

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**JULY 11, 2024**

**ACTION ITEMS**

**All:**

- Complete any “unfinished business” on the Action Items List.
- **Recruit to fill the remaining 3<sup>rd</sup> Committee seat.**

**Tressa Blair**

- Speak with Joni Short about her intended use of her property.

**Jen Frazer**

- Speak with Kevin @ Triangle about installing game cameras to track pre-post usage for T-Mobile grant.
- Speak with Golf Board about formalizing cross country skiing on the Golf Course.

**Kelly Huffield**

- Explore the costs to repair/replace the sign at Joanna’s Park.
- *Adopt a Spot*: Finish getting agreements signed for next year. Get binder & agreements to City, place recognition signs.
- Work with Stacy Eaton-Menard on the basketball tournament?

**Pattie Berg**

- Follow up with Mayor as described below.
- Review City Attorney’s email regarding Committee Ethics rules; update Handbook as necessary.
- Check with Lee Zehntner on overseeing Parks employee pesticide work.

**Call to Order, Roll Call**

The meeting was called to order by Chair Tressa Blair at 5:03 p.m.

Members present: Tressa Blair, Jen Frazer, and Kelly Huffield.

Also present: Pattie Berg, City Council Liaison.

Proxies: Jordan Kibbee had assigned her proxy to Jen Frazer.

**Approval of Minute: 5/9/24 and 6/18/24 Meeting**

On a motion made by Jen Frazer and seconded by Kelly Hatfield, the minutes of these two meetings were unanimously adopted as presented.

**Race for this Place Update**

Kelly Huffield reported that the *Race* this year was a success. They had almost a hundred runners, and plan to continue with the kids’ 1 mile fun run.

Proceeds to date: \$19,383, with about \$2,000 outstanding, plus whatever Town Pump contributes. There is about \$2,000 outstanding costs due, so the current net is about \$17,383. The Community Foundation will take 3% of the total raised for administrative purposes. That means the City will receive at least \$16,500 for equipment, plus the net Town Pump contribution, if any. Huffield said that, last year, Town Pump contributed \$7,000 to the *Race*.

Huffield will follow up with Town Pump regarding their contribution.

It was suggested that Huffield send an article about the *Race* to Clive Townsend, who is the editor of the Meagher County Chronicle. It was also suggested that, next year, Huffield send a sponsor letter to the Lion's Club, as they only make donations in response to solicitations.

Liaison Berg noted that the T-Mobile grant budget request included \$25,000 for equipment. Even though it appears the *Race* proceeds may be short of that mark, the final location of the footprint may result in some cost savings, which would mean that the funds available for playground equipment would be very close to, or exceed, what the grant said would be spent.

### **Election of Officers**

On a motion made by Kelly Huffield and seconded by Jen Frazer, Tressa Blair was unanimously elected as the Committee Chair for the upcoming year.

On a motion made by Jen Frazer and seconded by Kelly Huffield, Jordan Kibbee was unanimously elected to fill the Vice Chair position for the upcoming year.

### **Liaison Report**

Liaison Berg's report is attached to these Minutes. She is working with the Mayor to adopt an Implementation Schedule (included with these Minutes) and RFP documents for the purchase and installation of the ground covering and playground equipment for Springs Bar Parks. During the next few months, she will be working closely with the Mayor to insure the T-Mobile project is completed on time, and on budget. Jen Frazer will speak with Kevin of Triangle Communications to see if the City can attach a game camera to their facility so the City can monitor the pre and post project use of Springs Park (T-Mobile mentioned the importance of pre and post project usage.)

The Committee discussed Berg's notes from Steve Burgener's 6/27/24 site visit to Springs and Bair Parks, and his recommendations regarding the siting of the footprint at both parks. Berg's notes are included with these Minutes. Some concern was expressed about Burgener's recommendation to continue to use the current footprint at Springs Park. Specifically, it was questioned whether water coming from the east (near the triangle facility) was going to continue to be a problem. Berg will share this concern with the Mayor, Councilperson Frisbee and Mr. Burgener.

