

MINUTES
CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE MEETING
SEPTEMBER 13, 2025

ACTION ITEMS

All: Send Emma the names/contact information of people you know in town who build their own ice rinks.

Jen Frazer

- Research materials/cost for ADA accessible pathing the Forest Service uses.
- Reorganize shared drive; create directory.
- Speak with Kelly Huffield: Adopt a Spot materials, what sign needed repair/replaced at Joanna's.
- Review/Update Parks Maintenance checklists for Committee review.

Pattie Berg

- Follow up with City as described below
- Speak to Cummins about wayfinding sign.
- Talk to Lee Zehntner about weeds.
- Speak with the Golf Board about formalizing cross country skiing on the Golf Course.
- Review City Attorney's email regarding Committee Ethics rules; update Handbook as necessary.

Call to Order, Roll Call, Additional Agenda items

The meeting was called to order at approximately 5:10 p.m. by Chair Emma Hensley.

Present Chair Hensley, Jen Frazer, Dudley Deal, Tressa Blair, and Jordan Luell via zoom

Also Present: Pattie Berg, City Council Liaison to Parks Committee

Additional items for discussion. Tree maintenance, wayfinding sign from Joanna's Park, possible sale of land adjacent to Rader Park, Camas Fund .

Approval of August 5, 2025 Committee Minutes

On a motion made by Jen Frazer and seconded by Tressa Blair, the Minutes of the August 5, 2025 meeting were unanimously adopted as presented.

Report on Action Items from Last Meeting Minutes

Not sure who:

- Explore the costs to repair/replace the sign at Joanna's Park. - Liaison Berg asked the Committee if they knew what sign Kelly Huffield thought needed repaired or replaced. Jen Frazer thought it was a memorial plaque. She will follow up with Kelly Huffield. Berg will follow up with Cummins, who have told her they want the wayfinding sign out of their garage. It was suggested this could be attached to the side of the Shelter at Radar park.
- Adopt a Spot: Berg noted that, with Kelly Huffield's departure, someone needs to take on this program. Jen Frazer will get the program binder from Kelly Huffield. Chair Hensley asked for members to think about volunteering to head this program.

Jen Frazer

Trees/Tree Board: Jen Fraser reported that many of the new trees around down were paid for by MFGVA grants. That includes trees placed at McStravick Park. This year, tree guards were removed at McStravick Park, and at

least some of them were girdled, which means they will probably die. She said she spoke with the Mayor and asked him to make sure that these guards are not removed. Discussion followed regarding the importance of having written, parks maintenance procedures, especially since there is no longer one employee fully responsible for parks maintenance and repair. Frazer reminded the Committee that, when she was Chair, she had prepared and shared parks maintenance checklists with the Mayor. She will resurrect and update those checklists and they will be reviewed at the next meeting.

Pattie Berg

At the Committee's direction, Berg had requested and received a copy of the recent baseball user agreement, and the Committee reviewed the document. It was noted that the document had not been signed, was not dated, and had no beginning or ending dates. It was the committee consensus that it was difficult to hold a user group responsible for lack of maintenance when the baseball agreement fails to provide the specific terms of that maintenance.

Berg reported that the Mayor's biggest concern is the lack of weed control, and he had mentioned turning the entire area into multi-use fields, which seemed to imply the diamonds would be removed. The committee consensus was that there is a robust and growing baseball group and this is the only organized summer youth recreational activity available within the City. Therefore, it could not support deactivating the diamonds unless or until there is a more concerted effort on both sides to communicate expectations.

It was suggested that the user group, the mayor, and the committee meet to resolve any differences regarding the use of that facility. Chair Hensley will check with the Users Group about this and follow up with Liaison Berg. It was also noted that weeds are a problem at all of the City's park, and that Lee Zehntner may be able to help the City with this. Berg will follow up with Zehntner.

Chair Report

- Findings from research conducted on Splash Pad, Ice Rink Projects
- Discussion regarding subcommittees

Research Results:

Chair Hensley shared the research she had completed regarding splash pads and ice rinks. Key points:

Ice Rinks:

- Lewistown has a refrigerated ice skating rink, and a hand zamboni.
- Morningstar Elementary in Bozeman has an ice skating rink which is just a simple. Flooded field. No pond liner used: that just created a big puddle they had to deal with ... it was easier to just let the elting snow do what it normally does.

Based on her research, Hensley believes that, at least at this point, any ice skating rink should be kept as simple as possible. It was mentioned that, in years past, the City built ice skating rinks by creating snow berms and filling them with water. A snow shovel was onsite, and the users cleared the rinks. It was suggested that, in coordination with the baseball users group, a primitive ice rink could be built on one of the infields, and a dugout used for (hopefully donated) equipment storage and/or a warming area.

