

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
DECEMBER 10, 2024

ACTION ITEMS

- All:**
- Do Outreach for Master Plan activities (see page 3)
 - **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.
- Jordan Kibbee**
- Smoke Stations placed at Radar and Springs Parks
 - Plans for grand 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.
- Pattie Berg**
- Follow up with City and T-Mobile as required.
 - 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: Chair Blair, Jen Frazer, Jordan Kibbee, Kelly Huffield.

Also present: Pattie Berg, City Council Liaison.

Approval of Minutes

It was noted that the second smoke station should be placed at Joanna's Park, not Springs Park. On a motion made by Jen Frazer and seconded by Tressa Blair the Minutes of the November 10, 2024 Committee meeting were unanimously approved as amended.

Recreation Master Plan Discussion

Report out on tasks completed on the plan.

The Committee has requested questionnaires from the Stevens Youth Center, 4-H clubs, the Lions, the Chamber of Commerce, the Rotary Club, and the Senior Center. The survey has also been advertised via press releases and in the social media.

Last week, Great West told Liaison Berg they had received 135"ish" questionnaires. Berg estimated that, by the time all the surveys are in, it will represent about 20% of our residents, which is a reliable base on which to form planning decisions.

Jen Frazer reported that her meeting with the youth center was really fun, and that the youth provided some great feedback. She noted many kids were concerned that the dinosaurs would be removed and not replaced. She said it's very important to keep those dinosaurs!

Kelly Huffield asked for a list of equipment being purchased at Springs Park.

The committee acknowledged it's unlikely the City would run a recreation program. However, if the survey shows a demand for these services, other businesses and agencies may be willing to collaborate with the City to offer these programs.

The final public event is Friday the 13th, at the Christmas Stroll. Committee members signed up for shifts at the Stroll, which runs from 5:00 until 8:00. The Committee's booth is at Stone Temple Fitness.

Discussion on master plan documents received from Great West Engineering:

Committee Comments on Assessment:

- In general, the assessments of the current condition of the parks seemed accurate. However, the document is 'dry', so it's a difficult read.
- The Rader Park assessment is missing grills. In addition, there are two parking lots, and a fairly extensive sidewalk/paved path along Highway 12, including along the perimeter of Radar Park.
- The Springs Park assessment doesn't mention that the playground is being overhauled, and is missing the presence of a water spigot which can be used for drinking.
- At Bair Park, it is true that there are no "traffic signals", but there is a stop sign on 4th and Wall Street. There is no traffic control on 4th coming from the south and no pedestrian crossing, which causes safety concerns.
- The Committee felt that the "Notes on features/ infrastructure to that could be added" seemed 'pre-dispositional'. The Committee's goal is to have the Master Plan reflect the community's needs/desires/wishes, excluding any personal preferences.

Master Plan draft – Not all Committee Members had reviewed this document. Here are a few comments made, with further discussion to follow:

- Provide additional detail regarding the demographics of the city and the county which will allow the master plan to identify and address recreation needs of individuals of all ages. See CORR report.
- "Safe and accessible for all" is not the guiding principle. The CORR Vision Statement is:

WHITE SULPHUR SPRINGS CORR VISION STATEMENT:
"To create and enhance economically sustainable recreation opportunities for people of all ages and abilities."

- Include a table showing amenities by park instead of (or in addition to) the narrative assessment.
- The Master Plan should address the potential future annexation(s) and how that would affect the number of parks, *as well as* the fact that the City could see a 25% increase in the number of residents over the next 5 years.
- On the matrix:
 - When plans are proposed/made for new parks (or major renovations of current parks), the first step should be identifying the park use and the age group(s) likely to use the park. For example, Spikes Happy Trails will be a nature park used by all ages. Making these decisions up front aid in focusing on project goals.
 - There is a different matrix in the CORR report.
- Include the final CORR report in the Master Plan, either as an attachment or by reference.
- On page 6, White Sulphur Springs is referred to as White Sulphur Spring (no "s") and Committee members noticed grammar and spelling errors. It was recognized that this is a draft report, but the Committee wants the authors to understand it is essential to run spell check and grammar check and then proofread (spell check doesn't catch when 'sulfur' is used instead of "Sulphur", and the locals don't like it when their town's name is misspelled or otherwise inaccurate.)

Opportunities & Goals Worksheet - The Committee acknowledged receipt of this worksheet and noted that some of this work had already been done (see CORR report). The Committee agreed that the information on this worksheet should be driven by the input received from the survey. The Chair and Liaison will make arrangements for the Committee to meet with Great West and complete this worksheet once all the surveys have been tabulated and summarized.

Springs & Bair Park Renovation Update

Liaison Berg reported that Steve's Installs had arrived to work that day, and that a contract had been negotiated for the work at Springs Park. She was not able to get Steve Burgener to agree to compact the engineered wood fiber as per Marks Lumber instructions. The issue was that Ron Coleman was Acting Mayor, and had not been involved in earlier research and discussions, so she was "outnumbered" when she demanded to have the compacting done. The Contract only provides for the compacting that naturally happens when the EWF is installed using a skid steer or bobcat with tracks. Berg's goal is to reopen this discussion with Steve's foreman when the Mayor returns.

Committee discussion:

- The Committee spent a lot of time researching engineered wood fiber, and felt strongly that it should be installed as per Mark's instructions.
- Failure to install as per instructions negates any warranties.

Motion: Jen Frazer made a motion directing the Liaison to ask the City to do whatever it takes to ensure that the engineered wood fiber is installed as per manufacturer recommendations, or as close as possible to those recommendations. Tressa Blair seconded the motion and it passed unanimously.