In regard to the options at Bair Park, Jen Frazer noted that, in Sheridan Montana, Burgener had installed a new playground, but the town had also opted to retain the old structures.

Berg reported that the kickoff meeting for the CDBG grant will be held during the 7/16/24 Council meeting.

### **Lightening Round: Action Items Review**

The Committee reviewed and updated its list of pending action items. It was noted that many of the items were tasks that one would expect City employees to do. Therefore, the Committee directed the Liaison to ask the Mayor to have the City crew complete the following tasks

McStravick Park:

- Move the picnic table to the grass area and secure it somehow so it doesn't walk off. (The Committee had originally planned to use extra court panels to build a frame for the table which would be accessible to/from the north gate but, with the way the parking lot was built, that is no longer viable.)
- Find a way to secure the net (Pattie will look at the net/and court and suggest something which will also be removable for people playing volley ball, etc.)
- Install the transition pieces. Pattie has all the supplies at her house.

- Annual Calendar: 1) the removal of the net and storage box: October, and 2) returning the equipment about May 30.

Bair Park:

- Install “Park” signs, and, upon the Mayor’s earlier suggestion, possibly a crosswalk, on 4<sup>th</sup> Avenue SE at Bair Park.
- At the August Committee meeting, the agenda will include a discussion about the future of the bump track, specifically whether to decommission it. This will give the public the opportunity to comment on this before any recommendations are made to the Mayor/Council.

Other: Install the ‘dummy’ security cameras and signs that were purchased with Rotary funds. Pattie has these at her house and will get them to the Mayor.

Fundraising subcommittee - The goal of forming this subcommittee was to look at the various fundraising ideas which have been mentioned, and come up with a long term fundraising plan. Since the Committee is down 1 member, and have committed to do some work on the CDBG grant, the fundraising committee has been deferred for now. Any fundraising will be done by the Committee as a whole.

Update on work in arena of others:

- Jen Frazer reported that Tiffany Sweeney is now the President of the Meagher County Historical Society and has taken on the task of updating the Fort Logan sign.
- Pattie Berg reported that Jay Berg will revisit the discussion with the Rotary Club regarding the needed electrical work at the Rotary Shelter at Springs Park

Soccer – Jen Frazer reported a local effort to establish youth soccer. It's not certain whether the team(s) would associate with the Townsend soccer group, or operate independently, but they will likely be interested in using the City’s baseball fields for soccer practice/games. The Liaison is to inform the Mayor that this may be coming to him, and that it would likely involve a park user agreement.

<b>FY24-25 Work Plan</b>
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Liaison Berg reminded the Committee that, last year, the Chair led a goals discussion, where the Committee agreed to address the low hanging fruit, before adopting huge goals. Berg observed that, in reality, the Committee’s success was much greater than just getting at the low hanging fruit. Berg said she thought this had been a great discussion, so she had asked to have another discussion once the new officers were in place.

Berg briefly described the Committee’s role in the T-Mobile project now that the grant has been awarded. While Committee members may report to/update grantors on the progress of a project, once a grant is received, it becomes the executive's role (in White Sulphur, that’s the Mayor) to implement the project. That frees up the Committee to do its advisory work. Berg promised to be vigilant in monitoring the T-Mobile project, so the work is completed in time for a Halloween grand opening. Jen Frazer noted that an irrigation fix may need to be made at Springs Park following completion of the installation of the playground equipment and ground covering, and should be added to the draft implementation plan.

Budget request - The Committee’s Strategic Plan, which the Council approved in April included the Committee’s budget request for the 24-25 fiscal year. Liaison Berg asked Committee members to review that plan, and see if anything has changed.

The work plan discussion will continue at the next meeting.

**Adjournment and set next meeting date**

The next meeting will be August 8, 2024 at 5:00 p.m., at City Hall.

The meeting was adjourned at approximately 6:20 p.m.

