

Get Outdoors Libby Initiative



**Recommendations to Enhance Outdoor Experiences for
All in the Libby Parks District Service Area**

EXECUTIVE SUMMARY

The Get Outdoors Libby Initiative is an effort led by the Libby Parks District to develop, maintain, and coordinate outdoor recreation experiences within the Libby School District area and under the leadership of the Libby for the benefit of residents and visitors in the Libby Area.

This plan contains an assessment of the primary recreation assets located within the Libby area, a community survey, and a set of action-oriented recommendations to build leadership, management capacity, and future recreation projects.

The four key priorities for the Parks District Board to lead a connected, coordinated, and well-managed recreation system in the Libby area are:

Priority 1: Strengthen capacity and effectiveness of the Libby Parks District Board to ensure legal accountability, adequate resources, strong partnerships, community engagement, and effective staff and recreation management by 2027.

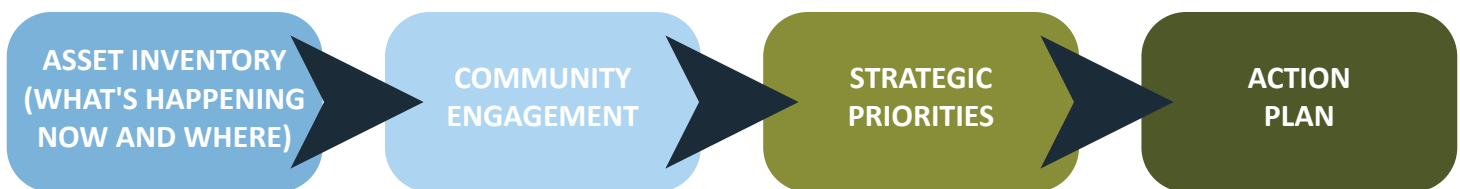
Priority 2: Establish Port Authority as a recreation hub in the Libby area for all ages and abilities

Priority 3: Operation and Management of county-led recreation facilities

Priority 4: Development of Proposed and Future Recreation Facilities

PURPOSE AND PROCESS OVERVIEW

This document aims to provide a road map for the Libby Parks District to lead a connected, coordinated, and well-managed recreation system in the Libby area anchored by the Port Authority site. The planning process was designed to build on existing planning initiatives and partnerships, assess existing conditions, and engage the community to help leaders develop actionable and impactful projects that reflect where and how people want to get outdoors every day.



CURRENT STATUS

A. About Libby Area

Lincoln County, MT is located in the northwest corner of the state and is bordered by Canada to the north and Idaho to the west. The Kootenai River, forested public lands, and mountainous terrain are the primary geographic features of the community. U.S. Highway 2 and MT Highway 37 intersect in Libby and are the primary transportation routes. BNSF railroad's main east-west line goes through the city.

Libby, MT is the county seat of Lincoln County. The U.S. Census estimated the 2021 population for the City of Libby, MT to be 2,745 and for the Lincoln County High School District to be 7,127. The State of Montana site selector estimates a 1.39% annual growth rate resulting in a population for the city of 3,061 by 2028. Per capita income in Libby in 2023 was estimated at \$27,779. This compared to a statewide per capita income of \$57,719.

Historically, mining and the wood products industries were major economic drivers in Lincoln County and Libby. Vermiculite deposits were first located in the early 1900s northeast of Libby and the Zonolite Company marketed the products for insulation, plaster, and soil treatments. The W. R. Grace Company bought the mine and operated it from 1963 until its closure in 1990. A stud mill was built at Libby in 1958, and a plywood plant began operations in 1960. In 1993, the Libby assets were sold to Stimson Lumber and Plum Creek Timber Company. The Libby mill closed in 2002 and was acquired by the Lincoln County Port Authority on December 31st, 2003.

As a result of the mining and industrial activities, there are two Superfund sites located within the city.

In 1979, EPA discovered PCP contamination in well water near the Stimson mill and in 1983 the area was designated a Federal Superfund site. Following cleanup, operation and maintenance activities as well as groundwater monitoring are ongoing. In 2002, the EPA placed the former Stimson Lumber Company property Operable Unit 5 (OU5) within the Libby asbestos site on the Superfund National Priorities List (NPL) EPA completed the Remedial Investigation Report for OU5 in June 2013.

