

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
OCTOBER 29, 2024

ACTION ITEMS

- All:**
- Do prep work for Outreach for Master Plan (see page 4)
 - **Recruit to fill 3rd Committee seat.**
- Jen Frazer**
- Speak with the Golf Board about formalizing cross country skiing on the Golf Course.
 - Send Pattie T-Mobile contact info.
- 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**
- 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 5:10 p.m.

Members present: Tressa Blair, Jen Frazer and Jordan Kibbee in person; Kelly Huffield via zoom.

Also present: Pattie Berg, City Council Liaison.

Approval of Minutes

On a motion made by Jen Frazer and seconded by Kelly Huffield, the Minutes of the September 19, 2024 and October 1, 2024 Committee meetings were unanimously approved.

Master Plan:

- **Review Final Survey and Develop outreach plan**

Review Draft Survey – Liaison Berg reported that she had followed up with Great West regarding the best way to identify and prioritize projects, and that Jerry Grebenc had recommended having the public choose their top 4 unranked priorities. On a motion made by Kelly Huffield and seconded by Jen Frazer the amended survey was unanimously adopted with that change.

Develop Outreach Plan - The Committee identified agencies and organizations to be contacted for the surveys. See Outreach Plan on page 4 of these Minutes.

The outreach will begin as soon as possible and will conclude with a booth at the Christmas Stroll on December 13th.

Committee members report on progress made on pending action items.

The Committee reviewed and updated its short and long term Action Items lists (see page 5.)

In terms of recruiting for a third committee member, Liaison Berg reported that she had contacted Nancy Schlepp and asked her if any of her employees may be interested in serving on this Committee. Schlepp said she would check, but Berg hasn't heard anything yet. It was suggested that Berg contact Mikayla Bowling with the Extension Service as she is spearheading the leadership training, and the goal of that training is to develop future community leaders.

Jen Frazer:

- Sent pictures to Great West for a master plan document.
- Has not yet spoken with the golf board. She will get a hold of Paul Jenkins, who is a volunteer at the course, and make inroads that way.
- Will send Pattie Berg contact information for non-PR person at T-Mobile.

Kelly Huffield:

- Stacy Menard did not seem available to help with a baseball tourney at this time. That item was moved to a possible fundraising activity.
- Is in contact with Pat at Bozeman Sign and getting an estimate to replace the sign at Joanna's park.

Pattie Berg

- Game camera has been placed. This was purchased with T-Mobile Funds, and will be used (along with survey results) to describe pre- and post-renovation usage.
- On 10/30/24, she is meeting with Sheriff Lopp to get drone photos of parks for the master plan.
- She will update both lists.

First review of donation policy draft

Liaison Berg explained that the City needs a policy which ensures donations, such as those received in the donation box at McStravick Park, are collected on a timely basis, tracks the funds appropriately, and has the appropriate checks and balances. She shared a draft donation policy and asked the Committee to review it for a later meeting.

Following discussion, Liaison Berg was directed to ask the City to adopt a donation policy. Jen Frazer said that when she last checked the box, there was \$20 in it. She has the key, and will make an extra key and then turn the keys over to the City.

Liaison Report

The Committee reviewed the Liaison report found on page 6 of these Minutes.

In terms of the proposed attribution sign:

- The word 'corporation' should be removed from "T-Mobile Corporation Hometown Grant".
- Jen Frazer will check with Sarah Hamlin to learn the correct language for the Thrivent funds.

In regard to the signs designating age areas, and playground rules:

- On a motion made by Chair Blair and seconded by Jen Frazer, the Committee unanimously recommended that the City adopt dusk to dawn hours for the playgrounds.
- Liaison Berg said she had just learned that Steve Burgener or Jason Harris will have stickers which can be applied to the playground equipment, indicating the appropriate age for that piece of equipment. Therefore it was felt the age designation signs are not required.
- The Committee chose to draft its own Rules signs. Jen Frazer will draft and circulate these rules.
- Once there is a Committee consensus, Liaison Berg will share the language with the Mayor.
- Jen Frazer will work with her husband to design a sign which includes the attribution and the playground rules signs. This will be similar to the sign at McStravick Park.