**Parks Advisory Committee  
Liaison Report – June/July 2024**

**6/20/24 - T-Mobile Event/Expenses to date:**

- “Teaser” Ads: \$27.24
- Wild Oats: \$235.00
- Jen Frazer (reimburse pop, water, etc.): \$86.88

Hard Cost \$349.12. Funded by: \$300 from T-Mobile, remainder from \$50,000 grant, or from parks general fund. Will need to speak with Mayor.

Match: T-Mobile Cookies (Pattie’s time at \$30/hr and baking supplies used)      \$580.00

**6/28/24 - Visit with Steve Burgener – see notes**

**7/1/24 Council Meeting**

Committee expiring seats - Tressa & Jordan reappointed to 2 year terms.

Parks Ordinance - 2<sup>nd</sup> Reading of Parks ordinance: unanimously passed. Effective in 30 days.

Smoking resolution –

- Responsibility of parks committee to conduct public info campaign removed. Will be City’s responsibility IF it’s required under the law.
- Marijuana was not included as directed by the Council at the last meeting.
- Attorney will bring another version back for 1<sup>st</sup> reading.

Bair Park

- Council person Ellison said he was at the park with grandkids and noticed the bolts holding the tire swing on the wooden structure are loose. Ellison asked who’s responsible for checking equipment. The Mayor said it’s possible the new employee didn’t know this was part of his duties. He will speak with the new employee. He will get hold of me if he doesn’t have the inspection checklist, etc., the Committee provided. I will speak with the Mayor about playground inspector certification for parks personnel.
- It was mentioned that Steve B also said that tire swings are not conforming. Since we still have a swing set, the tire swing will be removed.
- Discussion followed about the future of Bair Park given Steve B’s comments. Seems to be Council support to decommission wood structure, install shortened monkey bars, shorten and move swing set, and possibly add a piece of equipment (budget dependent). I will meet with the Mayor after I get firm figures from Steve B on EWF cost to modify proper footprint and install EWF.
- Councilperson Ellison said it’s a nice park.

Race for this Place

Mayor asked if all volunteer needs have been met. I told him I would follow up with Kelly and advise. I did suggest Council members provide desert item.

CDBG Grant

Lots of paperwork needed before we can get funds. I asked the Mayor who was going to get this paperwork together. He said it would be Kia at Great West.

Tracking Finances for the Race and T-Mobile

- I asked that the City create separate funds to track these expenses. (Like they did for the Race proceeds last year.)

- I have created a spreadsheet to track costs and matching contributions (in-kind and cash). It is in a 'grant administration' subfolder in the 2024 T-mobile folder.
- Volunteer time should be tracked at \$30.00 per hour.

### **7/11/24 Meeting with Mayor**

- Springs and Bair Park Work/T-Mobile Grant/Halloween Grand Reopening

The Mayor and I discussed the proposed Implementation Schedule and RFP documents. He will get the ad for the ground covering/equipment purchase/install in the paper by next Thursday. It will run 2 weeks. He is reviewing the draft request for proposals. Will edit as necessary and send it to me. I will create .pdf which can be provided to anyone who requests it. I will forward the document to Dakota Playgrounds and Grondahl, and a couple others Steve mentioned that he installs for.

- The bids for playground equipment/ground covering will be due/opened 8/1. That will give the Mayor time to review/follow up. The Council will approve the bid request at its 8/5/24 meeting. Equipment ordered that week will arrive no later than the week of 9/29/24.
- All other bids will be ready to be placed in the 7/24/24 MCNews.
- The Mayor asked about the timing of the installation of the concrete parking spots at Springs and McStravick and the concrete ADA access at Springs. If a local contractor gets the bid, they will be able to do the parking, then return to design the access. If it's someone from out of town, this could be more difficult. We need to discuss this with the installer.

We discussed Bair Park .... The Committee's 2 year strategic plan included @ \$35,000 to install new ground covering. This figure included a lot of money for gravel. Following Steve Burgener's visit, it looks like we can decommission the wooden structure, do a footprint 'refresh' and ground covering install, shorten and then reinstall the current swingset and monkey bars, and possibly buy a new piece of equipment for what we thought it was going to cost to install the EWF. The Mayor did not oppose this idea. I need to work with Steve a bit more to see what the total cost of the EWF install is going to be (I'm not sure I've properly accounted for all the costs for the 18" retaining wall)

I told the Mayor the costs for the T-Mobile event exceeded the \$300 provided. The Mayor agreed to pay for the 'something big is coming' teaser ads. I told him I thought we could charge the other 'overages' to the T-Mobile grant, as they said they weren't really going to micromanage our expenses.

