

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**JUNE 5, 2025**

**ACTION ITEMS**

**All:**

- Help Jordan and Emma with the grand-reopening celebration as called upon.

**Jen Frazer**

- Speak with the Golf Board about formalizing cross country skiing on the Golf Course.
- Sign 'backing' for Springs Park

**Jordan Kibbee**

- Plans for Springs Park grand re-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.

**Emma Hensley**

- Help Jordan Kibbee with Grand Re-Opening Celebration plans.

**Pattie Berg**

- Follow up with City as described below
- Review City Attorney's email regarding Committee Ethics rules; update Handbook as necessary.

**Call to Order, Roll Call**

Vice Chair Jordan Kibbee called the meeting to order at 5:05 p.m.

Committee members present: Jordan Kibbee, Emma Hensley, and Jen Frazer (via zoom/phone).

Others present: Pattie Berg, City Council Liaison

Proxies: Tressa Blair assigned her proxy to Jordan Kibbee. Kelly Huffield assigned her proxy to Jen Frazer.

**Review of May 28, 2025 Parks Master Plan Working Draft**

The Committee reviewed the May 28, 2025 working draft of the Recreation Master Plan. Additional changes were identified, as detailed below.

**Page 5: Outreach events and activities**

Change reference to Meagher Chamber Meetings to "Meagher County Chamber of Commerce" meetings.

**Project Location and Focus, page 7**

- In description of the general area, Little Belts are to the north.
- In the second paragraph above population table: Change Highway 350 to Highway 360.

**Existing programs and Facilities**

- Page 10: When copied, the file printed a comment or callout icon in the paragraph next to the photo of the Rotary Shelter. There were one or two other places where the same icon showed up in the printed document, even though it isn't visible in the file. Those icons need removed.
- Page 11: Change the sentence that talks about the lighting repairs at the Rotary Shelter to say "...lighting to be installed in 2025" (remove reference to spring).
- Pattie Berg will send some pictures of the new playground equipment at Springs Park.
- If possible given time constraints, in the map legends, remove all the references to the # of amenities in each park. Most only have 1.

- Joanna's Park - The property line looks like it's off. On the north side, it seems to encroach on a private building. If it makes a difference, please adjust property line, OR: Include a general disclaimer somewhere that the boundary lines shown on the maps are not survey grade.
- Bair Park –
  - Change the description to say the park will be renovated in the summer of 2025.
  - There are 2 picnic tables. The table not marked is the blue "blob" below the words "Trash Can".
- Radar Park
  - There is no obvious signage of park hours at the park.
  - On page 22, the "hatch marks" need to be extended to Chilton Street.

#### Maps Beginning on Page 24

- The legend should have a different title, as the same legend applies to both biking and walking travel times, and to all parks. So, maybe title it "Park Travel Times"
- Crop the legends from all the maps because they are illegible and take up room. Then crop the maps so the plan will have 4 maps on each page.

#### Crash and Safety

- Map 20 – page 31 – If possible, remove the 'outlying' dot on South Street.

#### Opportunities and Issues

##### Page 33 – Chart

- There were only 7 age groups. Pattie will send a corrected spreadsheet to Great West.

##### Page 34 – Bair Park

- Get rid of the 'lingering comma' in the second bullet.

##### Page 37 – Spike's Happy Trails

- Remove the picture on the top of page 37. It isn't Spike's property and it interrupts the flow of the content.

#### Facility & Program Development

##### Page 39, Cash in Lieu

Starting at subparagraph 4) on page 40, the Committee agreed upon the following language:

- 4) Perform needed upgrades to equipment, facilities, and parkland.

##### Cash in Lieu Procedure

The following procedure is recommended for determining whether to accept parkland or cash in lieu funds for a proposed subdivision and for how proposed cash in lieu funds would be used.

1. Sub divider submits proposal for park land dedication to the City, whether actual land or cash-in-lieu.
  - Any cash-in-lieu proposal must be based upon a fair market appraisal of the undeveloped land.
2. The proposed parkland dedication and/or cash in lieu proposal is reviewed by the Parks Advisory Committee.
3. The Parks Advisory Committee forwards its recommendation to the City Council.
4. City Council makes a final decision as to what type of dedication is appropriate and, if cash-in-lieu is part of that dedication, the value of the cash in lieu contribution and its intended use.

