

**MINUTES OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**JANUARY 12, 2022**

**ACTION ITEMS**

**All:**

- **Find a fencer ASAP**
- Contact and recruit potential applicants for the Parks Advisory Committee
- Review and comment on draft Minutes in "February Meeting" folder of shared drive.

**Jen Frazer**

- Continue working work with Tom Tasic on tennis court rule sign and backboard. Let Carol Berg know when it's time apply for Thrivent funds.
- Contact Kelly Porter and unsuccessful applicants(s) for the Advisory Committee and ask them to participate on the CORR coordinating team
- Candy Short-Richardson to attend planning meeting.
- Locate solar or battery operated timer and cost effective lock box options for the timer
- Update Press Release as needed

**Carol Berg**

- Talk to fencers.
- Keep trying to find master plan.
- Contact the following people and ask them to volunteer for the Committee, or the CORR coordinating team:
  - Kaye Ringer
  - The school, for any staff who may be interested in volunteering.
  - Bethany Steinken (Youth Center Board participation)
- Ask Kaye Ringer, to attend planning session.

**Kelly Huffield**

- Follow Up on the Adopt a Spot Program
- Explore how, or if, road mix can meet ADA accessibility requirements for accessible parking and paths. Here's 2 places to start:  
<https://www.access-board.gov/ada/guides/chapter-5-parking/> and  
<https://www.access-board.gov/ada/guides/chapter-3-floor-and-ground-surfaces/>
- Speak with Stacy Eaton-Menard about the basketball tourney.

**Pattie Berg**

- Place Code of Ethics document in February meeting folder
- Ask the Mayor about a Council presentation by the Weeds Supervisor.
- Review Council Minutes on dedication of city property for skateboard park
- Find out about liability and property insurance coverage on City's parks and parks equipment
- Find out if the City's insurance will be affected by the addition of the skateboard park.
- Find out advertising requirements for bids;
- Follow up regarding fall zones.
- Prepare funding summary

**Call to Order**

Chair Frazer called the meeting to order at 4:18p.m., at the City/County Library.

Committee Members Present: Carol Berg, Jen Frazer; Kelly Huffield.

Others Present: Pattie Berg/City Council Liaison.

**Approval of Minutes**

Kelly Huffield made a motion to accept the December 8, 2021 Minutes, as amended. This was seconded by Carol Berg and passed unanimously.

**Committee Members:**  
**Report On 12/08/21 Action Items Not Covered Elsewhere in Agenda**

- Carol Berg – No change in the search for the old master plan.
- Kelly Huffield – No update on Adopt A spot.
- Pattie Berg – Everything got done except request for report from weed program. Code of Ethics has morphed into a Committee Handbook and will be placed in the meeting folder for the first meeting in February.
- Jen Frazer –
  - o Met with the Mayor on 12/11/21. Discussion topics from this discussion are presented later in the meeting (McStravick Park, Fall Zones, Skate Park, and the need for a maintenance plan). Another topic of discussion was the lack of an active user group for the Ball Park.
  - o There was an email exchange about who is responsible for getting the last pallet of panels to WSS, but the issue resolved. Frazer said she was confused because Liaison Berg had asked Rick Ellison if he was available to do this. In the end, the Committee agreed that the City is responsible for making this happen, but the Committee should keep their ears open for anyone who's going that way with a flatbed truck or a trailer.
  - o The tennis court project schedule tracking sheet is on a pegboard in the Mayor's office.
  - o She is working with the Clerks on the Bair Grant closeout. P. Berg said she had also connected with Shelley Stidham and asked her to verify with the auditor how to track grant funds received one year and spent the next, so all will be on the same page. P. Berg added that the City's new Engineering firm (Great West) has a wealth of knowledge about available grants, and has grant administrators on staff, which may help clarify how grant administration and closeout will work.
  - o Jen brought a cable and the zoom worked. Success!

#### **Recruitment for Committee Vacancies and CORR coordinating Team**

- Carol Berg said Kaye Ringer is interested in sitting on the Parks Advisory Committee. She will follow up to make sure Kaye applies. Candy Short-Richardson remains interested, as well. Following discussion, the Committee agreed that Short-Richardson would fill the vacant non-profit/community seat, and Ringer would fill the newly-created seat. Carol Berg observed that, once the appointments are made, the terms for these seats will need to be established consistent with the By-Laws.
- Jen Frazer will contact unsuccessful applicants(s) for the Advisory Committee and ask them to participate on the CORR coordinating team.
- Carol Berg has been in contact with Tiffany Ray at the School, and she is looking for students and faculty interested in sitting on the CORR Coordinating Team. She also has a commitment from 1 or 2 people at Showdown.
- Jen Frazer will speak with Kelly Porter about participating on the CORR group.
- Jen Frazer is in contact with CORR about a recreation mapping project.
- CORR will send some possible dates for the coordinating team meetings.

