



# **PARKS & RECREATIONAL COMMITTEE**

## **AGENDA**

**Tuesday, November 9, 2021 – 4 PM | Council Chambers, City Hall**

1. Call meeting to order:
2. Approval of Minutes:
  - a. September 14, 2021- No Meeting October 12, 2021
3. Public Comment – (Limit to three minutes per person)
4. New Business:
  - a. Skate Park Discussion – CAO Green
5. Continued Business:
  - a. Recreation Policy – Mayor Solle
6. Recreation Report- Sean Herrick (Accept report as presented)
  - a. Rec Director October Report
7. Committee Comments or Concerns:
8. Announcement of the next meeting:
  - a. December 14, 2021, at 4 PM
9. Adjournment:

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### **Parks and Recreation Committee**

#### **Members**

Amanda Bohrer (Chairperson) | John Molendyke | John Skibsrud

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**CITY OF DEER LODGE**

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**PARKS & RECREATION**

**COMMITTEE**

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**MINUTES**

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**Tuesday, September 14, 2021, at 4:00 PM | Council Chambers, City Hall**

**Members Present:** Amanda Bohrer & John Skibsrud

**Members Absent:** John Molendyke

**Mayor:** Diana Solle

**CAO:** Jordan Green

**Staff:** Cyndi Thompson

**Guests:** Peggy Kerr

**1. Call Meeting to Order:**

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

**2. Approval of Minutes:**

a. July 13, 2021 – No meeting August 10, 2021. - Member Skibsrud motioned to approve minutes as presented. Chairperson Bohrer seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion passed.

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

a. None

**4. New Business:**

a. 2021 Goals – Amanda Bohrer

Chairperson Bohrer discussed the 2021 committee goals. 1.) City/County communication and support of one another as well as joint project ideas for Parks & Trails. 2.) Sledding Hill maintenance and improvements.

**5. Continued Business:**

a. Child Abuse Prevention Policy – Mayor Solle/Amanda Bohrer

Chairperson Bohrer reviewed the template policy and discussed a couple changes within the policy. She discussed the feedback she received from the public regarding verbal and physical contact. Chairperson Bohrer gave to the CAO her marked up pages of the changes she'd like to see in the policy.

b. Citizen Concern – CAO Green

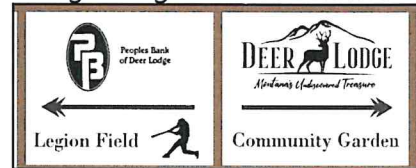
CAO Green discussed the Johnson Creek Trail that is County owned and maintained. He also discussed having an MOU for the trail so it is in writing of who owns and maintains the trail so there is no longer confusion to the City, the County and DL residents.

Peggy Kerr, resident of Deer Lodge voiced her concern about the trail. Access to the trail and safety while walking the trail. She also talked about getting a clearer understanding of who owns and maintains the trail.

CAO Green stated he will be getting with the County Parks Board to discuss the easement for the trail and work with the County to get clarification for future use.

c. Legion Sign – CAO Green

CAO Green provided a draft drawing of the proposed Legion sign. The committee provided ideas and comments of the Legion sign.



**6. Recreation Program Directors Report – Sean Herrick**

- a. July and August report accepted as presented.

**7. Committee Comments or Concerns:**

- a. Chairperson Bohrer asked about a policy for the Park the use of drugs, tobacco, and alcohol.
- b. CAO Green updated the committee about a swing set for JC Park. A new quote will need submitted as the previous quote expired.

**8. Announcement of the Next Meeting:**

- a. October 12, 2021, at 4pm

**9. Adjournment:**

- a. Chairperson Bohrer adjourned the meeting at 5:07PM.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Amanda Bohrer, Chairperson

\_\_\_\_\_  
Date

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**Parks & Recreation Committee**

**Members**

Amanda Bohrer (Chair) | John Skibsrud | John Molendyke

**CITY OF DEER LODGE**

**RECREATION DEPARTMENT**

**POLICIES  
FOR STAFF AND VOLUNTEERS**

November 5, 2021

**Policies** define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to minors, when employees know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected. A copy is available to all parents, if requested.

#### Policies appendix

- P1 Adult abuse of Youth
- P2 Youth abuse of youth
- P3 Review of Abuse Prevention Policies
- P4 Physical contact between Staff and Youth
- P5 Verbal contact between Staff and Youth
- P6 Alone staff member with alone youth
- P7 Staff and Youth Outside Program Interaction
- P8 Electric Communications Staff - Youth
- P9 Pornography
- P10 Cell phone use by staff
- P11 Allegations
- P12 Legal and Ethical Duty of Reporting
- P13 Lack of Cooperation in Investigation
- P14 Agreement to policies and signatures.

