

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
SEPTEMBER 19, 2024

ACTION ITEMS

All:

- Complete any “unfinished business” on the Action Items List.
- **Recruit to fill 3rd Committee seat.**

Jen Frazer

- Speak with Kevin @ Triangle about installing game cameras to track pre-post usage for T-Mobile grant.
- Speak with Golf Board about formalizing cross country skiing on the Golf Course.

Kelly Huffield

- Send Pattie cost to install rails at Joanna’s Park
- 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 Great West and Sheriff’s office as described below.
- Follow up with Mayor as described below.
- Review City Attorney’s email regarding Committee Ethics rules; update Handbook as necessary.
- Check with Lee Zehntner on overseeing Parks employee pesticide work.

Tour of Parks Facilities with Great West Engineering

Committee members present: Jordan Kibbee for full tour; Jen Frazer joined the tour at Joanna’s Park.

Others present: Kia Quinata, Kevin Angland, Great West Engineering; Rick Ellison, Ron Frisbee, Pattie Berg, White Sulphur Springs City Council; Rocky Vinton, Jake Gregory, City of WSS public works.

The purpose of this tour was to familiarize Great West staff and other attendees with the City’s parks and to allow Great West to complete a community park audit (see attachment A).

Parks toured included Springs Park, Spike’s Happy Trails, Joanna’s Park, McStravick Park, Bair Park, and Rader Park, Great West staff was also shown the location of the potential hospital annexation, and the school playground.

The audit tool evaluated types of activities, accessibility, signage, safety and appearance, overall condition of, maintenance, current issues, and the future needs of each park. The results of the audit will be included in the Master Plan.

Committee Meeting: Call to Order, Roll Call

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

Members present: Tressa Blair, Jen Frazer, and Jordan Kibbee. Kelly Huffield attended via Zoom.

Also present: Kia Quinata and Kevin Angland Great West Engineering; Pattie Berg, City Council Liaison.

Approval of August 8, 2024 Meeting Minutes

Tressa Blair reported Joni Short plans to have livestock graze in the pasture north of Spike's Happy Trails. This means the northern boundary fencing needs to be safe for the public, while fencing the livestock out. This also removes the related action item from the Chair's "to do" list.

On a motion made by Jen Frazer and seconded by Jordan Kibbee, the amended Minutes were unanimously passed.

Discussion with Great West Engineering regarding the CDBG Grant/ Recreation Master plan process.

Great West staff thanked the Committee for the parks tour. They said that more fully understanding the needs and issues will help them in the master planning process. When asked, they said they would summarize the audit findings and share them with the Committee.

Brief discussions were held regarding:

- Potential recreational activities, including skate parks, walking trails, cross country skiing, snowshoeing, soccer, the design of trails at Spike's Happy Trails and elsewhere, and dog parks.
 - Projects included in the master plan will be determined by public feedback.
- The types of recreational activities/sports programs offered by other organizations.

CORR Report Review – Great West staff noted that the CORR report identified potential projects for the Master Plan. It was also noted that those who had participated in the CORR process had not received a copy of the final report. While the CORR report discussed recreational opportunities throughout Meagher County, the recommendations in that report focused on the 2 mile 'donut' around the City. Like the CORR report, the Master Plan will focused on the 'donut.'

Parks Master Plan Discussion (following Great West' outline)

- a. Parks Development Decision Matrix – Great West staff noted that the CORR report included a decision matrix to assist decision makers in whether to approve a proposal for an activity in a park, or a new park. When asked, Great West said they could potentially include a similar matrix in the Master Plan document.
- b. Parks Plan Outreach - It was noted that only 21 people had responded to the recent capital improvement plan survey. The Committee wants the findings in the Master Plan to be based on a higher number of responses. Great West will prepare a survey for the Committee's review.
- c. Parks Committee More Involved - Parks Committee members will meet with various organizations and community groups and solicit feedback. Potential meeting sites listed included the Senior Center, the Youth Center, the school, and possibly Boy and Girl Scout organizations. The CORR working group was mentioned as a possible group. Kevin Angland suggested, when meeting with younger kids, to have them draw their "dream park".

