

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
FEBRUARY 11, 2025

ACTION ITEMS

All:

- Do Outreach for Master Plan activities (see page 3)
- **Recruit to fill 3rd Committee seat.**

Jen Frazer

- Speak with the Golf Board about formalizing cross country skiing on the Golf Course.

Jordan Kibbee

- Smoke Stations placed at Radar and Springs Parks
- Plans for grand opening celebration.

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 with the City, place recognition signs.

Pattie Berg

- Follow up with City as required.
- Follow up with Rotary Club on Shelter maintenance
- Review City Attorney's email regarding Committee Ethics rules; update Handbook as necessary.

Call to Order, Roll Call

The meeting was called to order by Chair Tressa Blair at 5:10 p.m.

Members present: Chair Blair, Jen Frazer, and Jordan Kibbee.

Members absent: Kelly Huffield, who assigned her proxy to Jordan Kibbee.

Also present: Emma Hensley, Pattie Berg, City Council Liaison. Present via zoom: Dee Hansen and Kienna Quinta and Kevin Angland, Great West Engineering.

Recreation Master Plan Discussion with Great West Engineering

Ms. Quinta and Mr. Angland provided a 10'000 view of the survey findings, and of the purpose and content of a Recreation Master Plan. There are places in the draft Report where both the Committee and Great West need further information from the other party, and the Committee gave some preliminary feedback regarding the content of and recommendations in the report.

Next Steps: The Committee will hold a Master Plan Work session on 2/25/25. After that, Great West will prepare another draft report based on Committee comments. Open house will follow. A final draft report will be prepared based on all of the information received through this process, which will then sent to the City Council for its review and adoption.

Approval of Minutes

On a motion made by Tressa Blair and seconded by Jordan Kibbee, the minutes of the January 14, 2025 meeting were unanimously approved as submitted.

Liaison Report – See end of Minutes

In addition to the information in the report, the Liaison:

- Reported that Ms. Hensley had applied for the vacant committee seat. Berg will confirm when this appointment will be made.
- Circulated a sympathy card for the family of Robert Dupea, who represented the Rotary Club as one of the ‘founding members’ of the Parks Advisory Committee.
- Noted that the Committee’s quarterly report was due on February 3. She apologized for missing the deadline. Arrangements were made for a report to be ready for the next Council meeting, which will be held 2/18/25.

**Public Comment
Committee ‘good of the order’ comments**

Liaison Berg noted that Dee Hansen had left the meeting when Great West did, but had started a Facebook discussion regarding ice hockey/the need for a rink, which received a large amount of public support. Since ice skating was also identified in the community survey, Berg had invited Hansen to join this meeting. The Committee expressed an interest in having a discussion with Hansen about this topic. Berg will follow up.

Jordan Kibbee noted that she will probably not be able to attend the March 11, 2025 meeting.

Adjournment and set next meeting date

The next meeting will be held Tuesday, February 25, 2025 at 5:00 p.m. This will be a work session focusing on the draft Master Plan. The next regular meeting will be held March 11, 2025 at 5:00 p.m.

The meeting was adjourned at 6:15 p.m.

Parks Advisory Committee
Liaison Report –January/February 2025
As of 2/10/25

Funding Update

- **HB355 Funds** – Needed contracts have been signed, so we are on track to receive this money and do the projects.
- **T-Mobile Grant** – *Progress report sent 1/25/25 See fyi folder.*

Project Updates

- Parks Master Plan
 - *Draft Plan received January 31.*
 - *Great West is joining our 2/11/25 meeting to work on this plan.*
- Springs Park Work:
 - *Paid Steve's Install \$15,953 for completed work and materials costs. This is about half of the contract price, which makes sense because about half the work has been done. Installers are waiting for EWF to be delivered, and weather to clear to finish that work.*
 - *We have saved about \$14, 000 from the original budget. Also have an @ \$5,700 contingency. We are in good shape to improve Bair Park (see below), and to cover any unexpected costs that happen in the spring.*
 - *Need to discuss and plan for installation of the other signs.*
 - *End of project celebration - Are not sure of project completion date, so deferred until March's meeting.*
- Bair Park Work:
 - *Neutral colored Los Arboles structure has been ordered. Seth at ProPlaygrounds requested a 2 week delivery so it will be here within a week or two. Shipping company will contact Rocky Vinton when it arrives and he will help unload it, at Bair Park.*
 - *Steve's Install will install the structure, at a cost of 35% of the structure (\$10,651*.35 = \$3,728.) Total cost to make this addition: \$14,379 plus \$760 for mats.*
 - *Before we ordered the structure, the Mayor and I took a hard look at the budget (including unexpected costs since the budget was passed). We both felt comfortable about being able to fund this work.*
 - *It just occurred to me I'm not sure we ordered the mats for this. They're in the budget; I'm just not sure I asked the Clerks to place the order. I will update you at tomorrow's meeting.*
- ADA Access Work
 - *Mayor has a signed contract for access work at Springs and McStravick parks: \$5,740 for both. FY24-25 budget was \$3,750 for McStravick (funded by HB355) and \$5,000 (funded by T-Mobile) for Springs, so we have some wiggle room if additional costs are involved. The work will be completed in the spring.*
 - *I need to order disabled parking spot sign(s).*
- Radar Park Vault toilet – *No change from last month. Funded by HB355; will be installed next summer.*



- Other:
 - Joanna's Park - \$700 in budget for rails. *The Mayor and I have talked about this, but I need to clarify who's doing what to get this done.*
 - *Need update from Jordan on smoking stations.*
 - *At the last Council meeting I shared your stories of parks code violations observed and asked the Sheriff to enforce the Parks Code, including no overnight parking and no camping. He said that the officers had moved some people on, but it's not always possible to enforce because of staffing. The Mayor mentioned that the State's truck had been parked in our Springs lot for a long time. The Sheriff said he would speak with the person who drives that truck. Last time I went by, the truck was still there... Please continue to report violations, and feel free to call the non-emergency number when you see something happening, so the officers can be sent to the location.*
 - *Community interest in Ice Skating/Hockey - There was an exchange on Facebook about ice skating/hockey. I messaged Dee Hansen, who made the initial post and said she was new to town and didn't know if the City did this, or how it worked. I invited her to attend the next committee meeting, as we would be discussing the draft Master Plan, which, based on the survey, may include some kind of ice skating option. I also said that if the City and an interest group were to partner, we may be able to have skating next winter.*