### **Steve Burgener Meeting**

**June 27, 2024**

Present: Steve, Ron Frisbie, Pattie, Mayor.

#### **1. Bid Requirements per Mayor**

I asked Rick what we need to do to encumber the funds for Bair Park. Steve will sent a cost by 6/30. Footprint prep, ground covering installation etc. - No bid required. Have done RFP's with no response. Can hire whoever we want.

Equipment purchase and install - Cost requires an RFP – Run for 2 weeks; I think he said in 3 papers, but I'm not sure about that.

Steve said there are 3 playground equipment suppliers in MT (he installs for all of them). They are:

- Northwest Playground – (In May, I completed a contact card asking them to contact me regarding the work needing done at both parks. No response.)

- Great Western
- Dakota Playground – This is the design we have now.

Steve also said he thought Burke playgrounds may be in the state. I told him they were working in Big T and Bozeman right now.

## 2. Notes from discussions with Steve Burgener

Steve was here on a day it was raining and puddles forming at Springs Park, and Bair Park was muddy.

In Mayor's presence, discussed what needs to be done to address drainage issues.

Steve's comments about Springs Park before (we walked to the park):

- You need to correct the puddles and drainage in the parking lot, as that is where the water is coming from.
- Install:
  - Create a short wall (e.g., 2 blocks high, so no railing needed) to build up/level off play area.
  - Fill with crushed gravel or something similar (for drainage), then top with dirt.
  - French drain may work, or may be able to contour it to redirect water.
- Would do **above ground** install of fabric and EWF. .

Mayor said City crews would be available:

- To remove equipment;
- Do 'minimal' ground prep (holes filled in, leveling & filing) blade it and compact it.
- To bring in materials as he needs them.

Steve would shoot the level for the crew, and then would finish whatever additional prep needed done, and install the equipment and the EWF.

When I asked, Steve said does some of the work, but has crews which do most of the work and he supervises his crews.

I told him the drop dead date on Springs Park was 10/30/24, as we told T-Mobile we will have a Halloween grand opening. He didn't balk at this. However, at Bair park, he said it had to be done in the fall... October or November... snow didn't stop his work. Will need to make sure contract says time is of the essence.

### Springs Park Site Visit:

The Mayor left at this point, and Ron, Steve and I went to the park; I showed them where the Mayor had suggested the new foot print. Steve's said he thought we would be using the current footprint. His comments on proposed footprint:

- Safety hazard with parking lot which would need addressed (someone overshoots parking lot and hits a kid.)
- With above-ground install and the slope involved, it would create a @ 3' drop, which means creating accessible path would be a costly pursuit.
- This would require a lot of fill and excavation work.

Steve suggested using the current footprint, roughly from the west side of the monkey bars to the swing sets, and about 40' wide. See photo showing rough footprint.

Benefits:

- Removes parking lot hazard
- ADA access easier to create
- Area is more level;
- Less issue with drainage so less fill needed; less cost
- Keeps greenspace around play area.

This may create a need for some sprinkler system work (we couldn't find the heads), but Steve said that could be done at the same time the renovation is taking place.

Ron commented that this footprint would allow future flexibility if we get a new piece of equipment. With the baseball field to the north, the ability to expand that direction is limited.

### **Bair Park Site Visit**

I explained that the plan was to install a retaining wall on the south side and possibly a French drain to deal with water, then level the area and install EWF. Steve said the current structure is a grandfathered, non-compliant structure and the second you touch it, you lose the grandfather protection. If we can't afford to replace the structure, he suggested putting a ground covering "Band-Aid" on this park until we figure out what we're going to do. He described doing minimal ground prep, and then installing borders and EWF. When I asked, he said this would last 'for years'. He said the ground doesn't really need to be leveled to 2%...that's what he would like, but most places don't do it. He said that putting in the borders would avoid having the EWF eroding/floating away.

