



PARKS & RECREATIONAL COMMITTEE

AGENDA

Tuesday, September 15, 2020 – 4 PM | Council Chambers, City Hall

1. Call meeting to order
2. Approval of Minutes
 - a. August 11th
3. Public Comment - Limit to three minutes per person
4. Continued Business: An abbreviated list.
 - a. Jaycee Park informational kiosk – Update.
5. New Business
 - a. Parks & Trails Plan RFP Response – Stahly Engineering.
 - i. Project schedule.
 - ii. Steering committee composition.
 - iii. A snapshot of the results from the day's field assessment.
 - iv. Committee's expectations for the plan.
 - v. Agreement on the next steps.
6. Recreation Program Director's Updates
7. Committee Comments or Concerns
8. Announcement of the next meeting
 - a. October 13th at 4 PM
9. Adjournment

Parks and Recreation Committee

Members

Amanda Bohrer | John Molendyke | John Skibsrud

Committee 2020 Goals

Short Term Goals, Six Months to One Year

- Continued of support of the Parks & Trails Master Plan (if the City receives the grant, to serve in some capacity as a steering committee).
- Purchase a soil screen for use at Hillcrest Cemetery.

Middle Term Goals, One to Three Years

- Install a restroom and water fountain at Hillcrest Cemetery.

Long Term Goals, four to Five Years

- Continued effort to complete the Cemetery improvements described in the Capital Improvements Plan.

Wish List, Objectives Wanted to be Accomplished

- None.

CITY OF DEER LODGE

PARKS & RECREATION

COMMITTEE

MINUTES

Tuesday, August 11, 2020 – 4 PM | Council Chambers, City Hall

Members Present: Amanda Bohrer, John Molendyke, & John Skibsrud

Members Absent: None

Mayor: Diana Solle

CAO: Brian Bender

Council Member: None

Staff: Trent Freeman

Consultants: Stahly Engineering, via TEAMS Meeting

Guests: None

1. Call Meeting to Order

Chairperson Bohrer called the meeting to order at 4:03 PM.

2. Approval of Minutes

- a. July 14th
The minutes were approved unanimously.

3. Public Comment - Limit to three minutes per person

None.

4. Continued Business

- a. Jaycee Park Informational Kiosk Update
No update, Chairperson Bohrer will provide contact information for Mr. Eads to Trent Freeman so that he can provide a purchase order number for the purchase of supplies.

- b. Child Abuse Prevention Policy Update

Mayor Solle viewed the online materials and expressed concerns with their intended usage. She continued by saying she considers there is value to implement basic elements through the Recreation Program

c. Softball Field Maintenance Contract Renewal with High School

This item was discussed by the Committee and Mayor Solle expressed that she does not want to renew the contract.

d. Jaycee Park RTP Grant Concept Update

Mr. Bender noted the Council will consider the Stahly Engineering Task Order on August 17th. He continued by saying the project has an aggressive schedule to complete the trail segments this fall.

5. New Business

a. Parks and Trails Plan RFP Response

Robie Culver and Kurt Thomson of Stahly Engineering addressed the Committee via Microsoft Teams to offer an overview of their proposal to compose a parks & trails plan for the City.

Ms. Culver and Mr. Thomson explained this is a planning effort with no construction activities.

The Committee discussed what would the project's outcome provide the City. The response emphasized an inventory of existing facilities / amenities, define future projects, and grant opportunities to help fund the improvements.

The Committee received reassurance the project would include as much public comments as possible.

Member Molendyke motioned with Chairperson Bohrer seconding to forward a favorable recommendation to City Council to select Stahly Engineering as the consultant to complete the parks & trails plan. The Committee passed the motion unanimously.

6. Recreation Program Directors Update

- a. Mayor Solle stated that she spoke with Sean Herrick, who stated that the Youth Sports Program for the fall remains uncertain due to Covid-19 restrictions.

7. Committee Comment or Concerns

None.

8. Announcement of the Next Meeting

- a. Chairperson Bohrer confirmed September 15th at 4 PM as the date and time for the next meeting.

9. Adjournment

Ms. Bohrer adjourned the meeting at 4:52 PM.