A town hall type meeting similar to that used to kick off the CORR process was also discussed. That would involve sending postcards to a variety of users and user groups and inviting them to a meeting where they could learn about our current parks assets and about the master planning process, and are then asked to complete the survey.

d. Timeline –

1. Great West will draft the survey and send it to the Committee by the last week of September.
2. The Parks Committee will establish an outreach plan, possibly at the same time it reviews the draft survey.
3. Great West will begin to write the sections of the Master Plan which describe the City's demographic and geographic characteristics.
4. Final report – This is dependent on the time it takes to collect and process the public feedback, but it should be done by the end of the current fiscal year (6/30/25).

e. What materials are needed from Great West - The immediate need is to see a draft survey. It was noted that Jen Frazer is able to prepare maps as needed.

f. Examples materials from previous projects – Great West staff shared copies of a draft Trails Master Plan for the City of Glendive Montana, and samples of surveys conducted for other master planning processes. Great West was asked to make sure that the reports meet accessibility requirements.

g. Photos for Parks Plan – Great West staff asked for pictures of all of our parks. At Jerry Grebenc's request, Liaison Berg contacted the Sheriff's Department, and they agreed to take drone photos of each Park. Great West asked that these be taken from far enough off the ground that you can visualize the entire park area. Liaison Berg will coordinate the drone work with the Sheriff's Department.

h. Challenges/Concerns/Questions - When asked, Committee members expressed the following challenges / concerns / questions

- A proposed sign program had been sent to City but the Committee had not heard whether it had been or will be adopted. Great West requested a copy this sign plan. Liaison Berg will send it.
- Since 2020, the Committee has been aware of issues/challenges with landownership/property lines at Spike's, McStravick, Rader and, most recently, Bair parks. It's important to clarify property boundaries and property ownership. It was suggested that a T-post could be placed which marks the city's south boundary at Rader Park.
- Water issues - These will likely limit the places where trails can be developed at Spike's Happy Trails. Hopefully, the puddling at Bair and Springs parks will be fixed when the renovations happen in November of this year.
- Walking trails – Assuming the public process identifies an interest in a walking trail, there may be a need to negotiate walking easements and interlocal agreements to provide for a continuous trail. It was also recognized that not every street in the city has sidewalks, which may be a challenge when identifying the path of any walking trail.

There being no further discussion, Great West staff left the meeting.

Race for this Place Update

Kelly Huffield reported that a check in the amount of \$19,300, which is the amount of *Race for This Place* proceeds, is ready to go to the City. Liaison Berg will ask to have a presentation placed on the October 15, 2024 City Council agenda. .

Liaison Report

See Attachment B. Liaison Berg encouraged Committee members to contact her with any questions, but wanted to let the Committee know that she had just learned that the money raised for parks work from the *Race for this Place*, the Lions, and the T-Mobile grant qualified as matching funds for the HB355 grant. This means it will not be necessary to capital project funds to match that grant, leaving about \$11,000 in that account for future projects.

Adjournment and set next meeting date

A meeting was scheduled for October 1, 2024 at 5:00 p.m. This assumes Great West has sent a draft survey. If not, the next meeting will be held no later than October 24.

The meeting was adjourned at approximately 6:45 p.m.

Attachment A Community Park Audit Tool

Section 1: Park Information

This section asks about accessing the park and about the neighborhood surrounding the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section. When thinking about the surrounding neighborhood, consider all areas that you can see from inside of the park.