B. About the Port Authority

In 2002, the Stimson Lumber Company ceased activity and in 2003 Lincoln County Port Authority was formed to assume ownership of the 400-acre site located adjacent to the City of Libby, along US Highway 2 East. The Port Authority worked with EPA and responsible parties on the remediation and redevelopment of this property, referred to as the Kootenai Business Park (KBP). While the initial remediation for Kootenai Business Park was completed in 2012, any future redevelopment must be coordinated with ongoing clean-up activities and institutional controls related to the Superfund designations.

Over the years, the Port Authority invested in infrastructure and the site is being redeveloped with commercial and industrial sites. Two hundred acres were set aside for recreational purposes. To date, recreational uses on the site include a motocross course, fishing ponds, paved trails, picnic area, and a parking lot. In 2022, the Port Authority Board engaged in discussions with Lincoln County and the Libby Park District to take over ownership and maintenance of the recreation area.

C. About Parks District

The Park District was established in 1986 according to Montana Code Annotated, Section 7-1-202. After a ballot initiative was approved in 1986, County Resolution #127 created the district. The original by-laws state that the key purpose of the district was to develop an aquatic center, which to date has not been constructed. A five-member Park District Board of Commissioners is appointed by the Lincoln County Commissioners to administer funds and plan for recreational development. The Park District is currently funded through a property tax mill levy set at 0.5 mills per year and contracts for administrative support services.

D. Key Partners

The outdoor recreation system in the Libby area relies heavily on nonprofits and volunteers for the development, funding, operation, and maintenance. For example, the volunteer leaders in the Sheldon Mountain area are Backcountry Horsemen and the Kootenai Riders. Kootenai Nordic is the nonprofit leader in the Flower Creek area. The City of Libby relies on organized sports groups and the Port Authority leads on the Port Authority property.

E. Previous Planning

The outdoor recreation system in the Libby area relies heavily on nonprofits and volunteers for the development, funding, operation, and maintenance. For example, the volunteer leaders in the Sheldon Mountain area are Backcountry Horsemen and the Kootenai Riders. Kootenai Nordic is the nonprofit leader in the Flower Creek area. The City of Libby relies on organized sports groups and the Port Authority leads on the Port Authority property.

- Libby Growth Policy Update
- Lincoln County Growth Policy Update
- Greater Libby Area Trails Plan
- South Flower Creek/Old Snowshoe Recreation Plan
- Lincoln County Comprehensive Economic Development Strategy
- Kootenai Business Park Targeted Economic Development District Comprehensive Development Plan
- University of Montana – Rebirth of Libby [CITATIONS HERE]

RECREATION ASSETS

A. Libby Municipal Parks

The City owns and operates a system of urban parks. The City Council provides oversight on the budget, capital improvements, and partnership agreements for the parks. Various sports facilities were developed and are managed in partnerships with non-profit groups.

Staff - Staff positions to maintain the parks are funded through the city's general operating budget. These include one FTE and two seasonal temps. Non-profit partners maintain various sports facilities.

i. Riverfront Park

| | |
|-------------------|--|
| Acres | 13 acres |
| Location | Hwy 37 & Kootenai River |
| Recreation Assets | Fred Brown Log pavilion, asbestos memorial pavilion, 2 boat ramps, parking |
| Maintenance | City staff maintains |
| Partners | EPA |
| Comments | The park is located on the site of W.R. Grace's former export operations and was part of the larger Environmental Protection Agency Superfund cleanup. |



ii. Lee Gehring Field

| | |
|----------------------|---------------------------------|
| Acres | 5 acres |
| Location | Hwy 37 & 3 rd Street |
| Recreation Assets | Ball field, restroom |
| Maintenance/Upgrades | |
| Partners | American Legion maintains |
| Comments | |