Discussion then went to a longer term plan. Steve suggested it may be more cost effective to create a new footprint than to install the retaining wall and do all the leveling work. His footprint (e.g., see photo - rough estimate) would be @ 50x60, but he didn't include a swing set (he said the use zones are large, so many new playgrounds don't include these swings) I said the swing set is heavily used, so the playground needs to include some kind of swing.

Steve said that, no matter what we decide, we could shorten the swing set so the use zones would be smaller. Then, to avoid tearing up grass and moving a table, it could be moved south into the current footprint, and rotated (e.g., yellow line on photo) to have an adequate use zone. Steve suggested moving dino to the grass, as it creates no fall hazard.

Steve said nothing requires an accessible playground. He said lots of playgrounds aren't accessible. I said we had been in contact with the DOJ, and their advice was to make one park accessible, and work on the other one as funds permit.

After Ron left,

- Steve walked up to the EWF pile. When he came back, he said it's still usable.
- Somehow we got on the topic of accessibility, and he said EWF isn't accessible. I said that wasn't what I understood. He said it's loose, and difficult to roll on. I said I knew there was a loose top layer, but the installation instructions from Marks Lumber says to install a couple/three layers of EWF and pack each layer, and then put loose fill on top. He said that 'nobody does that'.



I said if you don't pack it, it wouldn't be accessible. He said "it is accessible, because you have a certificate that says it is." Then he said, with usage, EWF packs, and then said he drives over it with (I can't remember what he said he uses... skid steer or something), which packs it somewhat.

He said you don't want to pack it too much, because it will harden and you will have a safety hazard. He said if we want him to pack it (install as per instructions), it will cost more. I told him that we promised T-Mobile grant Springs Park will be accessible and I needed to think about what he had said. I will do some checking on the packing vs. non -packing issue. Regardless, if we use him, this will need monitored.

Plan:

Steve will submit 2 estimates for Bair Park:

- Cost to "band-aid" it so we can get the funds obligated, including shortening the swing set and relocating it to the center of the footprint.
- Cost to build a new footprint, the right way, large enough to accommodate a swing set and a few pieces of equipment.

Once we have his estimates, we can see if it's feasible to "decommission" the wood structure, keep the swing and dino, and maybe buy a new piece of equipment or two. I told him Jen had mentioned the possibility of shortening the monkey bars, and moving them to Bair. He seemed to think this wasn't a bad option. The budget for this work would have to be no more than the \$35,000 +/- included for Bair Park strategic plan approved by the Council.

CITY OF WHITE SULPHUR SPRINGS  
PARKS STRATEGIC  
PLAN A

IMPLEMENTATION SCHEDULE - DRAFT 7/6/24

Week	Days (* = "Drop Dead" Date)	Stage	Benchmark	Responsible Party(ies)	Comments
	6/20/2024		Award of Grant		
Now	7/7/2024	n/a	Obtain bids for Bair Park Ground covering		Received 2 bids = \$16 and \$20k. Request was \$35,000.
			Addressing drainage		
			Leveling of playground		
			Installation of EWF		
			Gravel Costs		Underway
			<b>Bair Park Total Budget</b>		
			Invoices to City Office for Bair Park work		
-1	*6/30/2024				Strategic plan: encumber 23-24 funds; pay when work done