When rating the access and surrounding neighborhood, please use the following definition:
 • Usable: everything necessary for use is present and nothing prevents use (e.g., sidewalks are passable)

- Can the park be accessed for use? (e.g., not locked/fenced, available for activity, etc.) No Yes
- Are there signs that state the following (could be same sign)? (check off that are present) None present
 Park name Park hours Park contact information Park/facility rental information
 Park rules Park map Rental equipment information Event/program information
- How many points of entry does the park have? More than 5 (or park boundary is open) 2-5 Only 1

- What types of parking are available for the park? (check off that are present)
 None Parking Lot On street parking Bike racks
- Are there sidewalks on any roads bordering the park? (could be on opposite side of road) No Yes
 If yes... Are they usable? All or most are usable About half None or few usable
 If yes... Are there curbs and/or ramps on any sidewalks bordering or entering the park? No Yes
- Is there an external trail or path connected to the park? No Yes
 If yes... Is it usable? No Yes

- Are there bike routes on any roads bordering the park? (check off that are present)
 None Marked bike lane Bike route sign Share the road signs/markings
- Are there nearby traffic signals on any roads bordering the park? (e.g., crosswalk, stop light/sign) No Yes

- What are the main land uses around the park? (check off that apply) None present
 Residential Commercial Institutional (e.g., school) Industrial (e.g., warehouse) Natural
- Which of the following safety or appearance concerns are present in the neighborhood surrounding the park? (check off that are present in the surrounding neighborhood within sight on any side of the park)
 Poor lighting (e.g., low or no lighting on surrounding neighborhood streets)
 Graffiti (e.g., markings or paintings that reduce the visual quality of the area)
 Vandalism (e.g., damaged signs, vehicles, etc.)
 Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)
 Heavy traffic (e.g., steady flow of vehicles)
 Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)
 Vacant or unfavorable buildings (e.g., abandoned houses, liquor store)
 Poorly maintained properties (e.g., overgrown grass, broken windows)
 Lack of eyes on the street (e.g., absence of people, no houses or store fronts)
 Evidence of threatening persons or behaviors (e.g., gangs, alcohol/drug use)
 Other _____
 None present

Comments on Access or Surrounding Neighborhood Issues:

Section 1: Park Information

Park Name: _____ Observer Name or ID: _____
 Park Address/Location: _____
 Was the park easy to find onsite? No Somewhat Yes
 Date (m/d/yr): ____/____/____
 Comments on Park Information: _____

Section 3: Park Activity Areas

This section asks about the activity areas in the park. For each activity area type:

- First, mark the number (#) of areas that are present in the park (if none, write "0").
- Then, respond to questions about up to three of those activity areas. If there are more than three areas for a specific activity area type, rate the first three you come across during the audit. If there were no activity areas of that type present in the park, move on to the next type.
- Finally, use the space provided to note any additional comments about each type of activity area.

When rating the activity areas, please use the following definitions:
 • Usable: everything necessary for use is present (excluding portable equipment - rackets, balls, etc.) and nothing prevents use (e.g., are there nets up for tennis courts, goals for soccer fields, are trails usable, etc.)
 • Good condition: looks clean and maintained (e.g., minimal rust, graffiti, broken parts, even surface, etc.)

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
a. Playground (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Distinct areas for different age groups	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Colorful equipment (i.e., 3+ colors)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Shade cover for some (25%-) of the area	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Benches in/surrounding area	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Fence around area (i.e., half or more)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Separation or distance from road	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
b. Sport Field (football/soccer) (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
c. Baseball Field (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
d. Swimming Pool (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
e. Splash Pad (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
f. Basketball Court (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
g. Tennis Court (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				

Section 4: Park Quality and Safety

This section asks about factors related to comfort and safety when using the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section.

When rating the quality and safety features of the park, please use the following definitions:
 • Usable: everything necessary for use is present and nothing prevents use (e.g., can get into restrooms, drinking fountains work, etc.)
 • Good condition: looks clean and maintained (e.g., minimal rust, graffiti, broken parts, etc.)

