

**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**MINUTES OF THE PARKS ADVISORY COMMITTEE**  
**DECEMBER 10, 2020**

**ACTION ITEMS**

**Jen Frazer** – Draft Press Release for Tennis Court Purchase/asking for end of year donations.

**Kelly Huffield:** See if light for Joanna’s Park can be installed or if it has to wait until spring.

**Carol Berg** – Work on getting replacement steering wheel at Bair Park.

**P. Berg** –

- Follow up with City Attorney on: 1) ownership of City assets paid for by donations made through Community Foundation, and 2) when event insurance is needed (especially for non-profits) for events held on City property.
- Draft a memo addressing playground/parks safety and accessibility issues.

**Call to Order**

Chairperson Carol Berg called the meeting to order at 7:05 p.m.

Committee Members Present: Carol Berg, Jennifer Frazer. Kelly Huffield joined the meeting at about 7:10 p.m., so a quorum was present for taking action.

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 Minutes of the October 7, 2020 and October 28, 2020 Committee Meetings were approved on a unanimous vote.

**Additional Committee Discussion Requests**

An update on the tennis court project will be added to the fundraising discussion.

**Committee Member Reports on Assignments**

Jen Frazer:

- Since the last meeting, Ms. Frazer prepared, and was awarded, a DNRC Montana Urban and Community Forestry grant. Ms. Frazer requested \$1,784 on behalf of the school and the City, and received the full amount. The funds are to be used by the schools to replace trees, and by the City to place trees at McStravick Park. This is a 3 to 1 matching grant, so the school and City must each contribute \$300 for matching funds. The City will also purchase a membership to Montana Urban Community Forestry Association, which is \$100.00. She estimates each tree will cost about \$140, so this grant will allow the purchase of around 16 trees, and 8 bags each of mulch and soil. Carol Berg said the City has enough fencing to keep the deer out.
- In regard to the parks equipment matrix the Access Board says a teeter totter is a “rocker”.
- Update on Lions Club: While it has not committed any funds to parks work, it is open to creating a partnership, helping with fundraising, etc. Options include but aren’t limited to assisting with the tennis court project costs, and purchasing playground equipment.

Kelly Huffield:

- The Community Foundation has agreed to accept donations for parks-related fundraising, and will pass donation information on to the Parks Committee, so the donations can be properly acknowledged. This led to a discussion about whether there should be a written agreement between the City and the Foundation. Areas of concern included when event insurance is required, and whether something like a ‘quit claim’ needs signed

for parks projects completed with funds donated to the Community Foundation. P. Berg will follow up with the City Attorney.

- The Barn Quit has been installed in Radar Park. Ms. Huffield had asked that it be placed on either the south side of the building, but it was placed on the north side. It was mentioned that the building needs stained, and it can be moved when that work is done.
- Joanna's Park light. Ms. Huffield will see if everything is in place for it to be installed, or if it has to wait until spring.

Carol Berg:

- Phase I work at Tennis Court - The Mayor said the City will remove the spaulded areas. Ms. Berg said she thinks he plans on contracting the rest of the Phase I work. The Committee agreed that, with the exception of removing the spaulded areas, the City should solicit bids from the private sector for the Phase I work.
- 3-D Model Update - No further contact has been made with/to Steve Ferriter.
- USTA Grant - Ms. Berg called the USTA. They should be getting back within 2 weeks.
- Skateboarding Facility - Ms. Berg contacted the Pearl Jam organization and got some basic process information. This may or may not require matching funds. She has a meeting with Marc McDanel on 12/11/20. The Committee would like skate park users to take this on as a project, and report to the Advisory Committee. The Advisory Committee would provide the necessary support. Pearl Jam told her that Lewistown has a new park, and would be a good resource for the City. P. Berg asked Carol Berg to let Mr. McDanel know that the Montana Municipal Interlocal Authority (MMIA) has a special form for any skateboard parks to be covered under the City's policy.
- Bike Pump Track -
  - Ms. Berg suggested to the Mayor that the City burn the area this winter so, going forward, maintenance will be easier, and the park won't look so unsightly. The Mayor will see if the Fire Department will do this as a training exercise.
  - Ms. Berg did some research and came to the conclusion that, when it was built, the track probably followed best practices for building a pump track.
- Girl Scouts - The Scouts are interested in doing a talent show to raise money. They might want to donate the money raised for landscaping at the tennis court.

Pattie Berg:

- Report on follow-up items for Mayor:
  - The Mayor missed the request to replace the broken steps at Bair Park. He will work on this.
  - Sleigh Riding Hill - He is concerned about the liability. P. Berg has contacted MMIA on this issue.
  - Ice Rink: The school district owns the property where the ice skating rink was built. The City has no plans to build a rink.
  - Vandalism: Security cameras will not be installed. The Mayor said they are costly with the monthly plan and he doubts they would be in range of the Wi-Fi to function.
  - Short Park: The Mayor said that, right now, there is no role for the advisory committee on this park. He said this could change in the future with fund raising and development of trails, picnic areas, etc.
- Interactive Steering Wheel at Bair Park - Carol Berg said the steering wheel came from Berg Garage. It may have just fallen off, or been taken. She will work on getting a replacement.
- Master List - This has been updated to October 28<sup>th</sup>.
- Status of High School Tennis Program - P. Berg sent Superintendent Markuson an email, but has received no response.

## Work Session on Master Plan

### McStravick Park Project:

The Committee first discussed the tennis court surface:

P. Berg explained that, after the last Committee meeting, she sent Josh Charles (Full Court Athletics) an email explaining that weather had delayed getting Phase I work done, that the Committee is fundraising and that it hopes

to the place the court next spring. In response, Mr. Charles said the City of Bozeman was pulling up their panelized courts. He suggested that the cities of Bozeman and WSS might be able to make a deal.

P. Berg contacted Thom White (Bozeman's Parks Superintendent) and he told her they were pulling up the "versa courts" at Bogart Park because pickle ballers didn't like the way the ball bounces on the court. Pickle ball is really popular in Bozeman, and Bozeman has a parks mill levy that pays for these types of projects, so they are replacing the courts with asphalt. P. Berg asked Thom if he would see if Bozeman would sell the City of WSS a court.

The next day, Thom called P. Berg and said he had gotten approval to sell a court to the City of WSS for \$10,000.

Since Josh Charles sold Bozeman the court being sold, P. Berg asked him about a warranty, and was told a used court comes with no warranty. On December 9<sup>th</sup>, P. Berg sent the Committee a memo describing this opportunity.

The Mayor and the City Clerk both told P. Berg that the purchase did not need to go before the City Council because the Council had already approved spending up to \$20,000 on this project. However, the Mayor wanted the Committee to discuss this project (including the fact that the court comes with no warranty) and make a motion/vote whether to pursue this option.

#### Discussion:

Jen Frazer said she had run some useful life/value calculations. If the court has a 16 year life, it loses about \$1,610 per year value.  $\$1,610 * 5 \text{ years} = \$8,050$ .

P. Berg said the most recent bid from SnapCourts for the court surface alone (uninstalled, no equipment) was \$25,740.00, so the remaining value of the court would be about \$17,710.00. The City will have to purchase a net and the adjustable posts, and might have to pay to have it stripped for pickle ball.

The Committee also considered:

- Since it's possible people won't like playing on this surface, it was worth taking a chance on a used surface.
- This sale will save the City of Bozeman a 'middleman' fee, so there is apparently a market for used court surfaces.
- P. Berg had sent Josh Charles an email asking if Full Court Athletics would be available to install the court, and about the cost and availability of replacement panels. She hasn't heard back yet. She said that when the Skyview tennis coach told her they had to replace some panels (damaged by the hailstorm that came with the tornado that took out the Metra), he didn't say it was hard to find those tiles.
- The Skyview coach offered to help the City place a panelized system if the City decided to "DIY" one.
- Since the Committee is recommending a donation box at McStravick Park, the goal is to have enough money donated in 10 years to replace the surface.
- The Committee would like to have a tangible victory going into the end of year, and into fundraising.
- USTA grants would be available to purchase the equipment (net, adjustable posts, maybe a new backboard.)
- The \$10,000 savings of Capital Improvement funds would free up that money to replace other equipment. This led to a discussion about the deadline for Bair Grant request. The Committee agreed the next meeting agenda needs to include a discussion about that grant,
- If necessary, Thom White said Bozeman could probably store the court until spring, but the Mayor said it could be stored in a lean-to next to the shops building.

There being no further discussion, Carol Berg made a motion to purchase the used versacourt from the City of Bozeman for \$10,000, with the understanding that it comes with no warranty, and that the cities of WSS and Bozeman will work out storage and transportation of the court. The motion was seconded by Kelly Huffield and passed unanimously.

## **Fundraising Discussion –**

Jen Frazer offered to draft a Press Release for the paper, announcing the purchase of the tennis surface, and asking for donations.

There was a brief discussion about fundraising activities, but further discussion was deferred.

It was recommended that committee meetings be announced on the local PBS's community 'bulletin board' in an effort to increase public participation

**Identify Projects from Master List to be completed over the winter; make assignments.** Discussion deferred.

**Discussion about Meeting Lengths and Workload –** See below.

### **Accessibility and Safety:**

P. Berg said she is getting a cost estimate for engineered wood fiber from Marks Lumber in Clancy. She will also contact the Office of Public Instruction about the use of pea gravel in playgrounds.

There was a brief discussion about what to do with/about the safety/accessibility information/concerns. The role of an Advisory Committee is to advise the Mayor about what is has learned, suggest resources for addressing the issues, and offer to help as needed. P. Berg offered to prepare a draft memo for the Committee to revise at a later meeting so this item can be removed from the Committee's "plate".

### **Discussion About Length of Meetings and Committee Workload**

Length of meeting - Kelly Huffield said she had another commitment and had to leave the meeting, but asked if Committee meetings could be shortened. P. Berg said she had just read a book that said, "*New Rule: All Meetings have a 30-minute time limit. Be on time. Be prepared. Make your points. Let's get it done*". Kelly Huffield said 1 hour meetings would be fine, but not 2 hour meetings. The next committee meeting was scheduled so Ms. Huffield could exit the meeting.

Workload – The remaining Committee members said the workload feels overwhelming. They suggested the Committee focus on one item each meeting, with the emphasis on '*focus*'.

P. Berg said she tends to be a bit of a workaholic, which may be causing the workload issues. Based on the Committee members' feedback, going forward, Pattie made a commitment to play the liaison role, and let the Committee members set the schedule and workload.

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

The next meeting will be held on Wednesday, January 6, 2020 at 7:00 p.m., via Zoom. As an FYI, Pattie Berg said she will not be available in February.

### **Adjourn**

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