

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**MAY 9, 2024**

**ACTION ITEMS**

**All:**

- Complete any “unfinished business” on the Action Items List.
- *Be available on July 4<sup>th</sup> in the afternoon to help set up and tear down Race for This Place BBQ*

**Tressa Blair**

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

**Jen Frazer**

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

**Carol Berg**

- Signs installed/secured at Bump Track/ maintenance needs at Bump track?
- Fundraising Committee

**Kelly Huffield**

- Fundraising Committee
- 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 tourney?

**Pattie Berg**

- Follow up with Mayor as described below.
- Follow up on Committee vacancies, as described below.
- Talk to Rotary Club about electrical work at Springs Park
- 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 and Introductions**

The meeting was called to order at 4:35 p.m. by Vice Chair Carol Berg

Members present: Jen Frazer, Carol Berg, Jordan Kibbee, Kelly Huffield

**Approval of Minutes of April 11, 2024 Meeting**

On a motion made by Carol Berg and seconded by Jordan Kibbee, the Minutes of the April 11, 2024 meeting were unanimously approved.

**Liaison Report**

Liaison Berg prepared a written report and asked for questions. There were none. In addition, at the May 6, 2024 City Council Meeting:

- The Council adopted the 2024 to 2026 strategic work plan. There was one small change: the Mayor asked that the ADA work (parking spot and path) at McStravick Park be added to the current fiscal; years’ work plan. The Mayor will send Liaison Berg the cost to complete this work, and she will update this the strategic plan
- The Mayor read a note from Tim and Marion Barth asking for \$100-150 to purchase mulch and other supplies for Joanna's Park. The Mayor is going to approve this cost. He also noted that Barths had not yet received an application for the *Adopt A Spot* this year. This program is a 2-year commitment, but Kelly Huffield will take care of any needed paperwork.

Liaison Berg reported having visited with the Mayor and Ron Coleman regarding the work at Bair Park. During this conversation, Coleman asked if the drainage had been corrected at Bair Park. The Mayor told Coleman that Rocky Vinton was not sure where the City's SE corner is, so he couldn't create the planned 'ditch' to divert water away from the Park. Since the new owners of Arrowhead Lot 1 have surveyed their lot, it should be easy to locate a pin on their SE corner, and use that to locate the SE corner of the City's property.

When asked, Mark Pryor said that, during really high water, the western-most bump on the bump track may be diverting the water away from the culvert at 4<sup>th</sup> Avenue. It was reported that the culvert park may need cleaned out, as it appears to not be functioning as it should.

**Fundraising Committee Report**

Carol Berg reported that the Committee hadn't met yet. She asked what the *Race for This Place* Committee needed for July 4th. Kelly Huffield said the morning race is pretty well covered, but asked the Committee (and possibly other City personnel) to be available for set up and tear down of the barbeque. Huffield is putting together paperwork requesting donations, and will send draft language to the Committee for review. She plans to send the letters to donors by the end of May. She could use some better images, if anyone has some.

Huffield said she is also applying for Town Pump and Triangle grants. She said the *Race* Committee uses the Senior Center's non-profit status for the mailing and Jason Phillips has been generous in his donations of copies. Committee members offered to apply for Thrivent grants for this event. Huffield will keep the Committee updated as to her and the *Race* Committee's needs.

Jen Frazer reported that the Dakota playground company sent her a draft playground design. She provided comments. They will make changes, and the design will come back to the Committee for review.

There has been no word on the T-Mobile or CDBG grant applications.

**Adopt a Spot Update**

Kelly Huffield gave an update on the sites which needs sponsors. The Committee suggested some possible sponsors, including the new Scout troop. Huffield also has a list of potential sponsors.

Huffield has prepared a press release for the Meagher County News. It should be in next week's paper.

- **Discuss Committee Vacancies occurring on June 30, 2024**
- **Discuss Parks Employee Vacancy**

Committee Vacancies:

Liaison Berg reported that, according to the Committee 'roster', Committee seats currently held by Tressa Blair, Carol Berg and Jordan Kibbee expire on June 30<sup>th</sup> of this year. Blair's appointment was a 1 year term, as she was appointed to replace a member who resigned mid-term. The other 2 members are completing 2 year terms. The persons selected to fill these vacancies will serve until 6/30/2026.

Carol Berg said she prefers to take at least a year off. Kibbee is interested in continuing for another 2 years. Liaison Berg will check with Ms. Blair to see if she intends to continue. Liaison Berg also said it will be necessary to recruit for all 3 vacancies, and those members are interested in continuing will need to apply. Liaison Berg will ask the City to start recruitment.

Parks Employee Vacancy

Mark Pryor was invited to the meeting to discuss ongoing parks maintenance needs or concerns. He is concerned that his replacement may not have as strong of an interest in parks as he does. He is proud of the work he's done, and wants to see the parks continue to improve. Pryor said that, once a person has been trained, it should only take about 2 days a week to do all the Parks work.

Pryor said the City has received one application so far and he is putting together a list of tasks for the new employee.

Pryor had just learned that a non-licensed applicator can work under a licensed applicator who resides within a hundred miles. Liaison Berg will speak with the County Weed Supervisor, as he may be willing to oversee the City's parks person, and will follow up with the Mayor.

Pryor said he believes the animal control function should go to the Sheriff's office. He said people turn in animals at the sheriff's office, who take them to the City for release. For this and other reasons, he said it makes more sense to have all the animal control activities in the Sheriff's rather than in the city.

The Committee thanked Mark for his hard work, and he was encouraged to apply for the parks advisory committee. He said his wife had other plans for him.

