

CITY OF WHITE SULPHUR SPRINGS, MONTANA
MINUTES OF THE PARKS ADVISORY COMMITTEE
SEPTEMBER 9, 2020

ACTION ITEMS

Carol Berg

- Collect budget information and call USTA before Friday 9/11/20
- Prepare site plan for McStravick Court (in conjunction with Jen?)
- Attend City Council Meeting 9/15/20 at 6:15 p.m.

Robert Dupea

- Ask Rotary Club about taking on role of 'sourcing' donations of materials

Kelly Huffield - Attend City Council Meeting 9/15/20 at 6:15 p.m.

Jen Frazer

- Amend draft purchasing policy.
- Work with Pattie on shared drive.

Pattie Berg

- Update and send Council presentation background information.
- Inform Clerks that Kelly and Robert (and Pattie) will want hard copies of Parks agenda materials
- Do more checking on the cost of a vandal-proof donation box
- Work with Jen on shared drive.
- Ask about removal of spalded areas at tennis court.
- Follow up on Deadman's Hill as sleigh riding option.
- Deliver memo to Mayor

All:

- Check Master List for any assignments.
- Attend Council meeting, if available. Tuesday September 15, 2020 @ 6:15 P.M. – 8:15 P.M.
City Hall 105 West Hampton and Via Zoom <https://us02web.zoom.us/j/89714892802>

Call to Order

Chairperson Carol Berg called the meeting to order at 6:40 p.m.

Committee Members Present: Carol Berg, Jennifer Frazer, and Robert Dupea. Kelly Huffield arrived at about 6:45.
Also present: Pattie Berg (City Liaison to the Parks Advisory Committee.)

Approval of Minutes.

Upon a motion made by Robert Dupea and seconded by Carol Berg, the August 24, 2020 Meeting Minutes were approved on a unanimous vote.

Additional Committee Discussion Requests

- P. Berg attended a County Commission meeting on 9/1/20. The agenda described this as a discussion of Meagher County Recreation Needs. It turned out to be a report from Montana Fish Wildlife and Parks regarding a variety of issues outside of the City limits, including continued suspension of camping at Camp

Baker, the heavy use of Newlan Reservoir, the situation with a local game warden, etc. It was suggested the Park Committee ask FWP if there are any funds available for Parks work.

- Later in the meeting, the Committee discussed creating a shared drive for Committee-related paperwork. There was a lot of paperwork this meeting. P. Berg said her goal is to send out one packet, but it didn't work out this time. The Committee would like to see a shared drive. Ms. Frazer will help set it up.
- When asked, Ms. Huffield and Mr. Dupea said they would like to continue to receive hard copies of agenda materials. Arrangements can be made for Mr. Dupea's daughter to deliver the packets on her way home. Pattie will let the Clerks know how many packets to make.

Committee Member Reports on Assignments

Kelly Huffield:

- The hole is in for the street light at Joanna's park. It should be installed soon.
- She had a conversation with Gene Gudmundson. The porta potties in Radar Park are on City property.
- Has a design for the quilt for Radar Park. Will request permission to install at the 9/15/20 City Council meeting.

Carol Berg:

- Will have made contact with USTA and more detailed estimates for tennis court prep by 9/11/20, so this information can be provided to City Council members.

P. Berg:

- She has not yet received estimates from the Mayor to replace/refresh the Parks ground coverings, or the cost of installing cameras and security.
- The City currently has no plans to prepare an ice skating rink, or set aside a hill for sledding. The hill in question is called "Deadman's Hill", which is an abandoned street at the north end of town. Ms. Berg will follow up with the Mayor.
- As directed, she provided the Committee with estimated budgets for the 'fatal flaw' work, and for all phases of work at McStravick Court/Park. Discussion followed. Committee comments/additions/changes:
 - Fatal Flaws Budget:
 - Jen Frazer found an adaptive seat for \$515.00, and received bids for locally purchased chemicals for weed control. The budget was updated accordingly.
 - Original budget: \$2,506. New budget: \$2,079.
 - McStravick Court/Park Budget:
 - On the surface prep, because both options had been discussed, the tennis court budget compares the cost of prepping the surface with concrete versus doing a 1.5" asphalt overlay. The cost to replace the court with a 4" asphalt overlay (minus concrete removal and disposal) was also included.
 - P. Berg should do some more checking on the cost of a vandal-proof donation box. J. Frazer said she thought the really good ones were more expensive.
 - The Committee added \$80.00 for pea gravel under the picnic table.
 - P. Berg will update the budget with C. Berg's information and send to the Council before their meeting.

Purchasing Policy Review (Jen Fraser)

Jen Frazer provided Committee members with a draft purchasing policy. It is based on applicable Montana Code purchasing requirements but, would require a bid process for any project costing \$5,000 or more. The Committee agreed with this approach. Discussion following about adding language directing where the requests for bids should be posted. Not everyone gets the Meagher County News, but interested businesses also need to take some responsibility for seeking available work. It was agreed to recommend posting on both the Meagher County and White Sulphur Springs Classifieds Facebook pages as well as in the newspaper. Ms. Fraser will bring back an amended policy for motion and vote at the next meeting.

Committee Discussion on Council Presentation

The Committee reviewed an outline of the presentation. Committee members will attend, if they can, in person or via Zoom. In advance of the meeting, P. Berg will have the Council provided with the Bylaws, an Updated Master List, and the Fatal Flaws and McStravick Court/Park budgets.

Work Session on Master Plan

“Fatal Flaw” memo:

At the Committee’s request, P. Berg prepared a draft memo to the Mayor detailing the ‘fatal flaws’ identified through the Playground Safety Report Card, and committee discussion. The memo included sources/resources for materials and parts needed to fix the issues, the playground safety report card, and master list. The Committee reviewed and updated this memo. Jen Frazer made a motion to accept the memo, as amended. It was seconded by Robert Dupea and passed unanimously. Carol Berg will sign on behalf of all members and P. Berg will deliver it on 9/9/20.

Tennis Court:

- This was pretty thoroughly covered during the update on Work Assignments. Mr. Dupea they are filling in a pit, and could use the concrete removed from the spaulded areas at the tennis court, if the work is done soon. This would be a cost savings. P. Berg will follow up with City Hall on this. The Committee thought that, perhaps the Mayor and his business partner would agree to cut the concrete, as a donation, and the City crew could haul it to Dupea’s Ranch.
- P. Berg questioned whether there was electricity available at the Court for a timer for the drip line. A timer is preferred, so the city crew doesn’t have to go turn water on and off. She will follow up. Later Committee discussion to be held whether to install drip line for trees or sprinkler system for entire area.

Rotary’s Role in Parks-related work – Mr. Dupea feels that, given the age of most Rotarians, it is unlikely that they will be able to provide much labor on projects. A discussion was held about how the Rotary could contribute. The idea was floated that Rotary take on the role of seeking donations of materials. When projects get closer to ‘go’, a list of needed supplies will be prepared, and Robert will take it back to the group. Discussion held about possible sources of donated materials:

- Kelly Huffield said Kenyon Noble in Bozeman recently gave a substantial donation of materials to the quilting project. May be a location for donations of items for Parks Committee Projects.
- Helena Cement/Capital Concrete does quite a bit of business in the area and may be a source for concrete and/or quik-crete.
- In addition to Kenyon Noble: Rooney’s, Lowes, and Home Depot for hardware and paint.

Set Next Meeting Date/Time/Location

The next meeting will be held on August 23, 2020 at 6:30 p.m.

Update: The City Attorney said it’s OK to hold the meeting at the Yoked Parish (Lutheran Church) as long as there is no prayer and it is held outside the sanctuary area. All future meetings will be held at the Yoked Parish, 411 East Jefferson.

Adjourn

The meeting was adjourned at approximately 8:15 p.m.