

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

CITY HALL - 105 WEST HAMPTON, WHITE SULPHUR SPRINGS, MONTANA

JOIN ZOOM MEETING

[HTTPS://US02WEB.ZOOM.US/J/9108095389](https://us02web.zoom.us/j/9108095389)

Meetings are open to the public; any community member is welcome to attend.

5:00 p.m.	Call to Order, Roll Call, Proxy Notices
5:03 p.m.	Recreation Master Plan: <ul style="list-style-type: none"> • Review (final?) Survey • Develop Outreach Plan
5:25 p.m.	Committee members 'report out' on progress made on pending Action Items (see below and next page.)
5:35 p.m.	First review: Donation Policy Draft
5:45 p.m.	Liaison Report
5:50 p.m.	Public Comment Committee 'good of the order' comments
6:00 p.m.	Set next meeting date, adjourn

PENDING 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. *(PB Note: Taken care of 10/24)*
- 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 *(PB Note: \$700 in FY24-25 budget for this.)*
- 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.

PARKS ADVISORY COMMITTEE ACTION ITEMS				
Updated 7/11/2024				
Overall Task	Subtask	Assigned	Timeline	Work Done / Comments
Planning	CDBG Grant	Committee & Liaison	9/1/24	Work must be done by 7/31/25. Can send invoices until 4/30/25. Can request 50% reimb at draft of plan, or wait and ask for 100% reimb at final. Kick Off meeting was held with Council 7/16/24. Committee has promised to do part of the public outreach.
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	
Springs Park/ T-Mobile Grant	Renovation (Ground Covering, footprint, equipment Install). Project Coordinator: Pattie Berg	Pattie Berg Mayor Nelson	10/30/24	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.
	Start tracking pre and post u grant usage	Jen Frazer	8/8/24	Jen will ask Triangle if City can place game cam on their building to track usage.
	Develop and implement Project Plan	PB/Mayor	Ongoing	6/30/24 - PB working on written plan outlining what needs done, by whom, and when to get this project done.
	Keep Committee informed	Pattie Berg	Ongoing	
Bair Park	Recommendation for fate of Bump track	Tressa Blair/ Committee	8/8/24	
	Ground Covering Replacement	P. Berg/Mayor	Ongoing	6PB working on written plan outlining what needs done, by whom, and when to get this project done. See also PB's notes from meeting with Steve Burgener. Bids due 8/2/24
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).			
	Springs Park Playground Equipment	K Huffield, others	8/8/24	If needed to supplement Race for this Place proceeds.
	Write Fundraising Policy			
Adopt a Spot	Purchase Adopt a Spot Signs bids and a count of the needed 'plaques'.	Kelly Huffield		7/11 - Kelly said she is still getting the paperwork together
	Get forms filled out			
	Forms, binder to City Hall.			
City Website Improvements	Review Website, gather missing material and identify material which is missing or needs to be updated on pages.	Pattie Berg		Will prepare request for addition of certain materials. See Minutes 4/11/24 meeting
	Meet with City Staff (make an appointment) to make changes			
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.	