

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**AUGUST 8, 2024**

**ACTION ITEMS**

**All:**

- Complete any “unfinished business” on the Action Items List.
- *Recruit to fill 3<sup>rd</sup> 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**

- Send Great West Link to recreation asset map from CORR process
- 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.

**Call to Order, Roll Call**

The meeting was called to order by Chair Tressa Blair at 5:05 p.m.

Members present: Tressa Blair, Jen Frazer and Kelly Huffield.

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

Proxies: Jordan Kibbee had assigned her proxy to Jen Frazer.

**Discussion with Great West Engineering regarding the CDBG Grant/Recreation Master Plan**

Courtney Long led the Committee through the process involved in writing a Recreation Master Plan. This discussion followed the agenda included at the end of these Minutes.

In describing the process going forward, Ms. Long said Great West will schedule a site visit before the snow flies, so they get a better understanding of the City’s current recreation assets. Outreach will be undertaken, and can include a survey, marketing materials (e.g. posters and flyers), and ads. All of these materials can be developed by Great West.

Ms. Long mentioned that a person from Big Timber wrote a Master Plant survey for the City of Big Timber, pro bono, which netted 200 responses.

Committee feedback to Great West included:

- The Committee wants to receive more than five or six public comments. Therefore, in the grant, the Committee took on the responsibility of holding some public comment sessions, with a goal of receiving public feedback from a variety of interests and ages. Potential sites mentioned for holding the sessions included the Stevens Youth Center, and the Community/Senior Center.

- Jen Frazer had prepared a recreation asset map during the CORR process. This map included more than just in the city limits and the two mile 'donut', which this Master Plan will cover. The City will get this map to Great West.
- It was noted that many people use Arrowhead Lane /Arrowhead Circle as a walking path. However, it's not clear how long that will continue as lots are developed: no sidewalks are being built with new homes and the increased traffic created by the new homes may make this a less desirable area to walk.
- Public comment should drive the projects included in the Master Plan.
- Great West was asked whether the Master Plan would include a tool to guide decision makers when, where, and if, a proposed recreation project should get a green light. Ms. Long said this could be part of the plan, but noted that identifying the purpose of each park will assist in this decision-making.

When asked, Ms. Long was told Mayor Nelson would probably be the primary contact for this grant and would be responsible for sharing information to and from the Committee. The Liaison will confirm this.

Next steps:

- The next step will be for Great West to prepare a Task Order for Council approval. This is likely to occur by the next Council meeting.
- The site visit will be conducted. Committee members will be invited to attend.

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

#### **Approval of Minute: July 11, 2024 Meeting**

On a motion made by Jen Frazer and seconded by Kelly Huffield, the Minutes of July 11, 2024 meeting were unanimously adopted as presented.

#### **Discussion/Accept Public Comment regarding the Bump Track at Bair Park**

There have been several committee discussions regarding the future of the bump track. This was placed as a separate agenda item to inform the public that the Committee was, once again, looking at this topic, and would likely be recommending to the City that the track be decommissioned.

No public was present to comment.

Liaison Berg noted that one, and soon a second, new house is being built the lots north of Bair Park and, according to the survey pins, at least one of the bumps may be in the utility easement so, depending on where the utilities are placed, that bump may need removed.

Chair Blair asked for any Committee comments regarding the future of the bump track. There were none.

Kelly Huffield made a motion to recommend to the City that the bump track at Bair Park be decommissioned and the land restored to dry land agriculture use until such time as it is developed for other park-related use.

Jen Frazer seconded this motion and it passed unanimously.

**FY24-25 Work Plan:**

- **Establish meeting schedule**
- **FY24-25 Budget Request**
- **If time permits: Set FY 24-25 Committee Goals**

**Establish Meeting Schedule:** Following discussion, the Committee agreed to hold future meetings on the third Thursday of each month.

**FY 24-25 Budget Request:**

Liaison Berg explained that, in May of 2024, the City Council had approved a two-year strategic plan for parks improvements. She asked the Committee for any additional Parks needs to include in the FY24-25 budget request.

Berg noted that she had recently been at Joanna's Park and felt that, for safety reasons, a railing should be added to the staircase. Kelly Huffield will get a bid from Josh Paddock, who installed those stairs. Huffield will send the figure to Berg, who will include it in the budget request.