Members shared the names of a couple local families who have or had ice skating rinks. Committee members are to send Emma those people's contact information as they could be the City's experts in this area.

Splash Pads:

The Dillon Jaycees recently built a new pad, at a cost of \$275,000. According to Raeann Sutton, they received a large donation to cover part of this cost. They also contract maintenance, which costs about \$4,000 a year; again paid for by a donation. This pad uses a filtration system to recycle the water. There is no charge for the use of the splash pad, which is in a fenced-in area. An email with photos is attached. The contract for the pad is 16 pages long, and being provided separately.

Hensley said she had also been at Story Mill Park in Bozeman and noticed that their new pad is smaller, but she had yet followed up on this. Liaison Berg will speak with the Bozeman Parks division regarding the size, maintenance, cost, etc., of this facility,

In terms of funding for Splash pads, Hensley reported that Ms. Sutton had offered to help the City work on a Splash Pad project. She specifically asked whether anyone in the city was part of the Main Street Montana program. If not, she encouraged the City to participate in this because they have lots of money to give away for projects just like this. She also encouraged the Committee to look for private donors, saying there is probably a lot of money for projects like this; you just have to ask.

Jen Frazer reported that, at a recent Chamber of Commerce meeting, there was discussion about potential grants for local projects. However, the Chamber is not pursuing becoming part of the Main Street program.

Discussion on subcommittees.

Chair Hensley asked the Committee for input regarding future Committee operations. She said that, with the upcoming completion of Bair Park, the long list of deferred maintenance is complete, and the Committee can change its focus to long term maintenance and future planning. She suggested creating subcommittees for some of these bigger projects, and holding less frequent committee meetings, which would free up subcommittee members' time to work on projects.

For example, she said the splash pad is going to be a community project and involving community members in a project like this would also drum up support for that project. It was also noted there is a loosely formed users group for Spikes Happy Trails which may be activated.

There were no decisions made about subcommittees. Further discussion to be held, but one member said monthly meetings keep us all on track.

Liaison Report

The Liaison Report is included at the end of these Minutes. Updates to the report:

- Bair Park - Berg reported that BOO Construction will be here October 15, 2025 to renovate Bair Park.
- Budget –
- Berg provided the enclosed FY25-26 funds available for Parks Projects She added that that some of these funds have been targeted for certain projects, and the remaining funds are available for future Parks projects.
- When asked, Berg said she was able to get a grasp on where the Capital improvement funds are, but said there some journal entries need made to return the funds to the original account. For example, money had been set aside for matching funds for HB355 but those funds will not need to be used as the T-Mobile funds, Race funds and Lions funds more than met the 25% match requirement. While those funds are in a special account, they are available for Parks projects going forward.
- Grants:
 - Berg said she is still working with Shelly Stidham to reconcile the T-Mobile grant. She had submitted the final report on September 28th.

- She submitted the application for the \$10,000 OnX reward by the September 30th deadline. The award recipient will be named at a convention in the end of October (no need to attend to win).
- Both reports are provided separately.
- Joanna's Park. Tim and Miriam Barth are doing some improvements on the park, including cleaning up the corner of Main and first by creating a blocked in area for the garbage can, pulling out some of the overgrown tall grasses and replacing them with perennials, and just generally making the park look a little less overgrown. When asked, Berg said she would follow up with the Mayor regarding the railing for the shelter at that park.
- Rader Park. Liaison Berg shared a letter Mayor Nelson had received from Missoula Concrete informing him that the vault toilet will not be delivered until next spring.
 - Jen Frazer noted that the property south of Rader Park is for sale. She left a message with the realtor hoping to find out what the immediately adjacent lot was selling for but has not received a call back.

Public Comment/Committee Comments for the good of the Order
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Public Comment – No public was present

Comments for the good of the order.

Toilets at Springs Park - It was noted that the renovated park is looking great, and is busy. A couple members reported that the toilets are locked a lot. They were all so dirty and had to be cleaned before the grand reopening celebration of the Springs Park playground. Frequently there are no toilet tissues available. Liaison Berg explained that those toilets are on the same line as City Hall and the sprinkler system. Members of the public have been placing garbage in those toilets, which means it gets into the sewer and has to be manually removed. She said the plan is to get, hopefully a two-seater, bought toilet at Springs Park, but those are in the \$40,000 range. It was suggested that the city could apply for funds from the department of commerce for this type of project.