Berg noted that Steve Burgener had recommended against bringing the ADA path out the north side of the Rotary Shelter. He said it would be better to come off the east side of the shelter as it won't require as much of a ramp, and the grade will be less steep. Jen Frazer noted that this very similar to the path intended in the original plan.

Berg reported that all had agreed that the parking lot at Springs Park needs upgraded, including some kind of a barrier to keep cars from flying off the current parking area and onto the playground. Ron Coleman had mentioned that he had access to Jersey barriers; possibly at no charge. Berg noted there is about \$3,000 in the budget for parking lot improvements.

Committee Discussion:

- Jersey barriers are ugly.
- If parents are watching their children from their vehicles, they may not be able to see over Jersey barriers.

Recommendation: If the budget permits, the Committee recommends the use of bollards rather than Jersey barriers.

In regard to Bair Park, Berg reported that Mr. Coleman and Mr. Burgener had arrived at a solution for directing water away from Bair Park and that the City crew would do this work. The culvert also needs replaced on 4th, as it has been crushed and can't handle heavy downpours. Coleman and Burgener also agreed in concept to having the city crew do the initial groundwork on what will likely be a slightly modified footprint. The new footprint and drainage plan will likely mean there is no need for a retaining wall, which would reduce the cost of that work.

Because of these changes, Coleman, Berg and Burgener agreed to wait to discuss the contract at Bair Park until the Mayor returns.

In regard to project costs:

Berg reported that, because of the changes made to the work plan at Springs Park, Mr. Burgener offered to decrease his estimate by \$13,000, asking that the money be used to purchase playground equipment. She described two options related to this reduction in costs:

- Decrease the amount of HB355 funds used at Springs Park by \$13,000. However, since Bair Park was not mentioned in the HB355 application, she wasn't sure the City could use those funds there. This could result in the City losing access to those funds.
- Stick to the current plan, which is to spend about \$20,000 of HB355 funds on Springs Park, which would reduce the T-Mobile costs. Use the resulting excess funds to purchase the playground equipment. Berg said that, while the T-Mobile grant did not request funds to work on Bair Park, at the May meeting, T-Mobile Representatives

said they weren't going to check receipts: they just wanted to know the work for which the grant was awarded got done. Berg believes T-Mobile would be happy to learn that their funds 'bought' more work than the grant said could be done. She has is still waiting to hear from T-Mobile rep from Helena about the mid-point report and will follow up on this with him.

Chair Blair made a motion directing the Liaison to ask that the City follow the original plan as to the use of HB355 funds at Springs Park, and that any savings be used to purchase playground equipment. Kelly Huffield seconded, and the motion was passed unanimously.

Discussion followed regarding the type of equipment which should be purchased, if there are excess funds available. The consensus was to place some new equipment at Bair Park, possibly a structure for 2 to 5 year olds and a single component for the older children.

Discuss plan for celebration at Springs Park

Berg noted that the contract with Steve Burgener calls for this work to be completed by January 31, 2025, but allows for delays due to weather or supply chain issues. She also noted that Burgener had not ordered the EWF, but has been given permission to use the EWF the City purchased 2 years ago.

Jordan Kibbee noted that the Minutes from the last meeting had listed numerous food and beverage items for this celebration. She suggested making this simpler by limiting choices to one or two drinks and one or two food items. The Committee agreed. Further discussion was deferred until we get closer to project completion.

Liaison Report

See attached report. Discussion deferred.

Public Comment Committee 'good of the order' comments
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N/A

Adjournment and set next meeting date
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The next Committee meeting will be Tuesday, January 14, 2025 at 5:00 p.m.

The meeting was adjourned at about 6:30 p.m.

Parks Advisory Committee
Liaison Report –November/December 2024
As of 12/6/24

Funding Update

- **HB355 Funds** – No update
- **T-Mobile Grant** – On 12/1, Pattie sent Daniel Hodgson (the T-Mobile guy from Helena) a request for info regarding the 6 month check in. Nothing yet.

Project Updates

- Master Plan
 - See documents in file folder. As of 12/6/24, there were 136 surveys including those that were sent via hard copy. I have one at my house, and I still need to complete the survey.
 - Great West would like to join the Committee’s January meeting to continue the goals discussion.
- Bair & Springs Park Work:
 - As of 12/5/24, Steve is scheduled to be here 12/9/24!!!!!!!!!!!!
 - Jen and I are reviewing the draft City Attorney’s scope of services to make sure it matches the T-Mobile grant plan.
 - ADA Access Work
 - Planned work has not been completed. Texts are not being responded to. Mayor is working on a Plan B contractor. Possibility that all paths/concrete work is delayed until the spring.
 - Any work being paid for via HB355 funds must be under contract by 12/30.
 - Game camera for documenting pre and post Spring park use
 - I put the disk in the game cam so we can have a sort of ‘time lapse’ of the project.
 - End of Project Celebration.
 - To be discussed 12/10/24.
 - Signs and Mats - Goal: Order on Wednesday the 30th.
 - All Mats and park signs are here. Need to discuss installation of the signs.
 - I need to order disabled parking spot sign.
- 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.
 - Smoking stations have arrived. I texted Jordan on 11/8. I wasn’t sure where they were supposed to go. This is Jordan’s ‘baby’!
 - Parks Fees - At its 12/2/24 meeting, the City Council passed the 2nd reading of the Fee Resolution. Fees are effective 12/16/24. The first draft did not include any parks fees. I provided the City Attorney with info regarding past fee discussions, and she included fees in the second draft. This draft was not emailed until 11/29, so there wasn’t time for the Committee to review the proposed fees. The Council did make a couple changes to the parks fees language (shown in red on the Resolution in the FYI folder.) The Committee can discuss these fees and, if necessary, ask for amendments.