iii. Fireman Park

| | |
|----------------------|--|
| Acres | 8.5 acres |
| Location | Hwy 2 & Treasure Avenue |
| Recreation Assets | Splash pad, playground, camping, picnic pavilions, restrooms |
| Maintenance/Upgrades | Wood playground equipment needs replacement, sprinkler system upgrade, old picnic tables |
| Partners | Rotary Club installed a new restroom. The Chamber of Commerce built Fireman's Memorial Pavilion. |
| Comments | City staff maintains the park. |



iv. Tennis Courts

| | |
|----------------------|---|
| Acres | 3 acres |
| Location | E. 9 th Street near city hall |
| Recreation Assets | Six Tennis courts & surrounding open space |
| Maintenance/Upgrades | |
| Partners | U-Serve maintains tennis courts |
| Comments | Recently resurfaced. High school tennis teams use courts. |



v. Ball Field/Fray Olson Park

| | |
|----------------------|---|
| Acres | 18.5 acres |
| Location | Treasure Ave. and Croteau Rd. |
| Recreation Assets | Ball fields, trail |
| Maintenance/Upgrades | |
| Partners | Little League |
| Comments | Flower Creek runs between Ball Field & Fray Olson Park. |



vi. Asa Wood

| | |
|----------------------|---|
| Acres | 6 acres |
| Location | 6 th Street |
| Recreation Assets | Community Gardens, former school playground & sports fields |
| Maintenance/Upgrades | |
| Partners | Libby Community Gardens, Inc. volunteers for gardens on-site |
| Comments | Former Asa Woods School purchased by Compass Health for Development. School District received \$388,000 grant in 2021 for property clean-up |

vii. Mineral Park

| | |
|----------------------|-----------------------------|
| Acres | 0.5 acres |
| Location | Mineral Ave. and E. 1st St. |
| Recreation Assets | Picnic tables |
| Maintenance/Upgrades | |
| Partners | BNSF Railroad maintains |
| Comments | |

B. Lincoln County Parks

i. J. Neils Park

| | |
|----------------------|---|
| Acres | 80 acres |
| Location | Hwy 37 north of Kootenai River near Airport Rd. |
| Recreation Assets | Rodeo grounds, 2 soccer fields, frisbee golf, basketball courts, dog park, pavilion, picnic areas, bandstand, softball fields, baseball fields, Equine Rest facility, paved trails (1.4 miles), horseshoe pits, playground, bathrooms |
| Maintenance/Upgrades | Signage (replace broken signs, update info), vegetation management, restroom (paint, repairs, replace fixtures), lighting/fence repairs, bear-proof trash cans. Connect trails to City of Libby trail system. |
| Partners | Rodeo Club, Libby Youth Soccer, [OTHERS??] |
| Comments | County staff and partner organizations maintain |



ii. Pioneer Park

| | |
|----------------------|--|
| Acres | 10 acres |
| Location | Balsam St. & Main |
| Recreation Assets | Food pantry, undeveloped open space, natural trails |
| Maintenance/Upgrades | Natural surface pump track in development |
| Partners | |
| Comments | Development is deed-restricted in granting documents |

iii. Other County Parks (Undeveloped or Homeowner Parks)

| | |
|-------------------------------|--|
| Residential Subdivision Parks | Undeveloped |
| Edgewater Estates Parks | Ski Dale Park (limited County maintenance) |
| Northwood Manor Park (West) | |
| Northwood Manor Park (East) | |
| Sunrise Terrace Park | |
| Cabinet View Highwood Park | |