It was the Committee's consensus that until there is a different solution, the restrooms should be made available, and kept painted and clean, because "if things don't look nice, people treat them worse".

Camas Fund – Berg noted that Jock and Jamie Doggett had created a charitable fund called the Camus fund. The first round of applications is due October 1, 2025 and local awards are expected to range between \$1,000 and \$5,000. Berg has inquired as to whether the City is eligible for those funds. She asked the Committee to give her ideas for what if any projects, the committee should apply for funds.

At the Committee's direction, should the City be eligible for those funds, Berg will request funds to check off some of the "low hanging fruit" on the City's Parks Master plan. Bike racks, a picnic table for Bair Park, and possibly the fourth dugout at the baseball park were among projects mentioned.

Set Next Meeting Date/Adjourn

There being no further business, the meeting was adjourned at 6:00 p.m. The next meeting will be held Tuesday, October 14, 2025 at 5:00 p.m.

Parks Advisory Committee
Liaison Report August/September 2025

Funding Update

- **HB355 Funds**
 - McStravick Park parking pad and path is scheduled to be started this Thursday. The City will put a notice on its facebook page that the park is temporarily closed.
 - Vault Toilet at Rader - unknown ETA.
- **T-Mobile Grant** - The “Final” report was submitted 8/29. (FYI folder) Continuing to monitor as Bair Park work will be paid for by @14,000 of remaining T-Mobile funds. Shawn Wallace is aware of this, and I intend to send him and/or a final, final report upon completion of that work.

Project Updates

- **Springs Park Work:**
 - The grand opening celebrations were great! Thanks to everyone for being so helpful AND flexible when the weather “rained on our parade”. Also, thanks to Emma Hensley for being open to meet with groups after the Sunday hand painting event, so more handprints could be added. The wall looks great!
 - By the time the Committee meets, I will have submitted the Thrivent closeout report.
 - Pending as of 9/15/25:
 - Parking Lot - There are no further plans to work on this. The Mayor believes the current surface will be sufficiently accessible. Needs monitored. (July/August Liaison report)
 - I spoke with the Mayor about easing the transition between the sidewalk and the footprint. He will look into it. (July/August Liaison report)
 - Removal of the wooden “Springs Park” sign. (Rocky/Frank directed to remove it at the 8/4/25 Council meeting.)
- **Bair Park Work**
 - The Mayor has been told by BOO Construction of Missoula that they will be here October 13, 2025. Halloween party anyone? 😊 The work plan will be sort of a repeat of the Springs work.... City Crew will do rough leveling, and remove the equipment. BOO will reinstall them.
 - Budget:
 - T-Mobile Hometown Grant \$14,531.41
 - City: \$7,838.59
 - Total: \$22,370
- **Radar Park**
 - Rocky/Frank directed to remove the faded sign at the 8/4/25 Council meeting.
 - At the same meeting, the Mayor said the vault toilet will be installed on property south of Chilton, which is what the Committee had initially discussed/recommended.
- **Spike’s Happy Trails**
 - I submitted an app to OnX for one of their \$10,000 awards to help develop this park. (FYI folder)
 - Pending work - As of this writing, I haven’t started the bid package for the fencing.
 - The Committee should discuss whether/when it will approach the City Council to formally request abandoning the platted streets interior to this park.
- **Other:**
 - **Adopt a Spot –**
 - Laurie Auger contacted me to ask if the City had any projects a group of individuals could do in memory of a community member who recently passed. I suggested adopting the Bair Park garden. She was going to go take some pictures of the park and follow up with her group. I also explained that the play area is going to be updated, and what the updates will be.
 - Someone needs to volunteer to take over the Adopt a Spot program beginning next year.
 - **Golf Course Cross Country Skiing** – Have not contacted Rob Holeman. Will do this when I have time. We have requested funds for signs. Will just need to see if they’re interested, and then work out the details.
 - **Panhandling** - We had an individual panhandling at the park reopening celebration. Other members of the public have complained about panhandling in other places. The Council is considering a panhandling ordinance. It would be a violation of code to approach anyone and ask for money (that would be considered ‘aggressive panhandling’).
 - **FY25-26 Budget** – The City’s budget was adopted the first week of September. The FYI folder includes a DRAFT of the budget and an estimate of funds available for ‘non-targeted’ parks projects. I’ve requested some additional info and should have the final figures by the time we meet on Thursday.

