

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
MARCH 2, 2022 - 4:15 P.M.

ACTION ITEMS 2/2/22 and 3/2/22

All:

- Review/comment on parks maintenance drafts
- Review Committee Handbook by March and be prepared to discuss it.
- Review Proposed Tennis Court Signage (in 3/2/22 meeting directory).
- Recruit 5th Committee member (3/7 Council Meeting note: Kaye Ringer withdrew her letter)
- 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

- Place updated Press Release
- Contact (non-student) CORR participants about CORR schedule
- Speak with CORR about rescheduled dates. Ask if 4/1 possible for first meeting. Note: Pattie responded to an email from CORR.
- Send CORR participants' email addresses to Rachel Shouse. (Tiffany Sweeney will forward student emails- tsweeney@whitesulphur.k12.mt.us)
- Prepare a scope of work for McStravick Park landscaping bids.
- Speak with the Mayor: 1) warranty work needing done at McStravick Park and getting on Rock Hard's schedule 2) Survey timeline; direction for bid process
- Invite any/all unsuccessful applicants for the Parks Advisory Committee to participate
- Continue working on tennis court rule sign and backboard with Tom Tosic. Drafts have been created. He will be back from vacation soon.
- Locate solar or battery operated timer and cost effective lock box options for the timer
- Review shared drive access with Candi Short-Richardson and/or Kaye Ringer fully on the shared drive

Carol Berg and Kelly Huffield

- Continue work on fall zones.

Carol Berg

- Talk to fencers about bids, and if they know any landscapers.
- Contact CORR student participants about CORR schedule
- Keep trying to find master plan
- Speak with the Porters and Opatz and Rachel Wahlstrom about being on Committee and/or CORR team
- Continue looking at ways to improve pump track.

Kelly Huffield

- Follow up on the Adopt a Spot Program
- Continue to explore how, or if, road mix can meet ADA accessibility requirements for accessible parking and paths; find another option acceptable on Access Board website.
- Speak with Stacy Eaton-Menard about the basketball tourney

Pattie Berg (items as of 3/11/22)

- Follow up on Clerks earlier emails re: insurance coverages, skate park rider, etc.
- Research online meeting options

Call to Order

Chair Jen Frazer called the meeting to order at 4:19 p.m., at the City/County Library.

Committee Members Present: Carol Berg, Jen Frazer; Candi Short-Richardson. Kelly Huffield was present, left, but rejoined the meeting at about 5:00;

Others Present: Pattie Berg (City Council Liaison).

A zoom meeting link was established, with no attendance.

Approval of Minutes

Carol Berg made a motion to approve the Minutes of the February 2, 2022 meeting. The motion was seconded by Candi Short-Richardson and passed unanimously.

Candi Short-Richardson made a motion to approve the Minutes of the February 15, 2022 meeting. Jen Frazer seconded and the motion passed unanimously.

Committee Member Reports On Action Items

Jen Frazer

- Because of a CORR staff member's family emergency, CORR asked to reschedule the first coordinating team meeting to April 21, 2022. They did not recommend a date for the second meeting. The Committee suggested asking CORR if it was possible to hold the first meeting about 4/1, and keep the second meeting 4/22. Chair Frazer will speak with CORR about the reschedule and will try to firm up a second date if necessary.
- CORR sent an email expressing the importance of the student members being committed to the process. The Committee agreed that all three students will be good additions to the coordinating team because they each have an interest in recreation, and/or the work may help their chances in being awarded a Bair Grant. Currently, CORR coordinating team members include:

Maggi Johnston-Roatch	One of the Golds from Showdown
Carol Berg	Kris Morgan
Pattie Berg	

Carol Berg will speak with the Porters from Conestoga, the Opatz and Rachel Wahlstrom to see if any are available to participate on the CORR coordinating team.

- A Press Release was sent before CORR notified the Committee of the need reschedule.
- Frazer met with the Mayor, and documented the meeting in the attached email to Committee members.

Carol Berg

- No bids for fence repair work have been turned in yet. Bids are due by the end of the week.
- She is researching other Pump Tracks for verbiage for the signs, and to see if the City needs to do anything to increase its pump track usage.

Pattie Berg

- She posted photos of several rules signs from parks in Lake Havasu in a subfolder in the 3/2/22 meeting folder. The City may be able to 'plagiarize' these signs for use here.
- She visited a huge skate park in Lake Havasu on Presidents Day. Because it was a holiday, it was very busy. Users ranged from adult skateboarders to a toddler on a bike with training wheels: anything with wheels and all ages. Despite posted rules requiring helmets, only the toddler with training wheels was wearing one.
- She had a meeting with the Mayor to see how things were going and to discuss online meetings and the tennis court warranty. She said the Mayor expressed some concern that the Committee may be telling staff what to do, which is outside of its policy role. He asked that Committee go through him for staff work assignments.

1. Status of Filling 1 Committee Vacancy.

2. CORR meeting: Schedule 4-6pm on March 17th and April 21st. Senior Center.

- Kaye Ringer submitted an application for the Board vacancy and should be appointed at the 3/7/22 Council meeting. Currently, her schedule is busy so she will miss a couple meetings. Frazer said the Committee may need to rethink its meeting date/time to accommodate Kay's schedule, but that is a discussion for a later date.
- See discussion about the CORR reschedule in Committee member reports, above.

McStravick Park Project

Fencing

- Carol Berg said Lee Menard will be submitting a bid. She gave Menard and Oakes Fencing the scope of work. She suggested that, depending on bid costs, we may need to rethink the double doors on the north side of the court.

Landscaping:

- Shane Sereday is re-examining the earlier landscaping bid given the new scope of work. The Committee recommends that any contractor receiving a bid award be held to a firm completion date, so this project can be done by June 1st.
- Liaison Berg said she had spoken with the Mayor about the landscaping bid and had clarified that the bids had included language saying something to the affect that the City could reject any and all bids. She said she was concerned that, in the Bair Grant, the Committee planned for the work to be \$1,500, and the most recent bid was about \$4,000 bid. She wonders if this increase may make this part of the project unworkable. Chair Frazer said that the City is committed to creating a nice pocket park in this location.
- Chair Frazer noted that the Mayor asked her to select trees that don't create maintenance needs on the playing court.

Court Rules Sign: Jen Frazer and Tom Tosic have drafted a set of Court Rules. Some editing was done to make the rules shorter and simpler. For example, reservations will not generally be required, and users will be expected to limit their time on the court if others are waiting to play. The Committee members will review/edit the rules (posted in the shared drive) and the Committee will discuss them at the next meeting.

Back Board: Chair Frazer reported that Mr. Tosic suggested making the practice board/back board smaller. He said that wider boards will make the player less accurate in their play. The Committee observed that, if past experience tells us anything, the backboard will probably be used for individual, 'fun' play rather than for serious practice, but agreed to begin with an 8' wide backboard of a proper height.

Posts: Carol Berg has volunteered to complete the concrete work needed at the base of the posts.

Warranty on Tennis Court Lift: P. Berg is trying to learn exactly what Rock Hard had been given regarding the quality of work expected on the lift. She said that, when the City starts talking with Rock Hard about warranty work, the discussion should be based on the description/scope of work Rock Hard received. For example, were they given the scope of work that was in the initial RFP's? Were they told about the "no puddle bigger than a nickel an hour after a rain" requirement because, if not, they shouldn't be held to that standard. P. Berg asked that any Committee members with correspondence to Rock Hard or and/or notes regarding the bid or bid process share that correspondence with her.

P. Berg said that if, after warranty work is done, there are any "questionable" areas remaining, the Committee can put a few panels together and make sure these areas will accept a panelized court and that area will be stable for playing.

Developed Parks/Fall Zone/ADA Compliance

Carol Berg and Kelly Huffield went to Springs and Bair Parks and measured fall zones in those areas. They prepared drawings showing the size of these zones. The drawings are enclosed with these Minutes.

This work is being done so the City can calculate the cubic feet of ground covering needed, in preparation to let bids for the work to get done, and to apply for grants. Carol Berg said the merry go round has exposed concrete that needs some kind of special covering: they suggested that the spray on rubber coating that is used to line truck beds may be a possible solution. Chair Frazer suggested further research to make sure using a creative approach like this wouldn't make matters worse if someone got hurt.

The drawings and discussion included the placement of accessible paths and the possibility of adding or moving playground equipment. P. Berg noted that she was absent for the last 2 meetings, but it was her understanding that the Committee was going get fall zones safe, and then prepare a transition plan to make Springs Park accessible, possibly funded through a grant.

Carol Berg and Kelly Huffield will do some further work and report back at the next meeting.

P. Berg noted that because changing ground covering is considered an alteration, the budget for this work will need to be increased by 20% to allow for accessibility improvements, even if the work results in “a path to nowhere”.

**Discussion on spring activities/fundraising ideas (and targeted funding needs).
Work day may be needed on facilities?**

Chair Frazer reported that Whitley West is working on a youth baseball program, starting with an adult softball tournament as a fundraising event. The Lions will co-sponsor this event. Someone suggested that the Committee think about doing Concessions. Because of the time of day, the rest of the discussion was deferred.

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**

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

The next meeting will be held Wednesday, March 16, 2022 at 4:15 p.m., at the Library.

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