- Are there public restrooms (or portable toilets) at the park? No Yes
 If yes...
 Are the restrooms usable? All or most are usable About half None or few are usable
 Are they in good condition? All or most in good condition About half None or few in good condition
 Is there a family restroom? No Yes
 Is there a baby change station in any restroom? No Yes

- Are there drinking fountains at the park? No Yes
 If yes...
 How many different fountains are there? (i.e., units, not spouts) _____
 Are the fountains usable? All or most are usable About half None or few are usable
 Are they in good condition? All or most in good condition About half None or few in good condition
 Are they easy to use? All or most are easy About half None or few are easy

- Are there benches to sit on in the park? No Yes
 If yes...
 Are the benches usable? All or most are usable About half None or few are usable
 Are they in good condition? All or most in good condition About half None or few in good condition
- Are there picnic tables at the park? No Yes
 If yes...
 Are the tables usable? All or most are usable About half None or few are usable
 Are they in good condition? All or most in good condition About half None or few in good condition
 Is there a picnic shelter in the park? No Yes
 Is there a grill or fire pit in the park? No Yes

- Are there trash cans in the park? No Yes
 If yes...
 Are they overflowing with trash? All or most overflowing About half None or few overflowing
 Are they near activity areas? All or most are near About half None or few are near
 Are recycling containers provided? No Yes

- If the sun was directly overhead, how much of the park would be shaded? <25% 25-75% >75%

- Are there rules posted about animals in the park? (e.g., dogs must be leashed?) No Yes

- Is there a place to get dog waste pick-up bags in the park? No Yes
 If yes... Are bags available at any of the locations? No Yes

Activity Area	# of Areas	Area 1	Area 2	Area 3
h. Volleyball Court (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
i. Trail (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Connected to activity areas	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Distance markers/sign	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Benches along trail	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
What is the trail surface? (check one)		<input type="checkbox"/> Paved	<input type="checkbox"/> Paved	<input type="checkbox"/> Paved
		<input type="checkbox"/> Crushed stone	<input type="checkbox"/> Crushed stone	<input type="checkbox"/> Crushed stone
		<input type="checkbox"/> Dirt/mulch	<input type="checkbox"/> Dirt/mulch	<input type="checkbox"/> Dirt/mulch
Comments: _____				
j. Fitness Equipment/Stations (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
k. Skate Park (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
l. Off-Leash Dog Park (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
m. Open/Green Space (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
n. Lake (# _____)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there a designated swimming area?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
o. Other (fill in a type description for each)				
Usable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments: _____				
Comments on Park Activity Areas:				

- Are there lights in the park? (not including neighborhood street lights) No Yes
 If yes...
 How much of the park could be lit? <25% 25-75% >75%
 Are the activity areas lit? All or most are lit About half None or few are lit

- Is the park monitored? (e.g., volunteer or paid staff, patrolled by police, cameras, etc.) Yes No

- From the center of the park, how visible is the surrounding neighborhood? Fully Partially Not at all

- Are there obstacles of any type through the park? No Yes
 If yes... Are there traffic cones or obstructions on the roads when the park? (e.g., crosswalk, stop light or sign, brick road, speed bumps, roundabouts) No Yes

- Which of the following park quality or safety concerns are present in the park? (check off that are present)
 Graffiti (e.g., markings or paintings that reduce the visual quality of the area)
 Vandalism (e.g., damaged signs, buildings, equipment, etc.)
 Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)
 Excessive noise (e.g., noticeable amounts of trash, broken glass, etc.)
 Excessive animal waste (e.g., noticeable amounts of dog waste)
 Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)
 Poor maintenance (e.g., overgrown grass/weeds/bushes or lack of grass in green areas)
 Evidence of threatening persons or behaviors (e.g., gangs, alcohol/drug use)
 Dangerous spots in the park (e.g., abandoned building, pit hole)
 Other _____
 None present

