

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE WORK SESSION
FEBRUARY 25, 2025

ACTION ITEMS (Repeated from 2/11/25 meeting).

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 5:05 p.m.

Members present: Chair Blair, Jen Frazer, Jordan Kibbee, Emma Hensley, Kelly Huffield.

Also present: Pattie Berg, City Council Liaison.

Review of Draft Recreation Master Plan

The Committee compared the survey results to the information in the draft plan, and started its review of the content of the draft plan, ending mid-way through the Facility Development section.

Draft Master Plan Review:

During its review, the Committee made edits to the draft plan. The edited document is provided separately.

Additional comments related to the plan included:

- Decision matrix which begins on page 6.
 - It was felt there may have been a misunderstanding regarding the discussion about a decision matrix. The goal of the original decision matrix (developed during the CORR process) was that, when a project is proposed the Committee and, later, the Council, would use it to decide whether or not the proposed project should move forward. What is still needed decided is the criteria (the left hand column) to be used. Examples:
 - The CORR matrix includes a criteria that the project would serve youth. Should there also be criteria that the project will serve adults and/or older individuals?
 - One of the Committee's goals is to make sure that once a project is built, there are adequate resources to maintain it. Should that criteria be included in the matrix?
 - The Committee had a hard time understanding the proposed matrix and felt it may help to see a fully completed decision matrix from another plan. The Liaison will request this.

- The Committee expressed concern regarding the ability of a color blind individual to interpret a colored coded matrix.
- Themes/Actions – The Committee started to design a matrix showing themes and actions which may replace the proposed colored coded decision matrix. This will be reviewed at the next meeting, once the intent and use of the proposed decision matrix is clearer.
- All photos and maps should be oriented to the North, with “N” indicated. The Committee assumes the photos will be cleaned up for the final draft.
- Economic section - Is there data available which is more recent than 2022?
- Existing Facilities Section – At the 2/11/25 Committee meeting, Great West said they would prepare a table showing amenities, by park. This would be used instead of, or in addition to the narrative. The draft sent right after the last meeting did not include this update.

Comments on Community Survey:

- It was noted that WSS’ population is largely 60+ and under 19. The Committee would like Great West to dig into the survey data and let the Committee know the responses, by age group, to:
 - The items included in question 7 of the survey
 - Dog Parks; and
 - Restrooms
- In regard to question #6 of the survey. @ 24% of the public said there were ‘other’ reasons they don’t use the parks. The Committee would like to know what specific comments this group provided, by age group, to see if there is any Master Plan impacts.
- The Committee would like to know the definition of ‘accessibility’ as it relates to the Community Survey. (Is it related to transportation, or accommodations, or both?)
- The Committee noted that, on the last page of the results, it was reported that the major themes included a basketball facility, even though there was only 1 mention of a basketball court seen in the survey. The survey responses should be reviewed for a more ‘popular’ theme.
- Committee members noted that the Word document was difficult to edit. For example, edits made page numbers appear mid page. It wasn’t clear this was the result of exporting the .pdf to Word, but the Liaison will update the file to limit the amount of empty space.

Next Steps in the Master Planning Process

- Jen Frazer will finish inserting the Committee’s comments/recommended changes.
- Liaison Berg will:
 - Insert comments regarding the CORR process which she had made, but lost when her computer blipped out and edit for extra space, etc.
 - Ask Great West for further information, as directed.

The Committee will continue its review at its March 11, 2025 meeting. The Committee did not believe it was necessary to see another draft by that time.

Open House Plans

Liaison Berg told the Committee that the Mayor had suggested the City’s booth at the community wellness fair on April 26th, as one of the two open houses. The Committee agreed to take advantage of this offer. The Committee also agreed that a second open house would be held, at a time/place to be determined.

Jen Frazer noted that Liaison Berg had asked Great West what it would normally provide as ‘exhibits’ for an open house and Great West’s response was that they would typically have:

- Maps of parks- could be one of each park, one big map showing the location of all parks, or one of each of the bigger parks (Springs, Bair, Radar, Spikes)
- List of potential improvements (participants could identify which ones they like)
- Potential costs for certain improvements
- Funding options for improvements
- Community survey results
- A comment board

The Committee consensus was that the information it wanted to collect from the public would be gleaned from these exhibits. The Committee does not plan on making any formal presentation at these open houses. The Committee deferred further conversation until the March 11, 2025 meeting.

Public Comment Committee 'good of the order' comments
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None.

Adjournment and set next meeting date
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The next meeting will be held Tuesday, March 11, 2025 at 5:00 p.m. The agenda will be limited to a review of the draft Master Plan and will plan for open houses.

The meeting was adjourned at 7:15 p.m.

CORR Process Decision Matrix:

GUIDING CRITERIA	1	2	3
SERVES ALL ABILITIES	Low impact on serving a range of abilities	Moderate impact on serving some abilities in community	High impact on serving all abilities; all in community would use
YOUTH FOCUSED	Low impact on youth	Moderate impact on youth; creates some new opportunity for youth	High impact on youth; youth generated and supported; enhances youths well-being in community
SUSTAINS LOCAL ECONOMY	Low impact on local economy	Moderate impact on enhancing economy; could generate some funding	High impact on local economy; encourages financial growth in community; saves financial resources
QUALITY OF LIFE FOR LOCAL COMMUNITY	Low impact to quality of life	Moderate impact to quality of life; some well-being benefits	High impact of quality of life; impacts wellness and health of residents; attracts new people to community
ENHANCES SAFETY	Low impact on safety	Moderate impact on safety; addresses less-serious safety issues	High impact on safety; addresses serious safety issues; has widespread safety impacts