#### **McStravick Park Project - Project Status Update - Bids**

- Fencing – Carol Berg said Tanner Blair is unavailable. She will speak with Lee Menard and other fencing places, and with Grizzly Fence about what was bid versus what is needed. P. Berg said she needs some fence moved this spring, so Carol Berg can tell companies she speaks with there may be other work available while they are here.
- Backboard and Tennis Court Rules – Jen Frazer is working with Tom Totic on these items. Once there is a firm plan, the Committee will apply to Thrivent for funds for one or both of these items.
- Liaison Berg reminded the Committee that, last fall, the Committee agreed to get ads/bids placed in February, so the work will get done in the spring of 2022. Pending projects include:
  - o Irrigation
  - o Landscaping
  - o Fencing

The Committee directed the Liaison to find out what the minimum requirements are, if any, for posting bids. The goal is to keep this cost low.
- ADA accessibility (if the City is not available to do this work) – Under the law, if a facility is inaccessible, the agency must spend a minimum of 20% of the total project improving accessibility. Frazer pointed out that, so far, a little over \$46,000 has been spent on this project. Twenty percent of that is \$9,200. Kelly Huffield will explore how, or if, road mix can meet ADA accessibility requirements for accessible parking and paths.
- Because of flooding problems, a culvert will need to be placed on the north side of Jefferson Street adjacent to/on the tennis court property. This work may need done in conjunction with any parking lot/ADA accessibility work.

- Chair Frazer said the Mayor wants the irrigation timer to be solar or battery powered. Frazer is also looking at cost effective lock box options for the timer.
- Kelly Huffield said she keeps hearing that this is Pattie Berg's project. The Committee discussed the fact that, when the Committee was created, the City Council directed that this be the Committee's top priority, and agreed that it would not have chosen this as the first thing to work on. Carol Berg suggested a press release about the history of, progress made on, and plans for completing this project.

### **Skate Park Update**

Jen Frazer shared three drawings of a Skateboard park that the user's group had received from Evergreen Skateparks (see last page of these Minutes.) Frazer isn't sure whether the group plans to use grass or artificial turf and reminded the group about the need to make this ADA accessible and to plan for maintenance costs. The Committee asked the Liaison to find out how much, if any, the City's insurance will increase as a result of a skateboard park, as that will need also included in the group's fundraising plan.

Frazer said the Mayor told her this park will be placed adjacent to Spike's Happy Trails on the north end of Springs Park. She asked whether this was made clear to the Users when the Council approved setting aside a piece of land. Liaison Berg will check the Minutes. Because of the proximity to the Smith River, the Committee believes an Engineer will need to be involved in the overall plan for Spikes Happy Trails, and that plan could also look at the Skateboard Park. The Committee expressed concern about bikes entering Spike's Happy Trails, and discussed the need for bike proof fencing.

### **Priorities Discussion for 2022; Discussion on fundraising ideas**

The Committee agreed to hold a planning session January 20<sup>th</sup> to set priorities and discuss funding. Chair Frazer will ask Candy Short-Richardson, and Carol Berg will ask Kaye Ringer, to attend. Kelly Huffield will speak with Stacy Eaton-Menard about a basketball fundraiser. Chair Frazer asked the Liaison to prepare a summary of funding opportunities.

Chair Frazer asked Committee members to share their (preliminary) priorities for the next year. Committee members listed:

- Fall Zone Safety - Frazer said the Mayor told her there is no money in the budget for this work, and that a few years ago the Council adopted a 'use at your own risk' policy. The Committee did not believe this policy would free the City from any liability, and it does not relieve the City from its responsibilities under the law. (The minimum penalty for violating the ADA is \$75,000, with each additional violation being subject to a \$150,000 penalty.) P. Berg said that, between the capital improvements and general fund accounts, she believed there were sufficient funds for EWF. She will follow up on this. Frazer has not heard from the school about their plans to improve the falls zone under the new piece of equipment, to see if purchasing in bulk would save money.
  - o The committee instructed the Liaison to find out exactly what the City's policy is regarding 'use at your own risk', and what liability and property insurance is in place for parks and parks equipment.
- McStravick Park: Get it done. Find funds for the work that was proposed outside the court, but isn't funded now.
- Get the Adopt a Spot program in place.
- Spikes Happy Trails: While this isn't going to get done in the next year or two, and is likely to happen in phases, the City is responsible for ½ of any fencing costs. The lots north of the property line are for sale, so the City needs to look for funds to pay fencing and other property maintenance costs, and for funds to plan the park's development.
- An ADA Plan, with benchmarks for compliance with the safety and accessibility requirements of the ADA. Chair Frazer said that gaining full compliance is going to take some time, but if the City has a plan, and follows it, it will mitigate the potential penalties for non-compliance. If there is no plan, there is no way to get the penalties waived or reduced.

### **Public Comment**

There was no public present.

### **Set Next Meeting/Adjourn**

- Planning Session: Thursday, January 20th at 4:30 p.m., at the Library. Jen Frazer will prepare and send an agenda to City Hall.
- The next regular meeting will be held February 2, 2022 at 4:15 p.m., at the Library.
- The meeting adjourned at 5:35 p.m.

### Skatepark Rendering - 1/12/22