- What aesthetic (i.e., beautiful/pleasant) features are present in the park? (check off that are present)
 Evidence of landscaping (e.g., flower beds, ground bushes)
 Artistic feature (e.g., statue, sculpture, public fountain)
 Historical or educational features (e.g., monument, nature display, informational sign, etc.)
 Wooded area (e.g., thick woods or dense trees)
 Trees throughout the park (e.g., scattered trees)
 Water features (e.g., lake, stream, pond)
 Meadows (e.g., natural tall grassy area)
 Other _____
 None present

Comments on Park Quality and Safety Issues:

About the Community Park Audit Tool
 The Community Park Audit Tool (CPAT) was developed in 2010 in Kansas City, Missouri by Andrew Katz (UMKC), Kansas State University, and Sarah Williams (Missouri State University) in collaboration with the City of Kansas City Missouri Parks and Recreation Department. Development of the CPAT was supported by a grant from Active Living Research, a national program of the Robert Wood Johnson Foundation.

Attachment B
Parks Advisory Committee Liaison Report
August – September 2024

FY24-25 Budget

- See last page for complete budget from all sources.
- In the General fund, Parks took a bit of a hit but this is mostly related to the passing of our parks employee. They don't plan to refill that position until next year.
- In the Capital Projects fund, \$15,000 was transferred to a separate account, to assist in the purchase of an animal control/parks truck. The Mayor and Ron Coleman are going to attend a state auction. Looking at trucks which will be less than \$10,000. Any excess funds can be returned to parks.
- There is a plan to get Bair Park, Springs Park, McStravick ADA Access, a vaulted toilet at Radar.

Grants Updates:

HB355

- Commerce Department approved playground work and vaulted toilet. Toilet may not be installed until next summer (which is also the next FY)
- Spending/grant requirements
 - When do you expect we will have notice of the grant award(s)?
According to the MDOC HB355 website, the grant award will be announced approximately 45 days after the submittal of the application(s)
 - Since one of the requirements is that all work must be under contract by 12/30/24, does that also mean that all work completed under this grant requires a signed contract (in addition to the invoices) to receive a reimbursement?
Grantees may submit reimbursement requests for project expenses to Commerce once they have satisfied the conditions established by Section 12 of HB 355 and signed a contract with Commerce. Grant recipients must satisfy the conditions required by Section 12 of HB 355 before signing a contract with Commerce. Commerce will provide applicants with additional information on submitting reimbursements in its HB 355 contracts.
 - Can the City enter contracts before it has received official notice of the grant award?
Expenses incurred before application submission are not eligible for reimbursement. However, local money spent before application submission could be used to fulfill the local cash match requirement for the total project cost, provided that it was expended after June 13, 2023, the date on which HB 355 became law.
<https://commerce.mt.gov/Infrastructure-Planning/State-Local-Infrastructure-Partnership-Act>
- All projects must be under contract by 12/30/24, which should not be a problem, since we want our work to be done this fall. Money must be spent by 2027.
- On 9/18/24:
 - I learned that the funds contributed by the Race, Lions, T-Mobile are matching funds for HB355. So, we are WAY over matched on the category of Parks projects, and we don't need to use capital project funds for the 25% match!
 - Decision was made to spend HB355 funds for parks as follows:
 - Springs: \$20,680
 - Radar Toilet: \$23,750
 - McStravick ADA access: \$3,065.

Total for Parks: \$47,495. As a reminder, the strategic plan had asked for about \$30,000. Total HB355 funds spent:

HB355 Allocation	\$	111,855
SCADA	\$	64,361
Parks	\$	47,495

CDBG

- We are meeting with GW on the 19th. The Mayor signed a task order for this project (it's in the FYI folder).
- Drones – At GW's suggestion, I have asked the SO if they would be willing to do some drone shots of our parks. They have agreed, and are ready, when we tell them where and when.

T-Mobile

- Equipment – Shipment date is November 8, 2024. This means we will need to 'pivot' our plan for a Haunted Halloween grand opening.
- Steve Burgener has said he can install in snow.