			Begin Monitoring Usage (game camera mounted on shelter?)		
-1	*7/1/2024				
1-18	07/07/24 - 11/3/24		Grants Administration	Stidham, P. Berg	Need sep. accounts for Race & T-Mobile Funds
1	07/07/24 - 07/13/24		Prepare RFQ docs for playground equipment & surfacing, and installation of equipment and surfacing		Public bid opening before Council meeting so Mayor can review bids before Council meeting, so as to avoid delay in Council approval?
2 - 4	7/14/2024 - 7/28/24		Notice of RFQ in paper (2 times)	Clerks	In paper beginning 7/18/24
3	7/21/24 - 7/27/24		Solicitation of bids for:		In paper beginning 7/25/24
			1. Landscaping and reseeding (end of project)		Need to add irrigation. Remove one zone, modify another.
			2. Accessibility		Springs & Mcstravick: Parking spot, path to shelter/court.
4	8/1/2024		Equipment/ground covering bids due	Contractors	Equipment: Plan for 8 weeks from order to delivery. Tight deadline here...
4	8/1/2024		Bids Placed on Agenda for approval	Clerks/Mayor	
5	8/5/2024		City Council approves landscaping & access Bids	Council, Clerks, Mayor and Attorney	
5	*8/6/2024 - 8/9/24		Equipment ordered (to arrive @ 9/17/24 -10/1/24)	Mayor and Vendor	
6	*8/6/2024 - 8/9/24		Equip/ground covering contracts signed	Mayor, Attorney & Contractors	
6	8/6/24 - 8/9/24		Order anti-displacement mats	Mayor/Clerks with committee provided information	
6	8/15/2024		Landscaping/access Bids Due	Contractors	
6	8/15/2024		Landscaping/access Bids Placed on Agenda for approval	Clerks/Mayor	
7	*8/20/2024		City Council approves landscaping & access Bids	Council, Clerks, Mayor and Attorney	

8	<b>*8/18/2024 - 8/24/24</b>		<b>Landscaping/access contracts signed</b>	<b>Mayor, Attorney &amp; Contractors</b>	
12 - 14	09/15/24 - 09/27/24	5	Accessibility improvements work done	Contractor	
13	<b>9/29/2024</b>	<b>2</b>	<b>Equipment Arrives</b>		
14	<b>10/6/2024</b>	<b>6</b>	<b>Apply for Thrivent Grant for Grand Opening</b>	<b>Parks Committee</b>	
14	@ 10/6/24		Call Before You Dig: (Bair, McStravick & Springs)	Contractor	
14	10/10/24		Present Plan for Halloween party to Parks Committee	Subcommittee	Set budget in advance; may need additional funds or donations
15 - 17	@ <b>10/14/24 ?</b>		<b>Playground Work:</b>		
	<b>Week of 10/14/24</b>	<b>1</b>	<b>Springs Park:</b>		
15			Playground closed/safety fencing	City Crew	
			Removal of PlayGround Equipment	City Crew	Bring monkey bars to Bair Park
			Site prep as per contractor	City Crew	
			Ground Covering, & Equipment Install	Installation Crew (contracted)	When does the signage get installed?
			Accessibility (Path to play area and/or parking spot)	Contractor	
15 - 16	@ 10/22/24		Inspections, final walk through	Mayor, Crew, Parks Committee	Inspections throughout, final walk through before final payment
16	10/23/2024	1-5	"Punch List" Items	Signage, matts,	
16	10/26/2024	5	Park reopened/fencing removed	City Crew	
16 - 17	<b>Week of 10/21/24</b>		<b>Bair Park</b>		
15	@ 10/17/24		Playground closed/safety fencing	City Crew	
15	@ 10/17/24		Removal of PlayGround Equipment	City Crew	Decommission wooden structure. Pull Swingset, dinasour
15-16	@ 10/21/2024		Site prep as per contractor	Contractor? Crew?	
16	@ 10/23/2024		Ground Covering, & Equipment Install	Installation Crew (contracted)	Shortened swingset/monkey bars, dino, benches, new toy?
17	10/28/24		Accessibility (Path to play area and/or parking spot)	Contractor	Budget dependent - must spend up to 20%
17	10/29/2024		Inspections, final walk through	Mayor, Crew, Parks Committee	Inpsetions throughout, final walk through before final payment
17	10/30/2024	1-5	"Punch List" Items	Signage, matts,	When does the signage get installed?
17	11/1/2024	5	Park reopened/fencing removed	City Crew	
17	<b>*10/31/2024</b>	<b>6</b>	<b>Grand Opening of Renovated Park; Haunted Halloween Party.</b>	City Parks Advisory Committee	