

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE WORK SESSION
JUNE 18, 2024

ACTION ITEMS

All:

- Complete any “unfinished business” on the Action Items List.
- ***Be available on July 4th for Race for this Place work (Race and BBQ.)***
- ***Recruit to fill 3rd Committee seat.***

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

- Secure net at McStravick Park
- 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.
- 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, Roll Call

The meeting was called to order by Chair Tressa Blair at 5:25p.m.

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

Also present: Pattie Berg, City Council Liaison.

Review Draft Committee Handbook

Deferred.

Liaison Report

Liaison Berg reported that, at today’s Council meeting, the first reading of Ordinance 2024-2, which is the Parks Code which the Committee had done the background work on, was unanimously passed as amended. Amendments included

- Setting the ‘usual’ Park hours at 6:00 a.m. to 11:00 p.m. rather than midnight to 5:00 a.m., as was included in the proposed ordinance. The setting of different hours in, for example, neighborhood parks would still be allowed..
- Adding (or returning) the discharge of fireworks to the list of prohibited acts in section 7.5.

- Removing the word “propane” in section 7.5 sub paragraph 14. This will allow the use of propane fireplaces, white gas fireplaces and similar fuels. It will not allow the use of wood fireplaces.
- In the section dealing with animals in the parks:
 - Paragraph C was amended to allow “other domesticated animals”, such as horses, chickens or livestock in parks if part of a petting zoo, or otherwise permitted activity.
 - In paragraph E, service dogs will be allowed to be off leash while performing part of their duties. However during this time, they must be under voice control.
- In the section that addresses vending in public parks and recreation facilities, removed a reference to the Farmers Market, allowing the City to permit any event, such as a Renaissance festival, where food products are sold.

The City Attorney was directed to update the Ordinance based on Council feedback. The Ordinance will likely be placed on the next Council meeting agenda for a second reading and vote. Once a 2nd reading is approved, the Ordinance will be effective in 30 days.

Liaison Berg also noted that the Council had received, but not acted on, Resolution 2024-7 which establishes a tobacco-free parks and recreation policy. Initial comments from the Council and public suggested the Resolution should also address the smoking of marijuana. The Mayor indicated this was not necessary, as Meagher County voters have not allowed marijuana, but this addition may be made anyway.

Liaison Berg noted that paragraph D of the Resolution requires the Parks Advisory Committee to “undertake awareness and education efforts regarding the tobacco-free policy in City parks and City public lands and recreation facilities”. Following discussion, the Committee directed the Liaison to advise the Council that, if public education is required under the law, it should be the responsibility of the executive branch, not an advisory committee.

Adopt a Spot Update

Kelly Huffield reported that Tammy Kranz was the only person to respond to the press release announcing the availability of *Adopt a Spot* sites. Kranz had offered to take care of the tree on the corner by Mathis Market. That tree has since been removed, so there is no spot to adopt.

Liaison Berg noted that Lori Sorensen and her grandson had built a little garden and planted flowers around the flagpole at City Hall, and it looks great.

Update on Committee Vacancies

The Mayor has received two applications for the expiring Committee seats. Both are current committee members. Committee members will recruit to fill the third seat. Liaison Berg said Committee appointments will be made at the first Council meeting in July.

Fundraising Committee Report

Race for this Place

Kelly Huffield reported that, so far, she has deposited \$10,155 in donations for the *Race*.

Huffield handed out a document detailing the tasks involved in running the *Race*:

- Early registration is being held from 5:00 to 6:00 p.m. on July 3rd. That will require two people. On that day, the detour and road closure signs will need to be picked up from the city shop and the *Race* route will need to be marked.
- July 4th:
 - 6:00 a.m. Street closure: Road closure/detour signs will be placed by the Paddock family.
 - 6:30 a.m. Registration starts. Four people are needed for registration.
 - There are 2 water stations. One is already covered. Pattie Berg will cover the second.
 - Kathy Johnston and Tari Buckingham always take care of the continental breakfast.
 - 4:00 p.m. All Committee members should be at the Rotary Shelter at 4:00 p.m. to set up and serve at the BBQ. Four servers are needed, and someone will need to pick up supplies from Castle Mountain Grocery.
 - Huffield will find a griller and a helper.
 - Huffield will send an email listing the slots needing to be filled, and Committee Members will sign up for those slots.
 - Carol Berg will request a Thrivent Community grant to assist in the costs of this event.

Huffield said this is the *Race's* 18th year, and she wants to be 'done' at 20 years. The *Race* Committee needs new volunteers, or the *Race* may not continue beyond 20 years. All of Meagher County needs new volunteers. It is hoped that the Leadership program being sponsored by the Extension Service will increase the number of people willing to serve in these capacities.

Recreation Master Plan

The Committee were happy to acknowledge being awarded the CDBG grant to write a recreation master plan. The Mayor and Liaison Berg will be meeting with the funders later this week.

House Bill 355 funds

These funds will help the City implement the Committee's 2 year strategic plan. Great West estimates those funds will be available in 2 to 3 months.