Project Notes

Bair Park –

- Bump track has been 'decommissioned'. I don't know what happened to the extra dirt, if there was any.
- Proceeding with plan to dismantle wooden structure, redesign footprint and recycle/reuse playground equipment.
- Work to be done in November, in conjunction with work at Springs Park.

Springs Park –

- ADA access from parking lot to Rotary Shelter - With the help of the State DOT, this has or soon will be completed. (A little 'bartering' took place.)
- Concrete walkway from Rotary Shelter to playground– Plan is to get this done before the snow flies so it has time to cure. Bergan brothers have bid. \$1,700. To meet HB355 requirements, we may need to request 2 more direct solicitation bids.

McStravick Park -

- Plan is to place accessible parking spot on NW corner of court and, at same time, create the accessible path to the court itself. Mayor is getting bids.

Parks FY24-25 Budget											
9/18/2024											
FY 24-25 BUDGET BY FUNDING SOURCE											
Line Item	General Fund			OTHER REVENUES (See Cap project, below)							Comments
	FY23-24 Budget	FY24-25 Budget Approved 9/2/24	Request vs. Approved	T-Mobile (Springs Park) ⁽¹⁾	H8355 (Springs Park) ⁽¹⁾⁽²⁾	H8355 (Vaulted Toilet) ⁽³⁾	H8355 McStravick	Race for This Place (Springs Park)	Lions (Springs Park equipment purchase)	CDBG ⁽⁴⁾	
Personal Services	25,000.00	25,000.00	-	41,500.00	8,663.00	23,750.00	3,065.00	-	-	23,377.00	Gfund: \$ 700 rails \$3700 mcstravick plg. Toilet 2025 summer?
Salaries Extra Help	15,500.00	5,850.00	(8,650.00)	-	-	-	-	-	-	-	
Employer Contributions	2,000.00	475.00	(3,025.00)	-	-	-	-	-	-	-	
Supplies	5,000.00	5,000.00	3,980.04	4,900.00	3,879.96	-	-	-	4,000.00	-	gen fund: Bair Park Matts, 2 smoke stations
Repair & Maintenance Supplies	4,000.00	1,000.00	-	-	4,850.00	-	-	19,300.00	-	-	
Gas, Oil, Diesel, Tires	2,000.00	2,000.00	-	-	-	-	-	-	-	-	
Communication & Transportation	400.00	400.00	-	-	3,288.00	-	-	-	-	-	includes mat shipping from custom playgrounds
Publicity, Subscriptions & Dues	300.00	300.00	(100.00)	-	-	-	-	-	-	-	
Memberships & Registration Fees	100.00	100.00	-	-	-	-	-	-	-	-	
Repair & Maintenance Services	3,500.00	1,750.00	-	-	-	-	-	-	-	-	
Travel	700.00	250.00	-	-	-	-	-	-	-	-	
Training Services	1,000.00	250.00	-	-	-	-	-	-	-	-	
Other Purchased Services (20% ADA)	-	-	(4,424.00)	-	-	-	-	-	-	-	Bair Park: Up to 20% accessibility budget
Concrete	500.00	500.00	-	-	-	-	-	-	-	-	
Sand/Gravel/Asphalt/Dirt	-	-	(3,200.00)	3,600.00	-	-	-	-	-	-	
Machinery & Equipment	3,000.00	3,000.00	-	-	-	-	-	-	-	-	
Totals	\$ 63,000.00	\$45,875.00	\$ (13,418.96)	\$ 50,000.00	\$ 20,680.96	\$ 23,750.00	\$ 3,065.00	19,300.00	4,000.00	23,377.00	

Capital Project Fund:

FY24-25 FUNDS	\$ 48,341.00
Less Projects:	
Bair Park	\$ (8,680.04)
McStravick Park 'excess cost'	\$ (635.00)
Less CDBG Grant Match	\$ (7,793.00)
Funds Remaining 6/30/25	\$ 31,232.96
Strategic Plan A Projection 6/30/25:	\$ 32,070.00