**"Old Business"**

- **Press Release and Plan to distribute CORR Report.**
- **Report on any Action items accomplished**

Press release and plan to distribute CORR Report

- Kelly Huffield asked the committee to review a draft press release for the *Adopt a Spot* Program. It was reviewed and feedback provided.
- A plan to distribute the CORR report was deferred.

Report on Action Items:

- Carol Berg has located where she could put the bump truck signs. She asked if the signs should be placed, or if the bumps should be removed. It's difficult to tell how much use the track gets, and, with the weeds, it's not usable, which means it doesn't get used. Liaison Berg told the Committee that, if the Committee wanted to consider decommissioning the bump track, it would need to be an item on a future meeting agenda, so the public could comment. The Committee agreed to put this on the next available agenda.
- Liaison Berg asked the Mayor to ask the fire department to burn the bump track area before the people who have bought Lot 1 begin to build, which is likely to happen around mid-May. She will follow up.

**Adjournment and set next meeting date**

Because of committee member schedules, the next meeting date was tentatively set for **TUESDAY, June 11, 2024 at 4:30 p.m.** Chair Blair can confirm the date. By then, the Committee may know the outcome of the T-Mobile and CDBG grant applications, and Kelly Huffield will know more about what the *Race for This Place* Committee needs on July 4th.

The meeting was adjourned at approximately 5:40 p.m..

PARKS ADVISORY COMMITTEE ACTION ITEMS				
Updated 4/11/2024				
Overall Task	SubTask	Assigned	Timeline	Work Done / Comments
Planning	CDBG Grant submitted 3/14/24.	Committee & Liaison	9/1/24	Waiting for award.
Committee Administration	Committee Handbook Review/Update	Committee/P. Berg	asap	PB Review CA email. Committee review handbook draft.
McStravick Park	Build accessible base on which to place picnic table	Not assigned.		Plan was to use lumber to create a frame, and insert some extra court panels. May also need some fill material to create level surface.
	Secure net.	Carol Berg,		City may have a drill that is beefy enough for concrete. Only need to secure net
	Install net and put out the box.	Parks Employee	May 15, 2024	
	Written net instructions for those w/o technology	P.Berg		Pattie has written instructions for box; Jen and Carol will create a 'poster' with QR code.
	Install transition pieces	P. Berg		6/15 - have supplies ... need a sunny day to install these!
	Set up Google Voice for box and put up new signs and QR codes. work with Carol to print	Jen	May 15, 2024	She will update voicemail message once supplies have been returned to court.
	Print Pickleball instructions from Clinic for deck box	P. Berg		
Radar Park	Stain Structures - See below	Lions Club will do this		
	Plexiglas window?			8/8/23 - Pryor said he will be placing plexiglass.
Joannas Park	Stain Structure - See below	Lions Club will do this		
Cross Country Skiing Opportunities in Town	Speak with Golf Board about formalizing cross country skiing on the Golf Course	Jen Frazer	Late Summer 2024	
Springs Park	Springs Park Renovation (Ground Covering, footprint, equipment Install)	PB/Mayor	Late Summer 2024	
	Race for this place	Committee	July 4	Help Race committee with events.
	Equipment diagram/order	Committee	July 15	Committee ID park goals. Get plan developed by landscape structures. May need to raise other funds to fill in blanks. See also strategic plan.
	Project Plan	PB/Mayor	August 15	what needs done, by whom, and when to get this project done.
	Recruit volunteers to assemble equipment	Committee	Sept. 2024	\$6,000 est. for install; suggested using volunteers. Need to have this in mind.
Bair Park	Install Sign at Bump track	Carol Berg		
	Evaluate if maintenance needed	Carol Berg		
	Burn area around bump Track	Pattie Berg		PB will speak with Mayor about getting this done.
	Speed signs	Pattie Berg		PB will speak with Mayor about getting this done.
	Ground Covering Project Plan	PB/Mayor	August 15	Who needs to do what, by when, to get this project done!

Fundraising	Talk to Candi Short-Richardson about working on a Duck Race fundraising event	Fundraising Subcommittee	July 4 or RAP?	4/11/24 Fundraising Committee consisting of Carol Berg, Kelly Huffield and Jordan Kibbee
	Work with Stacy Eaton-Menard on the basketball tourney.		ongoing	
	Ales for Trails (or something like that).			
	Send Fundraising Committee draft policy	Pattie Berg	4/11/24	
Adopt a Spot	Purchase Adopt a Spot Signs bids and a count of the needed 'plaques'.	Kelly Huffield		6/15 - Kelly said she can now make these orders. Will be paid by Race funds.
	Get forms filled out	Kelly Huffield		
	Forms, binder to City Hall.	Kelly Huffield		
City Website Improvements	Review Website, gather missing material and identify material which is missing or needs to be updated on pages.	Pattie Berg		Will prepare request for addition of certain materials. See Minutes 4/11/24 meeting
	Meet with City Staff (make an appointment) to make changes			
<b>Other Organization/Party Tasks:</b>				
Fort Logan Replica at Radar Park	Replace Fort Logan Sign	Jen Frazer	On HS schedule	Fort Logan replica sign, POC: Helen Hanson. Jen will speak with her again.
	Install Replica Fort Logan Sign	Jen Frazer		Sand old sign, determine if needs to be painted before new sign installed on top of it.
Rotary Shelter	Rotary to do fixes on Rotary Shelter	Rotary Club/Jay Berg Prez.	On Rotary Schedule	PB will speak with Rotary about doing work and getting reimbursed
Radar Park and Joanna's Park	Stain shelters and sand/stain picnic table	Jen Frazer/Lions	After Father's Day in June/July.	6/12/23 - see debrief email. Wtg to hear from Mayor on plexi glass install.
Security Issues	Install cameras, signs	Mark Pryor		PB to take cameras to Mark; will coordinate with Mark on this