

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
MARCH 23, 2023

“IMMEDIATE NEED” ACTION ITEMS FROM THIS MEETING

All:

Keep in mind your “unfinished business” (See Task List.)
Consider taking on either the Chair or Vice Chair roles as the By-Laws establish a term limit of 2 consecutive terms, and both Chair Frazer and Vice Chair Huffield have “termed out”.

Jen Frazer

T-Mobile Grant Work
Committee Handbook duties review

Carol Berg

Work with Tressa Blair on Parks Ordinance draft
Research issues related to homemade equipment in public parks
Follow up on “No roller sports” sign for McStravick Park.
Send map for Chamber article.

Kelly Huffield

Order *Adopt a Spot* Signs and needed number of ‘plaques’.
Recruit *Adopt a Spot* sponsors, get paperwork done

Tressa Blair

Work with Carol Berg on Parks Ordinance draft

Pattie Berg

T-Mobile Grant Work
Purchasing Policy update
Update Porta pottie costs
Follow up on PER v. construction plan
Follow up on User agreement
Follow up on Rotary Shelter work

Chair Frazer called the meeting to order at 4:41 p.m.at City Hall.
Committee Members Present: Carol Berg, Jen Frazer
Others present: Pattie Berg (City Council Liaison).

Jordan Kibbee and Kelly Huffield were out of town and Tressa Blair had called and said she could not make it.

Because there was no quorum, this was deemed a work session.

Approval of March 7, 2023 Minutes

Deferred due to lack of quorum

Member requests for additional Agenda/Discussion Items

- Liaison Berg asked to discuss the Spike’s Happy Trails Action Plan update and potentially an ad for the Chamber of Commerce’s publication.

**Committee Member Reports on Action Items Not Otherwise on the Agenda.
Committee discussion and alignment of tasks for Spring/Summer 2023**

Carol Berg

- Ms. Berg was unable to find any pictures of the install of the small structure at Springs Park
- Ms. Berg noted that she had seen a PBS show describing the creation of natural parks in Minneapolis and Seattle.

Jen Frazer

- Chair Frazer reported that the Lions Club will volunteer to do maintenance on structures at Rader, Joanna's and, possibly Bair Park. Carol Berg said the Girl Scouts might be interested in doing the maintenance at Bair Park (paint tables and benches, stain wood). It was noted that all parks use the same primary colors for their painted equipment. It was also noted that any equipment being removed as part of a renovation project does not need painted (i.e. Springs Park).
- Chair Frazer noted that the baseball group has distributed parental permission slips for the upcoming season. Liaison Berg will follow up with the Mayor regarding any progress on the User Agreement.

Pattie Berg

- Liaison Berg noted that the CORR group told her the final report will be here by March 31st. This report will include Action Plans for Spike's Happy Trails and Springs Park. Berg said she was unaware of any completed Action Plan for Springs Park. Carol Berg said she worked on that during the CORR process. Jen Frazer had also sent an Action Plan related to publicizing our parks.

Discussion was held about how (or whether) to loop the Coordinating Team members back in on this process. Liaison Berg suggested the following process:

- Report is received
- Coordinating Team meeting to review and comment on the Plan.
- Plan is presented for public comment
- Committee reviews public comment, prepares final plan for City Council consideration.

Liaison Berg reported that she had placed an updated Spike's Happy Trails Action Plan on the shared drive for review. The updates were made as a result of feedback received from Diane Conradi at the Montana Access project group after the Pitch fest. Liaison Berg said she would be sending the plan to the CORR group that evening.

- Liaison Berg spoke with a member of the Rotary Club and he indicated the Club may be willing/interested in doing the needed repairs on the Rotary shelter. This would not be a grant that needs to run through the city. City Staff provided the estimate from Brian Fisher for this work, and the Liaison will get it to the Rotary Club.

Purchasing Policy Update

The Committee reviewed the proposed policy changes. Those present agreed that, rather than having the City maintain a list to be used on a rotating basis for projects, that it use the list the Chamber of Commerce is putting together. Their list will be frequently updated and the City won't have to worry about missing names. Liaison Berg will make this change to the policy and it will be considered at a later meeting.

