

**MINUTES**  
**CITY OF WHITE SULPHUR SPRINGS, MONTANA**  
**PARKS ADVISORY COMMITTEE MEETING**  
**OCTOBER 12, 2023**

**ACTION ITEMS**

**All:**

- Complete any “unfinished business” you can at McStravick Park.
- “Recruit” letters and petitions of support and turn them in by 10/26/23

**Jen Frazer**

- Continue Code/application review.
- 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**

- 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 Craig Erickson on items discussed below.
- Follow up with City as described below.

**Call to Order and Introductions**

The meeting was called to order at 5:10 p.m. by Chair Tressa Blair.

Members present: Carol Berg, Jen Frazer, Jordan Kibbee, and Tressa Blair (via phone)

Others Present: Pattie Berg (City Council Liaison).

**Approval of Meeting Minutes**

Carol Berg made a motion to approve the following meeting minutes:

- August 8, 2023
- September 7, 2023
- September 28, 2023

This motion was seconded by Jen Frazer and passed unanimously.

**McStravick Park Action Items**

The Committee discussed the items that are pending from the work at this park (see next page). It was noted there is no ADA parking spot and no path from the parking spot to the main gate. A concern was also mentioned regarding the placement of the outhouse relative to the blue curb/disabled parking spot. The Committee deferred action until there is a plan for accessibility, hopefully next spring.

Task	Assigned	Timeline	Work Done / <a href="#">Comments</a>
Build accessible base on which to place picnic table	Not assigned.		Plan was to use lumber to create a frame, and insert some extra court panels. May also need some fill material to create level surface.
Secure net, benches	Carol Berg		City may have a drill that is beefy enough for concrete.
Organize equipment in deck box	Carol Berg		This is probably done... waiting to see if reorg needs done when net is put in.
Written net instructions for those w/o technology	PBerg, Carol Berg		
Install transition pieces	P. Berg		6/15 - have supplies ... need a sunny day to install these!
Print Pickle ball instructions from Clinic for deck box	P. Berg		

Discussion was also held about preparing the court for winter. The Committee agreed that, even if this is a mild winter, the net shouldn't be exposed to year round weather conditions, but the timing of the removal depends on when winter sets in. Tressa Blair made the following motion:

- Once the City (probably Mark Pryor) determines the weather has changed (to winter), the net can be removed, dried out, and stored in the equipment box;
- The entire box should be moved and stored indoors (probably in the shed behind City Hall, which had been previously offered); and
- The equipment box can be returned to the tennis court when the spring weather returns.

This motion was seconded by Kelly Huffield and passed unanimously.

It was also the Committee consensus that, if this winter there is an issue with doors being left open, they should be bungee corded shut.

The Liaison will inform the City of the Committee's actions.

## Recreation Master Plan Grant

### Report from Meeting with County Commissioners

Chair Blair reported that she, Carol Berg and Kelly Huffield met with the County Commissioners on 10/10/23 to discuss the Master Plan. The Commissioners started the discussion 10 minutes early, so Carol Berg "pinch hit" until Chair Blair's arrival. At the meeting, Chair Blair told the Commissioners that the consolidated Growth Plan includes a County goal to work with the City to develop a City/County Recreation Plan and she was there to ask for their support in creating a master plan which includes the 2 mile donut around the City. Blair reported that the Commissioners were concerned that including the 2 mile donut may infringe on property rights, but when she noted the golf course is in the County, and reassured them that the Committee had no intent to infringe on property rights, they seemed to be more supportive of the project. She asked for a letter of support, and asked them to consider contributing to the required match.

The Commissioners wanted to see a project budget. Blair promised to provide one as soon as it is available. The Liaison will draft a cover letter and letter of support and will forward those along with the budget/scoping document to Chair Blair once she receives it from Great West. Chair Blair will get this to the Commission before its next meeting.

## Grant Scoping Discussion

The Committee reviewed Great West's 10/5/23 scoping proposal/budget and made the following recommendations/had the following questions.

Second Bullet (community outreach) - Insert the word "Author" in front of "community survey"

Questions:

- At the last meeting, Great West said it would synthesize the results of the outreach process. The Committee wants to confirm this work is included in this proposal.
- The proposal includes 10 hours for answering phone calls, etc. The Committee wanted to know if these hours include phone calls with Committee members or City staff, or if this is time related to answering public questions about the process/plan. Basically, the Committee wanted to know the ground rules to avoid incurring unanticipated expenses.