**Committee comments:**

- Many park trees are missing wood mulch, and King Lumber has mulch available.
- A picnic table near the baseball field was removed because it was broken, and never replaced.
- Garbage Can discussion:

The Committee discussed the presence/absence of garbage cans in parks, and the mixed message sent by having a garbage can at McStravick Park when the signs instruct users to take their garbage with them.

The discussion then expanded to the absence of garbage cans on Main Street. It was the consensus of the Committee that the City should adopt a long range plan to place commercial garbage cans on each block from the Spa to the Theater on the south side of Main, and from the Bank to the Stockman on the north side of Main. The suggested container is 36 gallon (see photo) and is on sale for \$781. The link is as follows:

[https://www.trashcanswarehouse.com/The-Oakley-Collection\\_c\\_305.html](https://www.trashcanswarehouse.com/The-Oakley-Collection_c_305.html)

When asked, the Committee did not believe that business entities or associations should be responsible for placing these cans. Rather, the Committee felt this is a City responsibility.

**Committee Action regarding FY24-25 Budget request:**

Jen Frazer made a motion to request \$1,462 to purchase two commercial trash receptacles, as a first step in a long range plan to place garbage cans on each block, as described above. The motion was seconded by Kelly Huffield and passed unanimously.

In regard to the strategic plan, Kelly Huffield reported that, subject to the *Race for this Place* committee's approval, the City will receive \$19,300 to purchase playground equipment at Springs Park. Jen Frazer also reported that the Lions Club has donated \$4,000 to purchase a piece of playground equipment.



Oakley 36 Gallon Recycling Container

~~\$848.40~~ \$781.00



[View Product](#)

## **FY24-25 Goals**

Goals were briefly discussed and it was the committee consensus that, between the T-Mobile Grant-related work, the Bair Park redesign, and the work the Committee has committed to on the CDBG grant, the Committee has enough on its plate. The Committee will hold a goals discussion once these projects are closer to completion.

<b>Liaison Report</b>
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The playground equipment was ordered the first week of August. The plan is to add the equipment sponsored by the Lion's to the order. Once the order is processed, Dakota Playgrounds will be able to give us an anticipated arrival date. It could be up to 12 weeks, so the Halloween grand opening may need to turn into a Thanksgiving grand opening.

The week of the August 19<sup>th</sup>, the Mayor has arranged for a contractor to pave the ADA parking spots at Springs and McStravick parks, and the path from the parking lot to the Rotary Shelter at Springs Park. The cost will be somewhere between \$1,400 and \$2,000 per park.

It currently appears funds will be available to redesign Bair Park rather than just replace the ground covering, which will mean both parks will be safe, and the Committee can check this off the list.

When asked, Liaison Berg said she wasn't sure whether bids would be let for dirt work at either Bair or Springs Park. The City Crew will remove playground equipment and fill in any holes created as a result of that work, and Steve Burgener's bid included all the other dirt work. Berg said bids may be let to build the ADA path from the Rotary Shelter to the playground. Berg and the Mayor will discuss which bids will be let, and when, at their next meeting.

<b>Adjournment and set next meeting date</b>
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The next meeting will be September 19, 2024 at 5:00 p.m., at City Hall.

The meeting adjourned at approximately 6:10 p.m.

# White Sulphur Springs Master Recreation Plan- Meeting –August 8, 2024

## Discussion Agenda:

1. Why create a parks plan?
  - a. Provide more recreation/improve quality of life
  - b. Increase connectivity and safety for pedestrians
  - c. Economic development
  - d. Create a consensus about needs and projects.
  - e. Prioritize needs and projects.
  - f. Improve opportunities for funding
  
2. Focus of the Plan
  - a. "50,000 foot level"
    - i. General location of new trails and facilities
  - b. Project specific
    - i. "Set the table" for more specific planning/engineering at a later date
  
3. Realistic and Achievable Plan
  - a. Identify practical opportunities and needs
  - b. Achievable projects
  
4. Outreach to Residents
  - a. Online and hardcopy survey
  - b. Newspaper
  - c. Open House/Booth
  - d. Public Hearing
  - e. Other outreach opportunities community may think are beneficial i.e. social media outreach on Facebook, a booth at a specific community event
  
5. Approach to Creating the Plan
  - a. Site visit & several work sessions with stakeholders
    - i. Identify high level needs/ achievable projects
    - ii. Discussion opportunities and issues – property ownership etc.
    - iii. Create draft maps and renderings with GIS
  - b. GWE will use stakeholder information to create a draft plan.
    - i. Can be fully edited/changed by the stakeholders.