**[Staff refers to hired and volunteers.]**



**P1.**

**PROHIBITING THE ABUSE OR MISTREATMENT OF YOUTH**

City of Deer Lodge Recreation Department specifically prohibits the abuse of mistreatment of youths. Smoking, vaping, THC, illegal drugs, or alcohol for youths and adults are prohibited during any recreation activities. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

**P2.**

**PROHIBITING ABUSE OR MISTREATMENT OF ONE YOUTH BY ANOTHER YOUTH.**

City of Deer Lodge Recreation Department specifically prohibits the abuse of mistreatment of one youth by another youth. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

**P3.**

**ANNUAL REVIEW OF ALL YOUTH ABUSE PREVENTION POLICIES FOR RELEVANCE, UTILITY, AND NECESSITY, AND MODIFIES OR RESCINDS AS APPROPRIATE, AND ALL STAFF ARE SYSTEMATICALLY NOTIFIED OF CHANGES AS THEY ARE IMPLEMENTED.**

City of Deer Lodge Recreation Department periodically review of policies and routinely announces policy changes at staff meetings and during training sessions.

## DEFINING APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT BETWEEN STAFF AND YOUTHS.

City of Deer Lodge Recreation Department specifically defines appropriate and inappropriate physical contact with youths. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

Our physical affection policy includes:

### Appropriate physical contact:

- Side hugs
- Shoulder-to-shoulder or 'temple' hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Arms around shoulders
- Holding hands (with young children in escorting situations)

### Inappropriate physical contact:

- Full-frontal hugs
- Kisses
- Showing affection in isolated areas
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Allowing a youth to cling to an employee's or volunteer's legs.
- Any type of massage given by or to a youth.
- Any form of affections that is unwanted by the youth or the staff.
- Compliments relating to physique or body development.
- Touching bottom, chest, or genital areas
- Any physical contact related to Irritation, reprimand, or punishment. NO hitting, slapping, spanking, etc.
- No inappropriate dress that could cause extreme, offensive, revealing, or distracting exposure.

**DEFINING APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS  
BETWEEN STAFF AND YOUTH.**

City of Deer Lodge Recreation Department specifically defines appropriate and inappropriate verbal interaction between staff and youths. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy. Our verbal interactions policy includes examples of:

Appropriate verbal:

- Positive reinforcement
- Appropriate jokes  
(Do not include discriminatory/  
explicit wording or  
Meaning.)
- Encouragement
- Praise

Inappropriate verbal interactions:

- Name-calling
- Secrets
- Cursing
- Off-color or sexual jokes
- Shaming
- Belittling
- Derogatory remarks
- Discussing sexual encounters or  
in any way involving youths in  
the personal problems or issues  
of staff.
- Harsh language that may  
frighten, threaten, or humiliate  
youths.
- Derogatory remarks about the  
youths or his/her family.



## **MANAGING THE RISK WHEN ONE STAFF MUST BE ALONE WITH ONE YOUTH**

City of Deer Lodge Recreation Department strongly avoid programs and circumstances where a staff member is alone with one youth. Sometimes this is unavoidable or occurs unexpectedly. Our staff know that they are not permitted to be alone with a youth except under authorized circumstance. Our written policy specifically defines how to manage risk when a staff member must be alone with one youth. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

Our one-on-one interactions policy includes the following information:

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshake.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report immediately to staff any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted. Staff will report such incidents immediately to Chief Administrative Officer.

**GOVERNING INTERACTIONS BETWEEN STAFF AND YOUTH OUTSIDE OF  
REGULARLY SCHEDULED PROGRAM ACTIVITIES**

City of Deer Lodge Recreation Department does not hold responsibility for interactions between staff and youth outside of regularly scheduled program activities. However, the city does provide recommendations for these interactions as guidance.