Berg asked the Committee whether it intended to do a soft opening at Springs Park, and later a grand opening, or whether there would be a grand opening over Thanksgiving, or some other form of “ribbon cutting event”. That discussion was deferred until the next meeting.

Liaison Berg will draft an article for the Meagher County News explaining what will happen at both parks, including the removal of the wooden structure at Bair Park, during the renovation work.

Liaison Berg asked the Committee to watch their emails and texts, as there may be a need for quick Committee feedback during the renovation work.

<p style="text-align: center;">Public Comment/ Committee ‘good of the order’ comments</p>
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Kelly Huffield announced that, on December 3, 2024, she will be presented with an award from AARP for her community service work. The award comes with a \$2,500 check, which she will donate to the organization of her choice. Beth Hunt nominated Kelly for this award. Congratulations, Kelly!

<p style="text-align: center;">Adjournment and set next meeting date</p>

The next Committee meeting was scheduled for Tuesday, November 12, 2024 at 5:00 p.m.

The meeting was adjourned at approximately 6:25 p.m.

RECREATION MASTER PLAN SURVEY
Public Outreach Plan

Target Group	Activity	Due by	Responsible Party	Comments
n/a	Draft Script for events	11/12/24	P. Berg	
Students & teachers	Speak with Tiffany Jay and/or Sheri Larson	11/12/24	J. Frazer	QR Code on survey; post on pegboards; possibly have announced.
Youth	Speak with Youth Center, 4-H and Scouts about a Committee outreach.	11/12/24	J. Frazer	Jen said she will pull Jordan in on these.
Public Service Orgs/Adults	Get Rotary members to complete questionnaires.	11/12/24	P. Berg	
	Get Lions club members to complete	11/12/24	J. Frazer	
	Get Chamber members to complete questionnaires.	11/12/24	K. Huffield	wsschristmasstroll@gmail.com
	Ask senior/community center if Committee can do an outreach effort there.	11/12/24	K. Huffield	
General Public	Ask Clerks to: <ul style="list-style-type: none"> • hand the public a survey when they come to pay water bills and to • Provide a box for completed surveys. 	11/12/24	P. Berg	
	Ask Library staff to encourage public to complete surveys, and collect completed surveys.	?	?	
	Arrange for table at Christmas Stroll	11/12/24	K. Huffield	Jordan will have her popcorn machine ready to go. Still have popcorn boxes from T-Mobile event.

PARKS ADVISORY COMMITTEE ACTION ITEMS				
Updated 10/29/2024				
Overall Task	Subtask	Assigned	Timeline	Work Done / Comments
Planning	Outreach Plan / CDBG Grant	P. Berg , Committee	11/12/24	Berg: Draft Script Others: See assignments on Action Plan.
Committee Administration	Committee Handbook Review/Update	Committee/P. Berg	asap	PB Review CA email. Committee review handbook draft.
Cross Country Skiing Opportunities in Town	Speak with Golf Board about formalizing cross country skiing on the Golf Course	Jen Frazer	Late Summer 2024	She will speak with Paul Jenkins as a first step.
Springs Park/ T-Mobile Grant	"Touch Point" 6 month report. Contact info to Pattie	Pattie Berg Jen Frazer	12/20/24? 11/12/24	Per 5/16/24 phone call... "Touchpoint" reports at 6 and 12 months. They don't track receipts. Measure community impact – in-kind and matching contributions, jobs created, # using space, how it impacted the community.
Springs & Bair Park Renovations	Renovation (Ground Covering, footprint, equipment Install). Project Coordinator: Pattie Berg See Implementation Plan	P. Berg/Mayor	@ 11/11/24	Steve Burgener will be here mid-November. Work should be completed before Thanksgiving.
Fundraising On hold	Duck Race (Resource: Candi Short Richardson?)	Jen Frazer (?)	Labor Day	Later in FY24-25. After 5 th Committee member is on board. Possibly reinstate fundraising committee.
	Basketball tourney (Resource: Stacy Eaton-Menard).		ongoing	
	Ales for Trails (or something like that).			
	Write Fundraising Policy			
Adopt a Spot	Get forms filled out	Kelly Huffield		10/29 - Kelly said she is still getting the paperwork together
	Forms, binder to City Hall.			
City Website Improvements	Review Website, Meet with City Staff (make an appointment) to make changes	Pattie Berg	12/15/24	Draft web information is ready. Waiting to have it placed until have pictures of updated Springs & Bair Parks.
Other Organization/Party Tasks:				
Fort Logan Replica at Radar Park	Replace Fort Logan Sign	Historical Assn/ Jen Frazer	On HS schedule	Fort Logan replica sign, POC: Tiffany Sweeney.
Rotary Shelter	Rotary to do fixes on Rotary Shelter	Rotary Club/Jay Berg Pres.	On Rotary Schedule	7/4 – Jay Berg will revisit this with the Rotary Club.
Radar Park and Joanna's Park	Stain shelters and sand/stain picnic table	Jen Frazer/Lions	Fall of 2024.	

