



PARKS & RECREATIONAL COMMITTEE

AGENDA

Tuesday, October 13, 2020 – 4 PM | Council Chambers, City Hall

1. Call meeting to order
2. Approval of Minutes
 - a. September 15th
3. Public Comment - Limit to three minutes per person
4. Continued Business: Existing items not listed to accommodate the planning session facilitated by Stahly Engineering.
5. New Business
 - a. Review and approval of Committee Bylaws.
 - b. Parks & Trails Plan
 - i. Review of mapping exhibits.
 - ii. Identify planning concepts (questionnaire / brainstorming).
 - iii. Suggestions for future parks and trails facilities.
6. Recreation Program Director's Updates
7. Committee Comments or Concerns
8. Announcement of the next meeting
 - a. November 10th 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.



PARKS & RECREATION COMMITTEE

MINUTES

Tuesday, September 15, 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:	Kurt Thomson & Kathy Thompson – Stahly Engineering
Guests:	None

1. Call Meeting to Order

Chairperson Bohrer called the meeting to order at 4:00 PM.

2. Approval of Minutes

a. August 11th

The minutes were approved unanimously.

3. Public Comment - Limit to three minutes per person

None.

4. Continued Business

a. Park & Trails Plan

CAO Bender introduced Kurt Thomson & Kathy Thompson from Stahly Engineering. They will be the project leaders on the Parks & Trail Plan.

Mr. Thomson went on discussing the Parks and Trails Master Plan including the following components: (1) Analysis of Existing Facilities; (2) Public Involvement; (3) Concept Planning; and (4) Anticipated timelines.

Chairperson Bohrer went on to ask Mr. Kurt Thomson if it was a good idea to bring together the Parks & Rec Committee and form a Steering Committee.

Mr. Thomson stated that the Committee could consist of a member's from Grant Kohrs, Powell County, Youth Board, Deer Lodge Clinic, Deer Lodge Museum, etc.

Chairperson Bohrer asked Mr. Thomson, will the plan show maps, costing, and data when we present this to the Steering Committee?

Mr. Thomson responded by saying yes along with a snapshot of the towns infostructure. We will be looking at environmental conditions, existing facilities, design standards, floodplains and capture what is here now.

Chairperson Bohrer asked Mr. Thomson when this gets ready to present to the public at the Council Meeting, we have residents with big ideas, how will this be handled to the public.

Mr. Thomson stated, understand everyone's ideas, and balance the plan to accommodate the Committee and the public.

Chairperson Bohrer and Mr. Thomson suggested inviting the Steering Committee to our next Meeting and cover as much ground as we can.

Mr. Thomson stated him and Ms. Thompson will be ready to go over the Project Schedule and the snapshot of the results from the day's field assessment.

Chairperson Bohrer stated to Mr. Thomson we need to get a new member for the Steering Committee to attend the next meeting.

Ms. Thompson agreed as we need to have everyone together so we can have a plan put together to present at the Council Meeting.

b. Jaycee Park Informational Kiosk Update

No update from Mr. Eads.

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.

c. 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

d. 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.

e. Jaycee Park RTP Grant Concept Update

Mr. Bender noted the Council 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

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 October 13th at 4 PM as the date and time for the next meeting.

9. Adjournment

Ms. Bohrer adjourned the meeting at 4:43 PM.

Prepared by: Cyndi Thompson

Amanda Bohrer, Chairperson

Date

Parks & Recreation Committee

Members

Amanda Bohrer | John Molendyke | John Skibsrud

ByLaws

Parks and Recreation Committee

ARTICLE I - NAME

Section One. Name

- A. The official name of the organization shall be "Parks and Recreation Committee" hereinafter referred to as "The Committee."

Section Two. Purpose

- A. The Committee advises the City Council on policy issues affecting the City's parks and facilities, recreation programs including, but not limited to: facility expansion, program fees, creation of new programs, reduction or change in program capacity, and marketing of park facilities and programs..