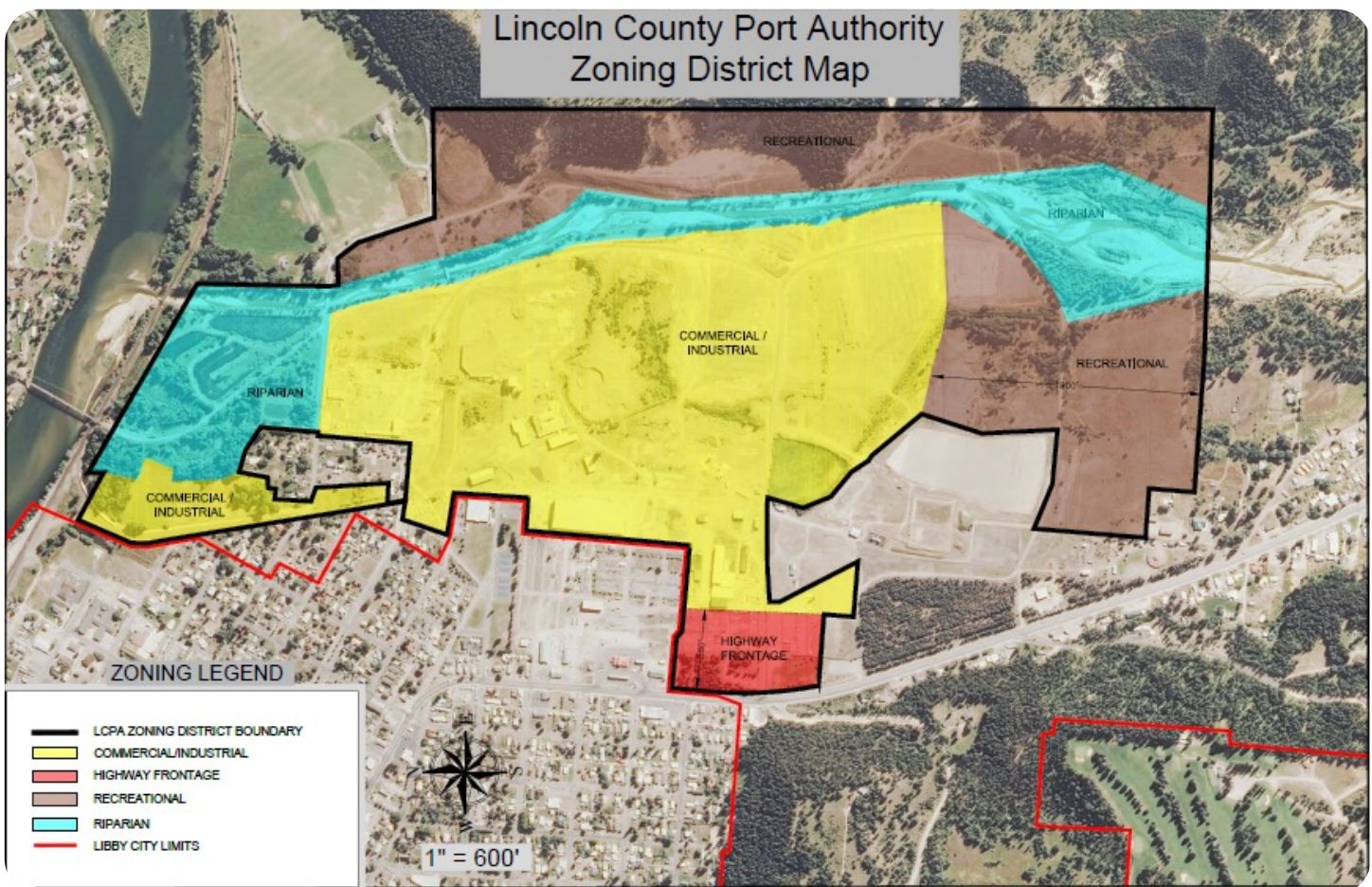


MAP 6: TABLE OF PUBLIC PARKS

| Id # | Park Name | City or County |
|------|-----------------------------|----------------|
| 0 | J Neils Park | County Park |
| 1 | Edgewater Estates Park | County Park |
| 2 | Northwood Manor Park (west) | County Park |
| 3 | Northwood Manor Park (east) | County Park |
| 4 | Sunrise Terrace Park | County Park |
| 5 | Riverfront Park | City Park |
| 6 | Lee Gehring Field | City Park |
| 7 | City Tennis Courts | City Park |
| 8 | Pioneer Park | County Park |
| 9 | Cabinet View Highwood Park | County Park |
| 10 | Ball Field | City Park |
| 11 | Fireman Park | City Park |
| 12 | Frany Olson Park | City Park |
| 13 | Mineral Park | City Park |
| 14 | Ski Dale Park | County Park |
| 15 | Asa Wood Park | City Park |
| 16 | Central School | City Park |