Third Bullet (GIS Mapping) - The Committee noted that one of the Committee members, Jen Frazer, is the GIS guru for local Forest Service. When asked Frazer, said she is confident that if Great West staff tells her what they need, she can create the maps. Therefore, rather than paying for work that can be done at no charge, Frazer recommended budgeting up to 4 hours of Great West staff time to provide direction regarding the maps and/or images needed. The budget for this bullet should be reduced accordingly.

Question:

- What is included in the "Conceptual Images" item? The Committee thought the budget for this bullet seemed high, but isn't sure what type of 'conceptual images' were involved.

Fourth Bullet (Work Sessions) - Replace "community-wide trail system" with "Recreation Master Plan, including a community wide trail system". The Liaison was concerned that, if the goal is to write a Parks Master Plan, including the reference to a trail system now, may make it appear that the Master Plan has to include a trail system, even if the public process doesn't support it. The Committee agreed to leave the wording of this bullet up to Great West.

Last Bullet

Question: The Committee wanted to confirm that the 25 hour figure reflects a reduction of travel time compared to the Glendive proposal. The Committee felt this cost seemed high when public meetings are so poorly attended.

Other

- There was some 'boilerplate abuse' in the document. Great West needs to make sure the grant consistently says the grant is for a "Master Plan".
- The Committee asked whether this was a reimbursable grant. If not, and if the total grant is not spent, who keeps the 'extra funds'?

Jen Frazer made a motion to accept the amended scope of work and budget, with the stipulation that the total budget does not exceed \$30,000, and to present the proposal to Commissioners and Council. Carol Berg seconded the motion and it passed unanimously.

Liaison Berg will send Great West the recommendations/questions as soon as the meeting is over, so the new language and budget figures can be shared with the County Commission and the City Council.

## **Petitions/Letters of Support**

The Committee reviewed the draft petition provided by Great West on 10/9/23 and came up with a plan to get the highest number of petitions and letters of support possible. The Committee set a goal to get all letters of support and petitions ready to be sent to Craig Erickson on **October 27**. The Liaison will confirm this gives him enough time.

The Committee wondered if it would be appropriate to take a petition to the school. Some Committee members thought someone under 18 years old wouldn't understand what they are signing and/or lacked the legal authority to sign without parental approval. The Liaison will follow up with Great West.

Great West had not yet sent a letter of support template. The Liaison will re-request this.

Next Steps:

- Liaison Berg explained that, earlier today, Craig Erickson had sent the paperwork the Council needed to approve to move forward with the grant. It is on the Council's 10/18/23 meeting agenda.
- Once Great West sends a letter of support template, it will be provided to Committee members.
- The Committee will collect the letters of support/get petitions signed and the Liaison will get them to Craig Erickson on 10/27/23.

## **Consideration of Council's Feedback Regarding Proposed Parks Code**

Jen Frazer has reviewed the comments received at the September 19, 2023 Council meeting as well as the draft Code and Park Reservation and Permit Application form. She edited both documents, which the Committee reviewed. Frazer noted that some information on the Application form should probably be addressed in the Code.

Discussion was held regarding the hours of operation. The Council had suggested making park hours the same as those in the Curfew section of City Code. It was noted that the Committee has placed signage that McStravick Park is open from 7:00 a.m. to Dusk. Since the draft code allows the City to set alternate hours for individual parks and properties, the Committee agreed to adopt the Council's recommendation.

Frazer will continue to update the proposed Code and form and will report back.

## **Public Comment**

No public was present.

Kelly Huffield reported a balance of \$1,765 in the Beautification Fund. Potential uses include installing a sign at Spike's Happy Trails, and replacing the sign at Joanna's Park. The Community Foundation wants to close this account, so the Committee should spend these funds as soon as possible.

Huffield will explore the cost to repair/replace the sign at Joanna's Park.

Tressa Blair reported that Tanner Blair is winterizing the outhouses.

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

The meeting adjourned at 7:55 p.m. The next meeting will be Thursday November 9, 2023 at 4:30 p.m., at City Hall.