The Committee also had the following question for question for Great West: Does the Council and/or Parks committee have to state the intended use at the acceptance of the cash in lieu? If not, do not include the words 'and its intended use'.

## Implementation

### Page 41.

- On the bottom of the page, the narrative refers to Table 2 but the Table is titled Table 3. One or the other (or both?) needs changed.
- The Committee suggested either putting “Continued on next page” on the bottom of page 41, or (preferably) fitting all of Table 2 (or 3... or whatever the proper Table # is) on one page.

### Page 44 (financing options)

Given that the school mill levy failed, the committee would like Great West to try to soften the language so it's clear there are no current plans to raise taxes. Regardless, remove this clip art →



## Appendix A - Community Survey Results

In general, clean up Appendix A to visually, and make it easier to read, including specifically:

- Check the page numbering on this Appendix.
- Add a footer to this Appendix.
- Wherever possible, put the graph and chart containing the same question vertically on the same page. This will make it easier to understand the information, and it would avoid a lot of white space and save trees.

Question 7 – Indicate the information is “Continued on next page”.

## Appendix B – Sample Matrix

- Check the page numbering.
- It appears this was ‘blown up’ to fit the page. As a result, it is fuzzy, which needs corrected.

Public comment: No public was present to comment and no written public comment has been received after the May 17, 2025 open house.

Discussion. With the changes described above, the Committee consensus was that the Draft Master Plan is ready to be sent to the Council for consideration and adoption.

Jen Frazer made a motion to accept the May 28, 2025 Parks Master Plan Working Draft, as amended, and to submit it to the City Council for review at its June 17, 2025 meeting. Jordan Kibbee seconded the motion and it passed unanimously.

Liaison Berg will send the list of the requested changes to Kevin Angland, and ask that the document be updated and sent to the City by no later than Thursday June 12, 2025 at noon.

<b>Update on Grand Reopening Celebrations</b>
---

Jordan Kibbee and Emma Hensley are continuing with the preparation for these celebrations. The Chamber was fine with the Committee holding the Springs reopening in conjunction with the first Farmer’s Market, if it works out that way.

Liaison Berg noted that, the T-Mobile grant plan promised that all ADA access would be completed. She recommended that, if a T-Mobile rep is to be invited, we delay the grand reopening celebration until all the work is completed. She planned to meet with the Mayor in the near future to further discuss the project timeline. She will also let Thrivent know the party has likely been delayed.

### **Liaison Report**

Liaison Berg reported that a new crew would be working on the Springs Park project, beginning about June 15th. This Crew is associated directly with Jason Harris at Landscape Structures. In terms of the work at Bair Park, we have no one to do this. She said the Mayor had suggested using volunteers to put together the Los Arboles and using volunteers and/or local business to install the ground covering.

Discussion was held regarding the use of volunteer labor for Bair Park. Jordan Kibbee reported that, when Livingston used volunteers to put together their part, an engineer was assigned to each volunteer, which insured the work was done correctly.

The Committee consensus is that it is essential for the playground equipment to be installed by people who do this for a living. Otherwise, there may a liability the City doesn't want to take on. This may mean that different parties install the equipment than install the ground coverings. Berg will explore options and share them with the Mayor.

### **Bair and Springs Park Signage Plans**

The Frazer family will build "backstops" for the attribution and/or playground rules signs. Liaison Berg will send Jan Frazer the sign dimensions and will work with the Mayor and City crew to identify where those signs will be placed.

### **Review of Applications for Parks Committee Vacancies**

The Committee reviewed a letter of interest from Dudley Deal. Following discussion, Jen Frazer made a motion to recommend approval of Mr. Deal's application. Ms. Frazer reported having just submitted an application to be reappointed. Assuming both applications are accepted, this year's vacant seats will be filled. The appointments should be made confirmed at the Council's June 17, 2025 meeting.

### **Public Comment/Good of the Order Comments**

- Jordan Kibbee reported that the smoking stations have been placed at Springs and Rader parks.
- Pattie Berg is working with the Parks Crew to repair the tennis net.

### **Adjournment/Set Next Meeting Date**

Liaison Berg offered to host the next meeting at her house, as a year-end celebration of all the hard work the Committee has accomplished. This meeting will be held Tuesday June 24, 2025, at 5:30.

The meeting was adjourned at 5:55 p.m.