeting, but that did not happen. She will take the Committee's questions to this person, and try to get some answers while making sure he understands the parks budget and White Sulphur's overall resources.

Later in the meeting, Ms. Frazer asked what the Committee's vision is for the information learned about ADA accessibility. Does the Committee put all the information in a packet and hand it over to the City? Does the Committee make recommendations about the process to be followed in moving toward greater accessibility? What happens after all the questions have been answered? The Committee agreed to arrive at a vision after P. Berg speaks with the person from the U.S. Access Board.

Carol Berg –

- Could not recall being given the task of doing a site plan for McStravick Park. She will prepare a site plan.
  - This will be similar to plan created in the 1990's for Springs Park, which has not been found yet. Pattie said she will contact Meagher County News and see if they have it in their archives.
- Had a conversation with a USTA representative. Since White Sulphur has only one court, it's unlikely it will get assistance in rehabbing the court's surface, but the City may be able to get funds for equipment, even if equipment costs are included in the bid. The reason for the limited support is that the USTA is focused on/interested in tennis tournaments, and it takes at least 2 courts to hold a tournament.

The USTA process is that you apply for a grant, then a USTA representative provides technical expertise and guidance. C. Berg said the form is simple and asked for the Committee's approval to prepare the application. On a motion made by Jen Frazer and seconded by Kelly Huffield, Carol Berg was given unanimous approval to prepare the grant application. She will send the Committee members copies of the application and, if she has questions, will call the committee members.

Kelly Huffield –

- She has spoken with Josh Paddock and it is still the plan to get the street light at Joanna's park installed before the snow flies.
- She will work with the Mayor on the installation of the Barn Quilt in Radar Park.

### Adopt Purchasing Policy (Jen Fraser)

Jen Frazer provided Committee members with an updated draft purchasing policy. As per the Committee's direction, the policy now provides direction to City staff regarding the posting of bids on social media sites. In addition, a policy statement has been added that the City should comply with the Montana business preference in MCA 18-1-102. On a motion made by Kelly Huffield and seconded by Carol Berg, the Committee unanimously adopted the purchasing policy, as amended.

### Report of Presentation before City Council (Carol Berg)

Carol Berg reported on the Committee's presentation at the 9/15/20 Council meeting. It went well.

The Council took no action on the Committee report. The Council needs to vote to give the Committee permission to begin fundraising, and needs to identify the amount of money it is committed to spend on the tennis court work. Carol Berg will speak with the Mayor about what, if anything, the Committee needs to do to get this on the next agenda.

### City Attorney Request to Amend Bylaws

At the 9/15/20 City Council meeting, the City Attorney said she had briefly reviewed the By-laws and asked that, for gender neutrality purposes, the Committee replace all s/he with "their". The Committee had received a set of updated By-laws based on this input. P. Berg said she had only replaced 2 of the 3 instances, adding that changing the 3<sup>rd</sup> instance would have changed the intent of the provision.

The Committee members expressed concern that the Attorney had only briefly reviewed the By-laws. Ms. Frazer asked if it was possible that the City Attorney would request more changes after a more thorough review. The Committee does not want to keep making changes.

The members present signed the updated By-laws. P. Berg will send them to City Hall.

### Work Session on Master Plan

Focus on funding tennis court project. May also review ADA accessibility requirements.

**Master List updates.** P Berg said the master list had been updated as follows:

- "Accomplishments/Done" Category:
  - Moved all items addressed in the Fatal Flaws memo to "Done" (The memo has been sent, so the Committee's work on this is done.)
  - The issue of the location of the porta potties at Radar Park has been resolved.
- "Fatal Flaws" Category: Added ADA accessibility related issues
- "To Do" Category:
  - Added handwashing station to the "To Do" category - This was discussed early on, but somehow got dropped from the list. P. Berg said she had found a site that sold lock box-type dispensers for hand sanitizer, which would avoid problems with sanitizer being stolen. Whether this is a 'To Do' or 'Wish List' item will be decided at a later date.
  - Added the necessary Council actions and "Accessibility" to the tennis court project.
- "Wish List" Category: Added porta potty enclosures. This was also discussed early on but somehow got dropped from the list.