Springs Park Renovation/Bair Park Ground Covering

Chair Blair, Jen Frazer, and Liaison Berg announced to Committee members that the City of White Sulphur Springs is being awarded a \$50,000 T-Mobile Grant to renovate Springs Park. It was explained that these 3 individuals were on the 'need to know' list, and had learned of the award about a month earlier, but had been sworn to secrecy by the T-Mobile corporation until June 20, 2024 at 7:00 a.m. Mountain time, when T-Mobile releases its PR regarding the 2024 1st quarter Hometown Grant recipients.

Because it was not yet June 20, 2024 at 7:00 a.m., Committee members were told they are also sworn to secrecy. All agreed to not reveal this wonderful news until that date/time.

Liaison Berg commented that this request was probably successful because, in the grant, the City was able to say it is the recipient of the *Race for this Place* funds, and those funds would be used to purchase playground equipment. In its first submission to T-Mobile, the City could only promise to raise funds for that equipment. While T-Mobile doesn't require any matching funds, T-Mobile asked that matching contributions (in-kind and hard dollars) be tracked, so T-Mobile can see how its efforts are amplified.

On June 20, 2024, a T-Mobile representative will be at the Farmers Market to issue a big check to the City of White Sulphur Springs, and that 3 "teaser ads" were being run to promote this event. The grant includes an

additional \$300 to host this event. If the weather is terrible, the announcement will be made at the Senior/Community Center.

T-Mobile provided materials including window stickers, the big check, flyers, posters, and a sandwich sign the City/Committee may use to publicize T-Mobile's contribution to hometowns like White Sulphur.

The following plans for the June 20 announcement were made:

- Morning of June 19: Liaison Berg will send the Mayor a text telling him the Parks Committee/City will be recognized at the Farmers Market on Thursday the 20th at 5:00 p.m. and ask him attend or send someone in his stead. In continuing with the "clandestine" nature of the operation, she will not mention the T-Mobile grant.
- June 20:
 - 7:00 a.m. – Liaison Berg will inform the Mayor via text of the receipt of the T-Mobile Grant and encourage him to personally attend the event, and will send an email to the Council and Clerks announcing the grant award.
 - 8:00 a.m. - Carol Berg will place T-Mobile window clings at downtown businesses.
 - Afternoon:
 - ~ Carol Berg and Pattie Berg will bring 2 tables from the Yoked Parish. Jen Frazer said T-Mobile will have its own table and tent.
 - ~ Jordan Kibbee will bring her popcorn machine.
 - ~ Tressa Blair will have the popcorn boxes and tablecloths ready. Her schedule is such that she can't be there until the last minute.
 - ~ Jennifer Frazer will pick up a water trough borrowed from Red Ants Pants, drinks and ice. She will arrive at Joanna's Park at about 3:00 to meet with the T-Mobile representatives, and to help set up. She will also bring the Lion's tent, in case of inclement weather. She has made arrangements for pigs in a blanket and cookies from Wild Oats Bakery.
 - ~ Kelly Huffield will bring information and entry forms to encourage people to participate in the *Race for this Place*.
 - ~ The presentation of the check to the City will begin promptly at 5:00 p.m.

The Committee celebrated the news of the T-Mobile Hometown grant with Beaver Track ice cream and sugar cookies decorated with the T-Mobile logo.

Adjournment and set next meeting date
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The next meeting will be July 11, 2024 at 5:00 p.m., at City Hall. This will include election of officers.

Liaison Berg encouraged Committee members to recruit to fill the remaining expiring seat, and also noted that the Committee has a lot of (hopefully) exciting and fun stuff on its plate between now and Halloween which is the currently-scheduled grand opening of the renovated Springs Park.

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

PARKS ADVISORY COMMITTEE ACTION ITEMS				
Updated 6/30/2024				
Overall Task	SubTask	Assigned	Timeline	Work Done / Comments
Planning	CDBG Grant	Committee & Liaison	9/1/24	Some paperwork is required before grant can be awarded. Work must be done by 7/31/25. Can send invoices until 4/30/25. Can request 50% reimb at draft, or wait and ask for 100% reimb at final. Jerry Grebenc of Great West will schedule a Kick Off meeting.
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			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.
	Accessible parking & path	City		Strategic Plan A
	Secure net.	Carol Berg,		City may have a drill that is beefy enough for concrete. Only need to secure net
	Remove net and box.	Parks Employee	Fall, 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	
	Start tracking usage #'s.			T-Mobile- before and after #'s. Install game camera on rotary Shelter? Mayor did not object.
	Race for this place	Committee	July 4	Help Race committee with events.
	Equipment diagram/order	Committee	July 15	Committee ID'd park goals. Have 2 playground plans. Have met with Dakota playground's installer. Will need to request bids as soon as we know how much money will be available. May need to raise other funds to fill in blanks. See also strategic plan.
	Project Plan	PB/Mayor	August 15	6/30/24 - PB working on written plan outlining 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. May not be necessary.
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	6/30/24 - PB working on written plan outlining what needs done, by whom, and when to get this project done. See also PB's notes from meeting with Steve Burgener.
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			
Other Organization/Party Tasks:				
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