Our recommendations for interactions outside of program activities include:

Appropriate Outside Contact

- Taking groups of youths on an outing
- Attending sporting activities with groups of youths
- Attending functions at the youth's home, with parents present

Inappropriate Outside Contact:

- Taking one youth on an outing with or without the parents' written permission
- Visiting one youth in the youth's home, without a parent present
- Entertaining one youth in the home of staff or volunteer
- One youth spending the night with staff or volunteers

## GOVERNING ELECTRONIC COMMUNICATION BETWEEN STAFF AND YOUTH

City of Deer Lodge Recreation Department includes guidelines about the use of electric communication, such as cell phone, text messages, electronic emails and social networking sites between staff and youth. The policy is communicated in writing and verbally to all staff, and staff know and can verbally describe the policy.

Our electronic communications policy includes:

### Appropriate Communications

- Sending and replying to emails and text messages from youths ONLY when copying in a supervisor or the youth's parent.
- Communicating through "organization group pages" on Facebook or another approved public forum.
- Private profiles for staff that youth cannot access or befriend.

### Inappropriate Communications:

- Harsh, coercive, threatening, derogatory, intimidating, shaming, demeaning or humiliating conversations.
- Sexually oriented conversations.
- Posting pictures of organization participants on social media sites.
- Posting comments on pictures.
- Friending participants on social networking sites.

**PROHIBING STAFF FROM ACCESSING, DISPLAYING, OR POSSESSING  
INAPPROPRIATE INFORMATION OR PORNOGRAPHY ON THE  
ORGANIZATION'S PROPERTY OR EQUIPMENT.**

City of Deer Lodge Recreation Department prohibits the access, display, production, possession, or distribution of pornography on the organization's property or equipment, or during any organization-associated activity. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

**P10**

**ADDRESSING STAFF CELL PHONE USE WHILE ON DUTY.**

City of Deer Lodge Recreation Department prohibits the use of cell phones by staff while on duty except when necessary to accommodate unique circumstances that are specified in advance. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

Acceptable situations of cell phone use include:

- Field Trips
- Emergencies



**P11**

**EVERY ALLEGATION OF ABUSE IS TAKEN SERIOUSLY AND THAT IT WILL  
COOPERATE FULLY WITH THE AUTHORITIES.**

City of Deer Lodge Recreation Department specifically states that we take every suspicion or allegation of abuse seriously and that we will cooperate fully with authorities. Every allegation will be reported to Chief Administrative Officer and Deer Lodge Police Department, who will be required to investigate in a timely manner. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

**P12**

**REQUIREMENT OF NEW STAFF TO READ AND SIGN A STATEMENT  
INFORMING THEM OF THEIR LEGAL AND ETHICAL DUTY TO REPORT  
SUSPECTED ABUSE.**

City of Deer Lodge Recreation Department requires all new staff to read and sign a statement informing them of their duty to report suspected child abuse. The policy is communicated in writing and verbally to all staff, and staff know and describe the policy.



**P13**

**STAFF TO SIGN A STATEMENT INDICATING THAT THEY WILL COOPERATE FULLY WITH ANY INVESTIGATION AND THAT FAILURE TO DO SO MAY BE GROUNDS FOR TERMINATION.**

City of Deer Lodge Recreation Department requires all new staff to read and sign a statement indicating that they will cooperate fully with any investigation and that failure to do so may be grounds for termination. The policy is communicated in writing and verbally to all staff, and staff know and can describe the policy.

**P14**

**STAFF TO SIGN A STATEMENT INDICATING THAT THEY HAVE READ AND AGREE TO COMPLY WITH ALL ORGANIZATION POLICIES.**

City of Deer Lodge Recreational Department requires all staff to sign this statement that they have read and agree to comply with all our organization's policies. All volunteers and staff agree to a background check to be completed by the volunteer using **Sterling Volunteers.com at a cost of \$19**, which the volunteer or staff will be responsible for paying themselves. The City of Deer Lodge will keep a copy of the signed statement on file in the City Clerk's office.

Signatures:

\_\_\_\_\_  
Staff/Volunteer                      Date

\_\_\_\_\_  
Recreation Department Director    Date



# RECREATION PROGRAM REPORT

OCTOBER 2021

## **HIGHLIGHTS**

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- Football and volleyball ended for 2-5th grades boys and girls.
- Coed volleyball started late October for adults. 8 teams signed up. This is the most we've had sign up so far. They play a 5-week regular season with a single elimination tournament the 6th week.
- Basketball will start November 8th for boys. Hopefully we get games with Elliston and Avon in addition to intermural games.

## **PROJECT SUMMARIES**

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None

## **INTEREST ITEMS FOR CITY COUNCIL**

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None

## **STAFFING CONCERNS**

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None

## **COVID-19 RESPONSE**

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*No updates.*