C. Lincoln County Port Authority

Lincoln County Port Authority was formed in 2003 to develop the 400 acres acquired after Stimson Lumber Company ceased activity on the property in 2002. Half of the site was set aside for recreational purposes. The current fishing pond and trails were developed through grants obtained by the Port Authority and in partnership with the Rotary Club and Montana Department of Fish, Wildlife and Parks (FWP). The Motocross Course is owned and operated independently by a non-profit organization. Additional acreage is still undeveloped. Planning and development of the recreation site should be done in coordination with the Montana Department of Environmental Quality and Environmental Protection Agency (EPA) regarding the necessary remediation for Superfund sites.



Recreation Assets: The recreation zones on site have direct access from Highway 2. Current recreational uses on-site include the Motocross Park and the Fishing Pond. A non-motorized trail runs next to Libby Creek for more than 1 mile. The Port Authority received a grant through Montana Department of Natural Resources and Conservation to create a parking area with a bathroom on the property. Lincoln County has designs for the creation of a swimming pond adjacent to the fishing pond and is awaiting DEQ permits. FWP, Rotary, and local businesses/civic groups provided funding for the development of the fishing pond.

Maintenance/Upgrades: Connect to City of Libby Trails. Add amenities such as drinking water, lighting, improved trail surfaces, signage, and a wayfinding system. Maintenance needs include replacing broken/deteriorated signage, vegetation management, restroom painting & repairs, trail grading, and ongoing repairs. There is still acreage that is undeveloped and potential to expand on adjacent Stimson Lumber land. A facility/site plan for the remaining recreation and riparian site would provide a basis for identifying potential funding sources and partnerships.



D. FLOWER CREEK/SNOWSHOE TRAILS

Management: The trail area crosses private, state, and federal lands in the area from north and east of the South Flower Creek trailhead adjacent to the Cabinet View Golf Course.

- The U.S. Forest Service oversees recreation licenses in the Kootenai National Forest.
- The Montana Department of Natural Resources is responsible for recreation easements and licenses on state lands.
- County holds easements from the Forest Service and private landowners
- Partnerships include the Kootenai Cross Country Ski Club, Libby Outdoor Recreation Association,
- Other stakeholders: Kootenai Mountain Bike Club, Cabinet Mountain Backcountry Horseman, Lincoln County Sno Cat Club, Libby Area Chamber of Commerce
- Planning documents provide management direction (Greater Libby Trails Plan, South Flower Creek/Old Snowshoe Recreation Plan)

Recreation Assets: Total trail system 15 – 30 miles. County trail segment = 1 miles (historic easement) DNRC trail segment = 1.5 miles. City owns an undeveloped parking area in the South Flower Creek trailhead area. Rest of trail is primarily USFS land.

Kootenai Nordic Club ski trails, Biathlon Range, parking area, restrooms, warming shed

The Old Snowshoe area runs in a southerly direction from the South Flower Creek Trailhead along historic wagon routes and reclaimed trails to connect to the Leigh Lake parking area at the edge of the Cabinet Mountain Wilderness. It provides a more remote non-motorized user experience with access to an expansive network of roads and trails.

Maintenance and Development:

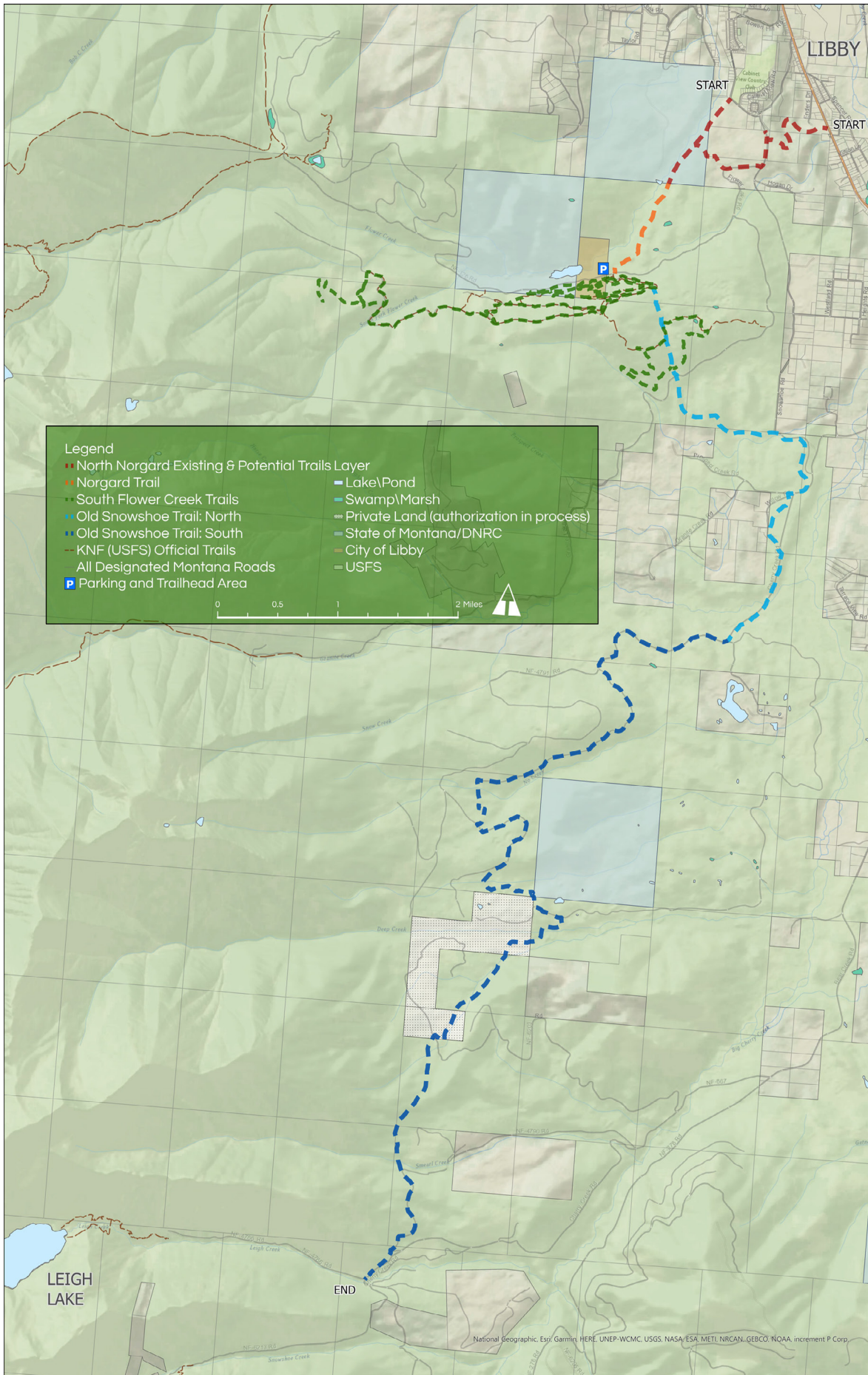
North Norgard/South Flower Creek Priorities:

- Establish “North Norgard” which includes a dedicated and developed public parking area and trailhead from Granite Creek Road.
- Seek a dedicated connection to Norgard Trail from Cabinet Heights Road.
- Seek a connection from North Norgard/Granite Creek trailhead to Highway 2.
- Seek expansion of the Norgard Trail area to include all-abilities mobility trails.
- Maintain Flower Ck Rd (FS#128) access to South Flower Creek Trailhead Continue to improve/refine parking and trailhead at South Flower Creek

Overall South Flower Creek/Old Snowshoe Trail System Priorities:

- Restore historic and resource management routes to create a connected natural surface, non-motorized system from South Flower Creek trailhead to the Leigh Lake parking area.

The Plan also provides direction for the prioritization of projects, costs and funding strategies, and trail stewardship for the development of trails, trailheads, wayfinding signage, additional connections to town and to other trail systems, and operations and maintenance. It also provides guidelines for recreating responsibly in grizzly and other wildlife habitat.



