

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**SEPTEMBER 28, 2023**

**ACTION ITEMS**

**All:**

- Complete your “unfinished business” at McStravick Park. (See detailed list in Task list.)

**Jen Frazer**

- Speak with Golf Board about formalizing cross country skiing on the Golf Course.
- Request outline of content of pickle ball clinic.

**Carol Berg**

- Signs installed/secured at Bump Track/ maintenance needs at Bump track?
- Duck Race?

**Kelly Huffield**

- *Adopt a Spot:* Agreements signed & binder & agreement to City, order recognition tags.
- Follow up with Community Foundation on balance in Beautification fund.
- Work with Stacy Eaton-Menard on the basketball tourney?

**Pattie Berg**

- Follow up on Committee questions/recommendations/actions

**Call to Order and Introductions**

The meeting was called to order at 4:30 p.m. by Vice Chair Carol Berg.

Present Jen Frazer, Carol Berg. Tressa Blair joined at 4:35 p.m.

Proxies: Kelly Huffield had directed her proxy to Carol Berg.

Also present Craig Erickson, Great West Engineering. Pattie Berg, City Council Liaison.

**Approval of 8/8/23 and 9/7/23 Meeting Minutes**

Deferred.

**Master Plan Scoping Discussion**

Liaison Berg gave a brief background of this project. The bottom line is there are CDBG funds available for a Recreation Master Plan. The grant requires a 20% match.

Craig Erickson had previously provided a copy of a Recreation Mater Plan grant application, which included detailed costs, from Glendive Montana (see last page) The goal of today’s discussion is to decide what, if any, parts of the Master Planning process the Committee could do to reduce the cost of writing a Plan.

When asked, Craig Erickson said Master Plans serve at least three purposes.

1. The process of creating a master plan helps cities gain community buy in for projects.
2. A Master Plan shows funders that there is support for the project.
3. The master planning process helps you collect data, and grant agencies are looking for data driven results. .

Erickson asked how much money was available for matching funds. Liaison Berg said she hadn't spoken with the Mayor yet, but was pretty sure that it wouldn't be \$12,500 (the amount in the Glendive grant.) She said the Mayor understands the need for a Master Plan, and made a wild guess of between \$8,000 and \$10,000 available.

Erickson noted that Glendive is a lot further away from Helena then White Sulphur Springs, so travel time and costs in our grant will be significantly reduced.

A discussion was held regarding the cost, by activity, as it relates to a White Sulphur grant. The following were generally agreed to:

- Initial community feedback. Liaison Berg noted that the response to the CIP survey was dismal, and suggested that the Committee may need to go directly to the community to get good feedback. The resulting plan is that Great West will prepare a survey tool, and the Committee do the public outreach described in the second bullet on page 13 of the Glendive document. This will save approximately \$15,000 from the Glendive document.
  - Once the committee has collected the data, Great West will synthesize it.
- GIS Mapping: Jen Frazer has already done a lot of this work. Great West could create images (poster board size) for the public to review based on Jen's work. This could save between \$2,000 and \$4,000. .
- Work sessions with community stakeholders – This is outreach conducted after the initial feedback has been synthesized. Erickson strongly recommended using an outside party facilitate this discussion to avoid the perception of bias in the planning process. This discussion would be facilitated by Cody Marxer or Jerry Grebenc from Great West.
- Developing the working draft - The committee noted that the CORR report includes relevant information, and suggested that the committee could write some of the introductory information, such as history of the community, availability of recreational resources, etc., to save funds. Erickson said Great West could work with that, but noted that some people do not like to write.

Erickson will resend the links to some of Great West's Master Plans. The decision of whether the Committee will write any of the Plan was deferred pending cost estimates.

Jen Frazer noted that, at Jerry Grebenc's recommendation, she met with the City-County Planning Board, and received a lukewarm response to the idea of creating a combined Master Plan. Erickson said that the planning board may not have been the best place to go to make that request, and suggested approaching the County Commission directly.

Committee Chair Blair will ask to be placed on a County Commission meeting agenda. She will describe what the Committee would like to do. She will also see if they are willing to assist with matching funds, as the plan is to include what is currently county property. The Liaison will update the Mayor accordingly.