Prepared by: Brian Bender

Amanda Bohrer, Chairperson

Date

Parks & Recreation Committee

Members

Amanda Bohrer | John Molendyke | John Skibsrud

City of Deer Lodge Parks and Trails Master Plan Work Plan

Activity	Notes on tasks included with activity	Anticipated timeline
Analysis of Existing Facilities	<ol style="list-style-type: none"> 1. Develop inventory of existing area parks and trails, including athletic fields and facilities owned by others (i.e. Powell County). Utilize GIS to catalog current condition, use, maintenance issues, ADA compliance, and ownership. 2. Research existing community planning efforts to incorporate past efforts into the Master Plan. The Powell County Growth Policy and zoning information will provide information on parks and trails within the County, while the City of Deer Lodge Growth Policy Update, Comprehensive Capital Improvements Plan and Downtown Master Plan will provide past and current efforts by the City to plan for parks and trails. 3. Study environmental conditions in areas where existing or potential new recreational facilities are or may be sited. Identify the potential for impacts to wetlands, streams and designated flood plains. Powell County Floodplain Administration is overseen by the Planning Department and can provide information on existing mapped FEMA floodplains. 4. Evaluate impacts of an expanded trail system, such as economic, transportation, and social benefits. 	August 2020 – October 2020
Public Involvement	<ol style="list-style-type: none"> 1. Kick-off meeting with City's Parks & Recreation Committee to evaluate goals, gather information, discuss best practices for involving the public. 2. Develop web page describing the process for creating the Master Plan, providing ability to comment on ideas for recreational facilities or the Plan being generated throughout the process. 3. Utilize the local newspaper and an online platform to conduct a written survey of the public. This brief document will provide the opportunity to explore the communities perception of existing parks and trails and, more importantly, generate ideas that will be used in improving facilities. 4. Include posts about the ongoing planning process on the City's web site and on a 	Much of the strategy may depend on the COVID-19 restrictions but online information can start to be distributed as early as September 2020. Activities planned at existing facilities (the new West Side Playground) should be scheduled for September or October 2020 to catch appropriate

	<p>developed Facebook page. May also utilize the Chamber of Commerce web site and the Silver State Post publication.</p> <ol style="list-style-type: none"> 5. Create excitement for public involvement through idea contests or events that generate input. This will be a good time to get input on priorities for facilities from the public in a floating open house type setting. 6. Invite input from the Powell County Parks Board. 7. Legal notice of public meetings or activities in the Silver State Post and on City Council agendas. 	<p>weather days. Public Involvement activities will be ongoing through the end of the project in January 2021</p>
Concept Planning	<ol style="list-style-type: none"> 1. Utilizing the inventory of existing recreational facilities and public input, develop new concept plans for change of use or improvements to those facilities. Assign priority designation for any facility changes/upgrades/maintenance. 2. Where input is received on potential new facilities, including those that may serve to assist with flood mitigation as identified in the FEMA Advance Assistance Study, create concept plans as part of the overall plan and assign priority designation for each activity. 3. Develop a conceptual plan for a new community park on the City's 32-acre property near the Clark Fork River, incorporating feedback received from the public. 4. Determine what permitting may be required for new facilities and the timeline needed to secure each permit. 5. Provide cost estimates for planned projects. 6. Research appropriate trail standards and options for surfacing materials, signage, and landscaping for planned projects. 	<p>October 2020 – December 2020</p>
Draft Parks and Trails Master Plan	<ol style="list-style-type: none"> 1. Draft Master Plan generally following this outline: <ol style="list-style-type: none"> a. Executive Summary b. Master Plan Overview: Project location, goals and benefits. Describe efforts to involve stakeholders and members of the community in creating the Plan. c. Site and Environmental Characteristics: This section will describe existing terrain, soils, plants and wildlife that may impact proposed facilities. 	<p>October 2020 – December 2020</p>

	<ul style="list-style-type: none"> d. Existing Park, Trail and Pedestrian Facilities: This section will provide a description, location and condition of existing trail, sidewalk, pedestrian facilities, and parks within the project area. e. Facility Design: Explanation of design guidelines for all parks and trails within the City of Deer Lodge, including materials, dimensions, construction and maintenance requirements. f. Master Plan: Concise description and layout of all locations of proposed parks and trails. Mapping will identify connectivity between existing facilities and proposed facilities. g. Implementation: Description of how the proposed facilities are going to be prioritized for funding, operation and maintenance costs, and mechanisms for trail management. h. Funding Options: Summary of funding options, both local options and grant options, and the specific requirements of each option. i. Conclusion 	
Final Public Hearing to Receive Comment on Plan	<ol style="list-style-type: none"> 1. Provide draft document on project web site, City web site, and at City Hall for public review. 2. Advertise availability of document in Silver State Post. 3. Hold public hearing on concept plans and master planning document including priorities set throughout the process and the cost of upcoming projects with ideas for funding those projects. 	December 2020
Finalize Parks and Trails Master Plan	<ol style="list-style-type: none"> 1. Incorporate final comments approved by the Parks & Recreation Committee into the final document. 2. City Council to review and approve document. 	January 2021