ARTICLE II - MEMBERSHIP

Section One. Membership

- A. Members
1. The Committee shall consist exclusively of a minimum of three council members.
 2. Members are appointed by the Council President at or after the second meeting in January following a municipal general election.
- B. Officers
1. The Committee shall have one elected officer consisting of a Chairperson.
- C. Secretary of the Committee
1. Deer Lodge's City Clerk shall serve as Secretary to the Committee.

Section Two. Election of the Chairperson

- A. Election of the Chairperson shall be made at the first Committee meeting of the year.
- B. The Chairperson must be a member of the Committee.
- C. If the members cannot reach consensus on the election, then a nominee receiving a majority vote of those present at the meeting shall be declared the Chairperson.
1. In the event that a Committee Chairperson cannot be selected by the Committee, the Council President shall appoint a Committee Chairperson.

Section Three. Terms of the Chairperson

- A. The Chairperson shall assume the responsibility immediately upon appointment and shall serve for a term of one year.

Section Four. Vacancy of the Chairperson

- A. Vacancy in the term shall be filled immediately by the procedure described in Article II, Section Two for the un-expired portion of the term.

Section Five. Duties of Officers

- A. Chairperson
1. The Chairperson shall preside at all meetings of the Committee.
 2. The Chairperson shall sign the minutes of meetings, and all documents involving the authority of the Committee.
 3. The Chairperson shall compose meeting agendas after seeking input from the Chief Administrative Officer and Committee members.
 4. The Chairperson has the responsibility to advise the Mayor and the City Council of items discussed by the Committee.
 5. The Chairperson shall have all the duties normally conferred by parliamentary rules on such officers and shall perform such other duties as may be ordered by the Committee except as otherwise provided in these rules, in other Committee resolutions, or in City resolutions.
- B. Absence of the Chairperson

1. In the absence of the Chairperson, the Committee may elect a temporary Chairperson by a majority vote of those present at a called meeting, who shall assume the duties of the Chairperson.

Section Six. Duties of the Secretary

- A. Deer Lodge's City Clerk shall perform the duties of the secretary for the Committee.
- B. The Secretary shall keep the minutes of all meetings and materials allied with the Committee.
- C. The Committee has the responsibility of approving such minutes.
- D. The Secretary shall post agendas according to practices agreed upon by the City Council.
- E. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Committee and perform such other duties as the Committee may determine.

Section Seven. Order of Meetings

- A. The following is the order that meetings will follow:
 1. Call Meeting to Order
 2. Approval of Minutes
 3. Public Comment
 4. New Business
 5. Old Business
 6. Staff or Committee Member Concerns/Comments
 7. Announcement of the Next Meeting
 8. Adjournment
- B. The Chairperson may allow deviations from the described Order of Meetings to accommodate special circumstances or events.

Section Eight. Discussion Procedures

- A. Chairperson introduces the topic with all supporting materials.
 1. Committee members have the opportunity to ask any questions or contribute any items of information.
- B. The Committee may ask staff and/or consultants to provide technical analysis, review considerations and basic policies, offer possible alternatives, and make recommendations, if any.
 1. Other interested parties are allowed to comment briefly or make inquiries.
- C. Proponents and or opponents in the audience are given opportunity to speak in favor of or against application. Information submitted should be factual, relevant and not merely duplication of previous presentation.
 1. A reasonable time shall be allowed.
 2. Each person speaking shall give name, address and nature of interest in matter.
- D. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesperson.
- E. The Committee will take the opportunity to deliberate before rendering a recommendation for the benefit of the Mayor and the City Council.

Section Nine. Quorum

- A. A majority of the members of the Committee shall constitute a quorum for the transaction of business and the taking of official action.

Section Ten. Motions

- A. Motions shall be restated by the Chairperson before a vote is taken.
- B. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section Eleven. Voting

- A. The concurring vote of two members of the Committee shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official; to decide in favor of the applicant on any matter upon which it is required to pass under any such resolution; or to effect any variation in such resolution.