Draft Park Code

Carol Berg reported that the Code subcommittee (she and Tressa Blair) had reviewed Codes from other Montana cities and had created an initial draft of a Parks Code. Those present suggested additions/changes. Berg will get together with Blair, update the draft and send it to Liaison, who will correct terminology and update the cites on the draft to reflect White Sulphur's code. The Full Committee will then consider the draft before it goes to the Council.

Updates to Playground Improvement Projects

T-Mobile Grant:

Liaison Berg noted that she had received an estimate from Great West for work related to the Springs Park renovation. The Preliminary Engineering Report (PER) would cost \$4,000 and the construction plan \$6,500, for total pre-development costs of \$10,500. It was noted that we don't have a PER in time to submit with the grant, and a PER seems unnecessary if you are going to end up asking for a construction plan. Liaison Berg will follow up on this with the Mayor, with the thought that the City may want to forego the PER and just find an additional \$2,500 to get a complete construction plan.

Chair Frazer has been in contact with Brian Robertson, who is a professional playground installer from Bozeman and Las Vegas. Robertson is interested in doing the entire Springs Park ground covering job (from drainage work to install). If Robertson does the work, it may not be necessary to use Great West for this project.

Liaison Berg questioned whether we had all the information we needed to submit a complete grant.

Chair Frazer said that Brian Robertson quoted her \$20 to \$25 per square foot for Poured in Place rubber (PIP), which is what the Mayor has said he wants to use, and that the drainage work would probably involve 3 french drains. At \$20/square foot it would cost about \$125,000 to do the entire (smaller footprint) play area in PIP, plus the drainage work.

Given the cost of PIP, the options are to use only engineered wood fiber (EWF - which it was noted that Robertson recommended), use rubber tiles (which Chair Frazer noted have a tendency to shift if they're not on a stable foundation) or use a combination of PIP and EWF. The cost to install EWF would likely be less than \$50,000, which is the maximum T-Mobile grant. The use of PIP and EWF would probably require a full T-Mobile grant plus other funding.

Chair Frazer presented a possible equipment layout for the Springs Park renovation. Given the Mayor's preference for PIP, but limited funds, Frazer asked for PIP priorities. It was agreed that the swings and monkey bars should have PIP, as they cause a lot of ground covering displacement. If a new slide is purchased, it should also have PIP.

Discussions about the use of concrete versus asphalt versus road mix on paths, and where paths go, followed. It was noted that, if Great West is involved in this project, these questions will be addressed in the construction plan.

Liaison Berg noted that, if PIP is used as ground covering, the T-Mobile grant will not be able to include any request for funds for playground equipment. That means the City will need to start finding funds for any new equipment so it can be installed at the same time as the ground covering. It was suggested that local businesses/individuals be asked to sponsor a piece of equipment, and plates recognizing the donations placed on the donated equipment.

Following discussion, it was agreed that if we can get estimates for installing the ground covering and any related prep work at Springs Park, we will submit a T-Mobile Grant by March 31st. This grant will include a

request to fund the predevelopment work (construction plan set). Chair Frazer will continue to collect cost estimates and Liaison Berg will continue to work on the narrative.

Chair Frazer noted that the Montana Tourism Board grants will be due in April. These may fund vaulted toilets at Springs Park and Rader Park. If we apply this year, we may be able to install the toilets at the same time as the Springs Park Renovation work.

Bair Park – Chair Frazer reported that Brian Robertson is also interested in doing the ground covering work at Bair Park. She gave Robertson the Mayor’s contact information, and the Mayor his.

Advertisement in Chamber Publication

Liaison Berg explained that she had received an email from the Chamber describing a visitor's guide they are putting together. She had drafted a “Get out and Play” ad, which she intended to be a ¼ page ad in the publication. Chair Frazer noted that the Chamber was looking for articles for the guide, and this may be a good article rather than a paid ad. After some discussion it was agreed that Carol Berg would provide a map she uses for her own shop, with the idea that a map could be placed alongside the article. Carol was going to follow up with the Chamber president about putting in a map of the whole town and citing Chamber businesses. The deadline for submitting ads for the Guide is April 21, 2023. More review of the materials at a later meeting.

Public Comment

No public was in attendance via zoom or in person to comment.

Set Next Meeting Date/Time/Location/Adjourn

The meeting was adjourned at about 6:00 p.m. There was no date/time set for the next meeting.