OVERVIEW MAP: SOUTH FLOWER CREEK/SNOWSHOE TRAIL

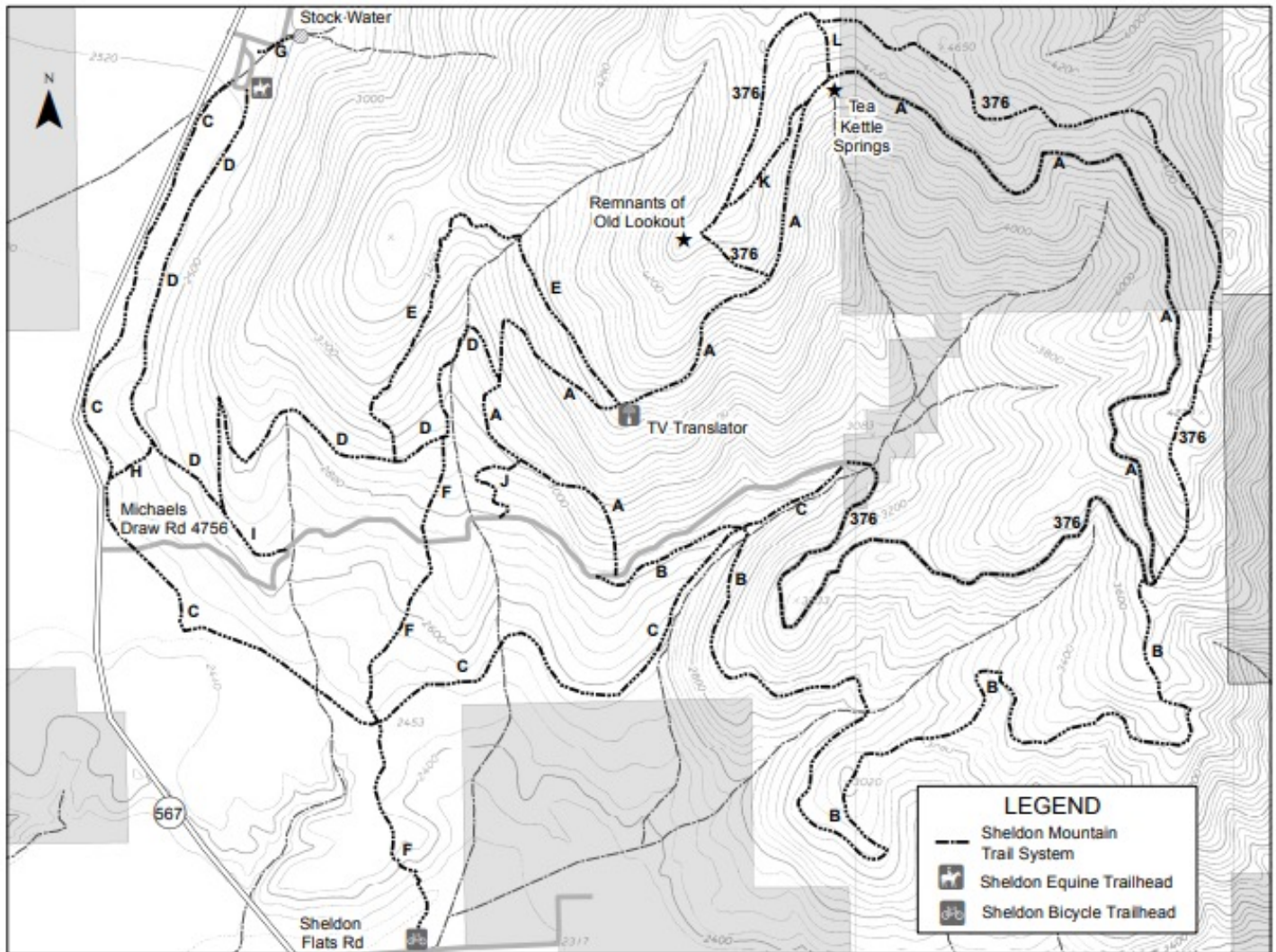
SECTION 1 SECTION 2 SECTION 3 SECTION 4 SECTION 5

MAP DATE 10/10/2022
GREATER THAN IMAGE, LLC
WHITEFISH, MT

E. SHELDON MOUNTAIN

Management: The Sheldon Mountain Trailhead is located in the Kootenai National Forest 5.5 miles north of Libby, MT. The trail was constructed through a partnership with the U.S. Forest Service, Cabinet Backcountry Horseman, and Montana Fish, Wildlife and Park. The U.S. Forest Service oversees all recreation uses in the Kootenai National Forest. The Cabinet Backcountry Horseman and Kootenai Mountain Riders Mountain Bike Club also assist with maintenance projects.

Recreation Assets: The trailhead accesses over 25 miles of multi-use trails for hiking, horseback riding, and mountain bike riding. The equine trailhead provides hitching posts, fire rings, stock water, a trail training course, and a pit toilet. There is space for trailer parking.



https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd605809.pdf

F. LOGGER TRAIL

Management: The City of Libby maintains a system of paved walking paths, natural surface trails, and bike routes throughout town.

Staffing: City Street Department maintains sidewalks and bike routes located on streets.

Maintenance/Upgrades: Sidewalk improvements, trail maintenance, trailhead development, signage, ADA improvements, trail connectivity to J. Neils & Port Authority, user-friendly mapping

The Logger Trail provides a safe walking path for pedestrians. One of the primary functions of the Logger Trail is to provide connectivity between Libby schools and link both private and public schools to local neighborhoods.

The Logger Trail will provide walking access to the downtown area and the Libby medical campus.

The Logger Trail will allow walking access to outdoor recreation opportunities including J. Neils Park, baseball fields, tennis court, Pioneer Park, and the Port Authority recreation.



COMMUNITY GOALS

The goals and objectives in this plan reflect the common themes from previous planning initiatives as well as the themes from the public input. Goals provide the basis for action items and offer a benchmark to evaluate the progress of the plan.

Goal 1: Promote community vitality, support local businesses, and boost the tourism economy.

Goal 2: Create a safe, connected trail system and walkable community.

Goal 3: Engage the community to develop a recreation system that promotes quality of life.

Goal 4: Identify funding mechanisms and partnerships for ongoing development and maintenance of a park and trail system.

Goal 5: Promote sustainability principles such as water conservation, use of native vegetation, remediation, and resiliency.

COMMUNITY ENGAGEMENT

a. General Outreach

The Libby Park District initiated the planning process in the spring of 2023. Information about the planning process, updates, and links to surveys/comment forms, were all posted to the project website.

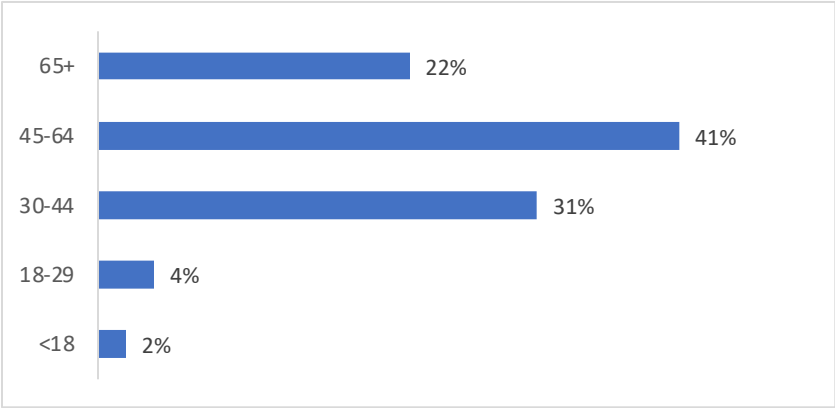
<https://mtaccessproject.com/libby-parks-district/>

b. Survey Methodology

The online survey was designed to provide a means for interested parties to provide public input at their convenience. From July 1 through August 18, 2023, community members were invited to take an online survey. The survey link was posted on the Montana Access Project (MAP) project page. The Libby Park District forwarded the web link for the survey to multiple stakeholders. Community members were encouraged to share the link with interested parties. Additionally, printed copies of the surveys were available on request. A total of 162 surveys were completed with a total of 148 coming from the Libby zip code (59923) and six from Troy (59935).

c. