

MINUTES OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
JUNE 30, 2021 – 4:00 P.M.

All:

Bring names *and addresses* of people to be invited to 3 hour CORR envisioning process.

Carol Berg:

Speak with Mark McDanel about ways to improve communication between the Users' Group, the Committee, and the Council

Jen Frazer

Follow up on potential grants for tennis court work.

Check on your notes from 6/3/21 zoom meeting.

Look at cost options for the irrigation cage.

Kelly Huffield:

Ask Beth Hunt about how the Committee would collect 'votes' for the Short fundraiser via charge cards, etc.

Send Pattie Berg Chamber member listing.

Maggie Johnston-Roatch:

Draft PR documents for Short Park fundraising campaign

She will work on an Adopt a Spot agreement, possibility using the forms found on the Montana Department of Transportation adopt a highway web page.

Pattie Berg:

Communicate with CORR about 8/4/21 date.

Get Stacy Eaton or Lee Menard to pinch hit as City Liaison on 7/21/21.

Call to Order

Chair Berg Called the meeting to order at 4:02 p.m.

Committee Members Present: Chair Berg, Kelly Huffield, Jen Frazer, Maggie Johnston-Roatch.

Others Present: Mayor Rick Nelson (via zoom), Mark Pryor/City Parks, Pattie Berg/City Council Liaison.

Approval of Minutes

Kelly Huffield made motion to approve the Minutes of the June 2, 2021 and June 16, 2021 Committee meetings, as presented. Carol Berg seconded and it passed unanimously.

Committee Member Additional Items for Discussion/ Reports on Assignments

Additional Items for Discussion:

Pattie Berg said she'd like to have a conversation about grant points of contact, reporting responsibilities, etc.

Mark Pryor Presentation

Mr. Pryor was present to discuss the ground covering plan for Bair Park. The Committee agreed to let him go first. Mr. Pryor said he had spent a significant amount of time researching the issue, including the cost to install engineered wood fiber (EWF) as per the instructions provided by Marks Lumber. He discussed the cost of borders, the cost of installing Marks' recommended membrane versus some membrane available at the shops complex, and the cost of EWF versus sand or pea gravel.

Mr. Pryor said his plan would be to fill in/level the low spots with sand, then place the membrane, then place the ground covering, with the mats in the areas where displacement occurs. He said all fall zones would be addressed.

Mr. Pryor said that while EWF may be more cosmetically pleasing, he recommends using pea gravel rather than EWF.

The Committee will discuss Mr. Pryor's information and make a recommendation to the Council, who will decide how to proceed.

There was a brief discussion about parks accessibility and how these needs vary by type and degree of disability. The first barrier to accessibility is access to the playground.

There being no further questions for Mr. Pryor, the Committee thanked him for his work and he left the meeting.

Mayor Nelson

Pattie Berg asked Mayor to attend to discuss the tennis court rehab project.

The Mayor said that, when the City started to cut the spalled areas for removal, it discovered the work was more difficult than anticipated, and there was a concern that this work would create a bigger mess. Specifically, there was a concern that removing a 10x10 area of spall could create a 20x20 area needing replaced.

The Mayor, the Committee Chair, and Councilperson Ron Coleman discussed the issue and agreed that the City should look into the cost of installing a lift over the surface. The process would involve placing a layer of sand to fill in gaps/level the court, then the placement of a vapor barrier, then a 4" concrete pour, then a seal. The end result would be a sealed, level surface.

Chair Berg has collected 3 bids for this work. Excluding sand and concrete, which the City would pay for, the bids were around \$30,000. The estimate for concrete and sand was an additional \$16,000, making this a \$46,000 project. There will be additional costs to pull the fence back, install the new adjustable posts, and prepare the surface for play (striping and/or playing surface).

Chair Berg was going to take the bids to the City the next morning. One business could begin work shortly after the 4th. The Mayor said the City could come up with the funds to get this work done.

In other business:

- Mayor Nelson said he had a call in to Joy Short about the Committee's suggestion for naming the land donated in honor of her husband, Spike.
- Pattie Berg said that Jen Frazer had been contacted by the Bair Foundation in regard to a grant being awarded to the Volunteer Fire Department. She said this raised a question about how the City knows what grants are being written, for what purposes, by whom. The Committee and the Mayor agreed that some kind of procedure needs to be put in place. The procedure should include that, before any party requests grant funds on behalf of the City, the party should come before the Council for approval.

The Mayor then left the meeting.

Following a brief discussion, including the possibility of selling the panelized court (to subsidize the unanticipated costs), and using the lifted surface as the playing surface, Kelly Huffield made a motion to ask the Mayor to pursue the lift at the tennis court. Carol Berg seconded, and the motion passed unanimously.

Council Liaison Berg expressed her concern that a bare, sealed, surface will not be 'old joints' friendly, which had been part of the plan since the beginning of the project. The Committee agreed to get the surface fixed, then have a discussion about surface options, which will be sent to the Council for a final decision.

Updates on Assignments from Minutes and Master List

Carol Berg

- She has not found the Master Plan diagram. It's not exactly relevant any more, but it would be nice to have.
- Scan Master Plan documents from Mark McDanel to shared drive. The information isn't really relevant either.

Kelly Huffield:

- Send Tourism Study results to Committee members: This was done shortly after the last meeting.
- Ask Beth Hunt about how the Committee would collect 'votes' for the Short fundraiser via charge cards, etc. Not addressed at this meeting.
- Send Pattie Berg the Chamber's member list. She will do this on July 1st.

Maggie Johnston-Roatch:

- Draft PR documents for Short Park fundraising campaign – Ms. Johnston-Roatch reported that, in her drafts, she tweaked some timelines for the campaign. The start date would be mid-August, and it would end after Labor Day. She has, or will, prepare an article for the newspaper. The Committee agreed the contest needs to begin as soon as possible. She will meet with Chair Berg the morning of 7/1/21 to finish these documents.
- *Adopt a Spot* program. She identified 3 places where signs can be purchased. She will work on an agreement, possible using the forms found on the Montana Department of Transportation adopt a highway web page.

Pattie Berg:

- Locate supervisor for tennis court installation. Deferred after the information received about the tennis court project.
- Let City know that the planned transportation of game posts is not going to happen. Done. The posts are on the way.
- Ask CORR project to suggest possible dates for in person stakeholder meeting - CORR suggested mid July or the first week August for the stakeholder meeting, either in person or via zoom. After discussion, the Committee landed on a target date of August 4, 2021. Pattie will let CORR know this is the date, and that the meeting should be in person.

McStravick Park Bid Processes Update (if any)
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Jen Frazer said the City received only one bid for the irrigation work: \$5,285.00. It looks like it will cost about \$1,000 to make a vandal proof cage for the controller, but she will look at other options.

Carol Berg made a motion for Jen Frazer to pursue any grants that she may be aware of that may assist with the unanticipated costs associated with completing the McStravick Park project. Kelly Huffield seconded and it passed unanimously.

Finances

- FY22-23 Budget Update (City Liaison Berg)

- FY21-22 Budget Status: Excluding the CIP fund, the Parks' budget was a bit over \$40,000. Total expenses as of May 30th were @ \$18,000, plus the \$10,000 purchase of the panelized court. There is about \$23,000 on the table, with one month left in the Fiscal year. The cost of the tennis court posts will be reflected in the June expense report.
- FY22-23 Proposed Budget: The Mayor's preliminary parks budget did not change from last year. This budget will have to be amended given the increased costs associated with rehabbing the Tennis court and the ground covering work.
- Citywide FY21-22 property tax receipts: As of 5/30/21, these were @ 115% of anticipated, so the earlier concerns that COVID could result in a lot of unpaid property taxes appears unwarranted.
- Grants info from 6/3/21 zoom call (Jen Frazer) – Ms. Frazer thought she had sent the Committee some notes from this meeting. She will double check.

Review PR Documents for Short Land Donation (Maggie Johnston-Roatch)

See report on assignments, above.

CORR Process: List of Names for Step 1 (Envisioning) Process

The Committee listed names of individual recreationalists to be added to the invite list. Kelly Huffield will send the Chamber list (with addresses) to P. Berg. A final list will be created at the next meeting.

Public Comment

No public present or on zoom.

Next Meeting

Wednesday, July 21, 2021 at 4:00 p.m. Pattie Berg will not be able to attend. She will arrange for an alternate City Liaison.

Adjournment

The meeting was adjourned at 5:30 p.m.