(FINAL PARKS FY25-26)

Public Works Fund (includes Streets, Parks, Animal Control)				NOTE: Several line items for these 3 accounts have been combined to avoid complicated tracking
	FY25/26 Budget	YTD Actual and/or Encumbered	Line Item Balance	Comments
Salaries Public Works	\$ -	\$ 841.25	\$ (841.25)	
Salaries of Regular Employees	\$ -	\$ 2,288.97	\$ (2,288.97)	These will be charged to appropriate salary line items below.
Supervisor	\$ 23,550.00	\$ 2,514.63	\$ 21,035.37	
Crew I	\$ 24,850.00	\$ 2,850.00	\$ 22,000.00	
Crew II	\$ 9,600.00	\$ 1,089.51	\$ 8,510.49	
Crew III	\$ 24,000.00	\$ 2,432.00	\$ 21,568.00	
Animal Control	\$ 6,000.00	\$ 1,000.00	\$ 5,000.00	
Employer Contributions	\$ 23,575.00	\$ 4,671.46	\$ 18,903.54	
Repair & Maintenance Supplies	\$ 7,000.00	\$ 1,043.28	\$ 5,956.72	
Gas, diesel, oil, tires	\$ 17,500.00	\$ 4,878.37	\$ 12,621.63	
Other Repair & Maintenance	\$ 2,500.00	\$ -	\$ 2,500.00	
Repair & Maintenance Services	\$ 6,750.00	\$ 200.00	\$ 6,550.00	
Travel	\$ 1,000.00	\$ -	\$ 1,000.00	
Machinery & Equipment	\$ 5,000.00	\$ -	\$ 5,000.00	
Total	\$151,325.00	\$20,679.25	\$130,645.75	
Parks Account				Comments
Supplies	\$ -	\$ 170.78	\$ (170.78)	These will be charged to the appropriate line items above.
Operating Supplies	\$ -	\$ 14.98	\$ (14.98)	
Gas, Oil, Diesel, Tires	\$ -	\$ 50.00	\$ (50.00)	
Repair & Mtce Services	\$ -	\$ 630.90	\$ (630.90)	
Total	\$ -	\$ 866.66	\$ (866.66)	
Parks "Targeted" Projects Funds				Comments
Operations & Mtce: EWF/Sprinklers	\$ 5,000.00	\$ -	\$ 5,000.00	
Bair Park Repair & Mtce Services	\$ 10,000.00	\$ 7,938.29	\$ 2,061.71	see budget below
Fence/splash pad/rink	\$ 18,016.00	\$ -	\$ 18,016.00	
Parks/ ACO Truck	\$ 15,000.00	\$ 9,600.00	\$ 5,400.00	Original fund setaside: \$15,000. Balance now available for other projects. Shown below
Total for "Targeted" Projects	\$ 48,016.00	\$17,538.29	\$ 30,477.71	
T-Mobile Account				Comments
Other Purchased Services*	\$ 17,044.74	\$14,431.71	\$ -	*TM Report: \$14, 431.71 remaining for Bair, plus or minus \$24.82. I am working on reconciling this grant.
Parks Capital Project Fund				Comments
Parks/General				
Engineering	\$ 13,712.00	\$ -	\$ 13,712.00	\$17,920 in HB355 budget. \$13,720 in budget. According to engineers, will not use
Repair & Maintenance Services	\$ 7,528.00	\$ -	\$ 7,528.00	Shelly agreed these funds are available for use.
Repair & Maintenance Services	\$ 7,600.00	\$ 5,740.00	\$ 1,860.00	Reserved for McStravick ADA Parking per HB355 grant. Actual bid: for Springs & McStravick ADA work: \$5,740.
Total	\$ 28,840.00	\$ 5,740.00	\$ 23,100.00	
Parks - Vehicle	\$ 15,000.00	\$ 9,600.00	\$ 5,400.00	Truck has been purchased. Balance is available for projects.
Parks Interfund Transfers				Comments
For HB355 Match	\$ 11,708.00	\$ -	\$ 11,708.00	Match met via T-Mobile, Lions, etc. Available for other work.
For 25% CDBG Match	\$ 7,793.00	\$ 7,793.00	\$ -	Master Plan Match. Payment is due
Total CAP Funds	\$ 63,341.00	\$23,133.00	\$ 40,208.00	
Total Funds Available for "Other" Projects			\$42,269.71	Sum of figures in red font
Bair Park Budget				
Tmobile	\$ 14,431.71			
City	\$ 7,938.29			
Total	\$ 22,370.00			

DILLON SPLASH PAD PHOTOS

image001.jpg



image014.jpg



image010.jpg



image002.jpg



image020.jpg



image006.jpg



image012.jpg



mage001.jpg