Section Twelve. Reports

- A. On all matters considered by the Committee, the reports, findings and recommendations, if any, are presented to the Committee and shall be recorded in the minutes of the meeting.

Section Thirteen. Parliamentary Procedure

- A. Except as otherwise prescribed by these rules, the Committee meetings shall be guided by Robert's Rules of Order (the most recent edition).
- B. At the Chairperson's discretion or at the discretion of two members, the Committee may modify the proceedings after consultation with the City Attorney.
- C. If any questions arise as to procedure, the ruling of the Chairperson shall be final unless reversed by a vote of at least two members.

Section Fourteen. Public Nature of Meetings and Records

- A. All meetings, hearings, records, findings, and accounts shall be open to the public.

ARTICLE III - MEETINGS

Section One. Meetings: Time and Place

- A. A regular monthly meeting shall be held on the second Tuesday of the month at 4 PM in the Council Chambers, unless a different time and/or place is posted at the City Hall at least forty eight (48) hours prior to the meeting.
- B. Members shall receive meeting materials via email at least two (2) days, forty-eight (48) hours prior to the meeting.
 - 1. Alternatively, members may request to receive a hard copy of the materials.
- C. Meetings should be kept to an hour and a half or shorter, if possible.
 - 1. If a lengthy topic is anticipated, the agenda should be kept at a minimum.
- D. If a lengthy topic is to be discussed, a work session should be considered.

Section Two. Recessed Meetings

- A. Any regular or special meeting may be recessed to a definite time and place by a majority vote of the members present at the meeting.

ARTICLE IV – SUB COMMITTEES

Section One. Purpose of Sub Committees

- A. Sub Committee purpose shall be clearly defined.
- B. Sub Committees may be established to facilitate complex topics that would be better handled outside of the normal Committee.

Section Two. Establishment of Sub Committees

- A. Sub Committees are:
 - 1. Short Term
 - 2. One Topic
 - 3. May only provide recommendations to the Committee
- B. Sub Committee membership should include at least one committee member, and any additional council members or members of the public as necessary for the task.
- C. Sub Committees must be established by majority vote of the Committee.

ARTICLE V – COUNCIL APPROVAL AND AMENDMENTS

Section One. Council Approval

- A. These bylaws must be approved by a majority vote of the Committee Council.

Section One. Amendments

- A. These bylaws may be amended at a regular noticed meeting of the Committee by the affirmative majority vote of the members present, provided that the proposed amendments have been submitted in writing at a previous meeting.

Section One. ByLaws Approval

A. Approved by the <Committee Name> Committee:

_____ Date

Committee Chairperson

B. Approved by the City Council by Resolution _____:

_____ Date

Mayor



Parks & Trails Master Plan Concepts

SHORT TERM RECOMMENDATIONS (Improve what is in place)(1-3 years)

Examples:

- Irrigation and maintenance issues at existing parks
- Improve/upgrade area sidewalks/trails
- Addition of amenities at existing parks (picnic tables, restrooms, pavilions, etc.)
- Consider maintenance requirements (cost, staffing, etc.)

MID-TERM RECOMMENDATIONS (Further develop what we have)(3-5 years)

Examples:

- Trail connectivity
 - Arrowstone Park to Grant Kohrs
 - Jaycee Park to Fairgrounds and/or proposed River Park
 - Jaycee Park to Johnson Creek Trail
- Sidewalk connectivity within city limits
 - Infill sidewalks along heavily used routes
 - Improve sidewalks for ADA compliance
- Consider maintenance requirements (cost, staffing, etc.)

LONG TERM RECOMMENDATIONS (Construction of new facilities)(5-10 years)

Examples:

- Trailhead installation/improvement
 - Proposed River Park
 - Trestle Park
- New Trails
 - Along Boulder Road between exits
- New Parks
 - Integration of lots along Cottonwood Creek
- Consider maintenance requirements (cost, staffing, etc.)

What do you see as the main goals of improved/expanded parks and trails?

Examples:

- Improved trail network / connectivity to existing trails
- Safety
- Health benefits
- Tourism

Others:
