



PARKS & RECREATIONAL COMMITTEE

AGENDA

March 8, 2022 – 4 PM | Council Chambers, City Hall

1. **Call meeting to order:**
2. **Approval of Minutes:**
 - a. November 19, 2021, No meeting December 2021 – No meeting Jan & Feb 2022
3. **Public Comment** – (Limit to three minutes per person)
4. **New Business:**
 - a. Committee Chair Appointment – Jordan
 - b. Review and Approve Bylaws – Jordan
 - c. Prior Project Updates - Jordan
 - d. Committee Goals – Jordan
5. **Continued Business:**
 - a. None
6. **Recreation Program Directors Report- Sean Herrick** (in packet).
7. **Committee Comments or Concerns:**
8. **Announcement of the next meeting:**
 - a. April 12, 2022, at 4 PM
9. **Adjournment:**

Parks and Recreation Committee

Members

Jackie Greenwood | John Molendyke | Dick Bauman

CITY OF DEER LODGE

PARKS & RECREATION

COMMITTEE

MINUTES

November 9, 2021, at 4:00 PM | Council Chambers, City Hall

Members Present: Amanda Bohrer, John Skibsrud & John Molendyke

Members Absent: None

Mayor: Diana Solle

CAO: Jordan Green

Staff: Cyndi Thompson

Guests: None

1. Call Meeting to Order:

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

2. Approval of Minutes:

- a. September 14, 2021 – No meeting October 12, 2021
Minutes approved by unanimous consent.

3. Public Comment - Limit to three minutes per person:

- a. None

4. New Business:

- a. Skate Park Discussion – CAO Green

CAO Green stated we have 2 donors donating \$200,000 for a skate park and they will build the skate park. The site would be where the old JC cabin is located. Looking to break ground in early spring. The website is evergreenskateparks.com where you can view skate parks they have already constructed.

Chairperson Bohrer stated she is happy to see this happening.

Mayor Solle stated the skate park will be called "John and Dorothy Wilson Skate Park."

No motion or vote, discussion only.

5. Continued Business:

- a. Recreation Policy – Mayor Solle

Mayor Solle stated, this policy was looked at by, 4-H, MMIA, Montana League of Cities and Towns, and the City Attorney. There is also a website for the volunteers to do complete a background check for \$19.00, at the volunteers’ expense.

Signature page was discussed for a signed copy to be held with the City Clerk.

Member Skibsrud motion to approve the Recreation Policy with recommendation to City Council. Member Molendyke seconded the motion. 3 Ayes, 0 No’s. Motion passed.

6. Recreation Report – Sean Herrick

- a. Rec Directors October Report
Report approved by unanimous consent.

7. Committee Comments or Concerns:

- a. Mayor Solle discussed the marijuana act and dispensaries.
- b. CAO Green discussed the sprinkler system grant. This is not in our best interest and will need to look at other grants for funding.

8. Announcement of the Next Meeting:

- a. December 14, 2021, at 4pm

9. Adjournment:

- a. Chairperson Bohrer adjourned the meeting at 4:37PM.

Prepared by: Cyndi Thompson, City Clerk

Chairperson

Date

Parks & Recreation Committee

Members

Amanda Bohrer (Chair) | John Skibsrud | John Molendyke

ByLaws

Parks & 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 Provides oversight of parks and recreational 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 4:00PM** 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.

COMMITTEE GOALS

Parks & Recreation

MARCH 2022

SIX MONTH GOALS:

ONE YEAR GOALS:

LONG-TERM GOALS:



RECREATION PROGRAM REPORT

FEBRUARY 2022

HIGHLIGHTS

- Girls' basketball is over.
- Cornhole just finished up.
- We have a lull until about June then coed softball starts.

PROJECT SUMMARIES

None.

INTEREST ITEMS FOR CITY COUNCIL

None.

STAFFING CONCERNS

None.

COVID-19 RESPONSE

No update.