A discussion was held regarding the geographic area to be included in the Master Plan. Given the short turnaround, it is unlikely things can be put in place to allow for the creation of a City County Master Plan. It was noted that the golf course is outside the City limits, and annexations are already occurring from lands adjacent to the city. Based on this, the Committee agreed that the Master Plan will include the area inside the city limits, and on a 2-mile “donut” around the city limits.

Mr. Erickson noted that, in his experience, sometimes one government agency will only begin to plan after they see the value of a planning process being conducted by another agency.

Erickson said he is working grant applications with an October 4<sup>th</sup> deadline. Once that work is done, he will send a proposed scope of work for Committee review, and for eventual council approval. The grant for which we are applying is due November 4<sup>th</sup>.

When asked, Mr. Erickson said he needs as many letters of support as possible for this grant application. He will provide a template for these letters and the committee will solicit these letters. He will also send language for a petition in support of the grant, which he said works well for demonstrating support for these types of grants.

<b>Capital Improvement Program Priorities</b>
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The Committee reviewed and updated the Parks Capital Improvements list. Projects were prioritized; some projects were removed, as it was assumed that the work will be completed prior to the adoption of the final Capital Improvements Plan (e.g., the Mayor has arranged for a surveyor for Spike’s and suggested hiring a fencing company to finally secure the deed. If this does not occur, securing the deed will be an additional top priority.)

The Committee added community garden, and a multi-use field, which were items on the CORR process’s top 6 list. The Committee did not assign a priority to these projects because Mr. Erickson noted funds may become available for low priority work before high priority work and it’s important to be thorough as possible in including all work that might be on the radar’.

No action was taken on this item to give the committee members time to consider the updated list and priorities.

<b>Action Item Updates from Committee Members.</b>
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Deferred due to lack of time.

<b>Public Comment</b>
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None.

**Set Next Meeting Date/Time/Location/Adjourn**

The next meeting will be held at Pattie Berg's house on October 12, 2023 at 5:00. It will be a dinner meeting. The primary focus will be the review of the scoping proposal for the CDBG grant from Great West Engineering,

The meeting adjourned at 6:00 p.m.

## **Glendive MT CDBG**

### **Budget Justification Narrative:**

#### **Professional Planning Activities - \$49,000**

Great West Engineering will assist the city with developing a Recreational Trails Master Plan for Glendive and West Glendive. The preliminary scope of service includes compiling the results of the previous trail and park planning efforts, soliciting input from project stakeholders, developing draft trail concepts, drafting the plan, soliciting public input, presenting the draft plan to the city, revising based on the initial public comments and input from the city, and conducting public workshops, completion of 90% plan, meeting with city, and completing the master plan. The city and Great West will finalize the scope of work after the city has contracted with the Montana Department of Commerce for the CDBG grant.

Except for GIS mapping. The following estimates are based on having two planners involved in each of the following activities. For planning purposes, we used a rate of \$165 per hour for each planner.

- Kickoff meeting between the City of Glendive to discuss the project goals, roles, responsibilities, and tasks.
  - 20 hours include preparation, travel, and attending the meeting.
  - \$6,600
  
- Outreach to residents in Glendive and West Glendive using online and hardcopy surveys, and open houses.
  - Two open houses held in Glendive and West Glendive: 30 hours.
  - Community survey: 20 hours
  - Answering phone calls and emails: 10 hours
  - \$19,800
  
- GIS mapping & Conceptual Images.
  - GIS mapping: 12 hours
  - Conceptual Images: 12 hours
  - \$4,000
  
- Two work sessions with the City of Glendive and with community stakeholders to identify needs, opportunities, and issues facing the development of a community-wide trail system.
  - 30 hours includes preparation, travel, and attending the meetings.
  - \$5,000
  
- Development of a working draft of the growth policy.
  - 40 hours of writing, research, and formatting.
  - \$6,500
  
- Editing of the draft recreational trails master plan upon the input of the community.
  - 18 hours including writing, research, and formatting.
  - \$3,000
  
- Public hearing held by the Glendive City Council on the recreational trails plan..
  - 20 hours includes preparation, travel, and attending the hearing.
  - \$3,500

**Total Estimated Cost of Project: \$49,000 with approximately \$600 remaining for contingencies.**