**Parks Advisory Committee
Liaison Report –September/October 2024
As of 10/27/24**

Funding Update

- **HB355 Funds** – Approved!



October 17, 2024 8:45 A

Good morning,

This morning, I spoke with Ashley Amato who is with the Montana Department of Commerce. She told me that she will approve each of the city's HB355 applications and you can expect to receive award letters by the end of next week.

Congratulations.



- **T-Mobile Grant** – on 5/20, they said they wanted 6 and 12 month benchmark reports. Need to ID who will preparing those reports, what kind of report they want (do they have a form?) and when the 6 months started.

Project Updates

- **Master Plan**
 - Final review of survey: 10/29/24. See related emails in Liaison Report folder
 - PB meeting with Sheriff to get drone photos 10/30.
- **Bair & Springs Park Work:**
 - See Bair & Springs Park Implementation Plan in Liaison Report folder. Goals:
 - ☞ we stay on budget AND
 - ☞ Everyone knows what everyone else is going to do, and by when. Hopefully this will make the projects run with minimal hitches.
 - ADA Access Work
 - ☞ McStravick Court –ADA van parking pad combined with path to gate. Cost: @ \$3,800 includes concrete. Done by 10/31/2
 - ☞ Bair Park – Have a budget for ADA. Will likely be able to get parking & access as required.
 - ☞ Springs Park - Work is under way on accessible path from the Rotary Shelter to the (renovated) playground footprint. Will be done by 10/31/24. Cost: \$1,700.00 includes concrete.
 - Game camera was installed Thursday 10/24. It is on the mobile cellular tower at Triangle Communications. Blends right in, so it probably won't walk off. I need to go see if the camera is pointed in the right direction.
 - ☞ We can also be able to use survey responses to estimate pre- renovation usage!
 - Playground equipment & Steve's installs should be here around 11/15/24.
 - ☞ Do we want to do a 'soft opening', at Springs Park, and a later grand opening, or do we want to do a grand opening over turkey day? Or????
 - ☞ \$500 budget for this. Must stay within budget. Needs: ID person in charge, plan with budget by next Committee meeting
 - Signs and Mats - Goal is to order on Wednesday the 30th.
 - ☞ Signs – See word document for possible purchases/language. Please review content, spelling & grammar! Want to finalize Tuesday and order Wednesday.
 - ☞ Mats – Jen is reviewing possible purchases. Will discuss Tuesday and order Wednesday.
- **Radar Park Vault toilet** – Installation timeframe is July/August 2025. Funded by HB355. Need to be under

contract by 12/30/24. Mayor is on this.

- Other:
 - Joanna's Park - \$700 in budget for rails.
 - OK to purchase 2 smoking stations.