P. Berg said she had received an email from the Mayor asking for a list of items needed, and costs, for correcting the fatal flaws. She said she provided the Mayor with the budget information that the Council reviewed on 9/15/20 and referred the Mayor to the appendixes in the Committee's memo. She said she also told the Mayor that, in preparing the memo and the budget, the Committee's goal was to give advice regarding potential sources and

costs, and that the Committee knew Shannon or Michelle or the Mayor may find the same or similar products locally and/or at lower cost.

### **Porta Potties at Joanna's Park**

The Committee discussed possible locations for a porta potty at Joanna's Park. Kelly Huffield said the City owns a piece of property adjacent to the Park, and the Committee generally agreed that it would recommend placing the porta potty there, for two reasons: First, the City wouldn't have to negotiate an easement to use land belonging to Nora Bergan for a porta potty site and, second, the City's property is much more visible, so it would be less likely to be subject to vandalism. The Committee's goal is to have a porta potty in place at all City parks for next Spring/Summer. Pattie Berg will follow up with the Mayor.

### **McStravick Park Project:**

P. Berg said she followed up with the Mayor regarding the removal of spaulded areas. She read to the Committee the Mayor's response. The City has equipment to cut the concrete and remove it, but there was no commitment to haul it to Dupea's ranch.

Carol Berg stopped by the Court after a rain, and took pictures. She identified several low spots where water was pooling, and would need leveled. She asked if it would be acceptable to use spray paint to mark the spaulded and low areas. On a motion made by Jen Frazer and seconded by Kelly Huffield, Carol Berg was instructed to speak with the Mayor regarding how to communicate with city employees regarding the areas to be removed.

### **Fundraising Discussion –**

The Committee had a general discussion about fundraising for McStravick Park. First, it needs to get Council approval to begin fundraising and also needs to know exactly how much money the Council will commit to this project. There is some confusion regarding the issue: in previous City Council meetings, reference was made to \$15,000 being available for this purpose but at the 9/15/20 meeting, the Mayor indicated \$30,000 was available. This should all be clarified on 10/5/20.

In terms of funding the various phases:

**Phase I** (prepping the surface of the court for the panelized system) - The current City budget includes \$5,600 for concrete and sealer and Mayor Nelson told P. Berg that this money was targeted for the tennis court. The cost estimate for all Phase I work is \$5,300.

**Phase II** (installation of the court surface, fixing the fence, and adding a new sign and a second door) - Estimated cost is about \$36,000. The Committee would like to raise funds to complete this work, using City funds as matching funds. During discussion, the Committee spoke of raising \$20,000 for Phase II work.

**Phase III** (creating a park outside the tennis court) – The Committee intends that this work be funded with grants and donations.

In terms of the fundraising campaign:

The Committee discussed how critical education will be as part of a fundraising effort. Members said that, before they will donate any money, people will need/want to know:

- the goal/what the project will look like when it's completed;
- the phases;
- what materials will be used;
- what their donated money will be used for;
- why recreation facilities and programs are important to cities; and

- how rehabbing the tennis court will benefit more than just tennis players.

The public will also want to know that their donations will be matched. Carol Berg will draft an article for Committee review. She will work with Jason Phillips to make sure the article doesn't become an ad.

The Committee discussed various fundraising activities. This included a "teeter totter-athon", bakeless bake sales, direct mailings, a guess the number of tennis balls in an aquarium kickoff (with prizes), notices on water bills, and postings on Facebook pages and in the newspaper. Kelly Huffield will look for sources of tiny tennis balls.

Everyone is to spend some time thinking about fundraising activities and bring their ideas to the next meeting.

### **ADA Accessibility Requirements**

P. Berg said this issue initially arose when a member of the public said the City didn't need to install an ADA accessible swing. That resulted in a review of accessibility requirements under the ADA, which opened up a whole can of worms regarding access, ground surfacing, etc. As had been discussed earlier, P. Berg made contact with the U.S. Access Board. The Board is a federal agency tasked with the development of accessibility guidelines and standards. It also provides technical assistance to organizations with ADA accessibility concerns. P. Berg said she was unable to meet with the Access Board, so suggested this be tabled for a future meeting. Each Committee member should have a copy of the Board's *"Accessible Play Areas: A summary of Accessibility Guidelines for Play Areas."*

<b>Set Next Meeting Date/Time/Location</b>
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The next meeting will be held on October 7, 2020 at 6:30 p.m., at the Yoked Parish. 411 East Jefferson.

<b>Adjourn</b>
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The meeting was adjourned at approximately 8:10 p.m.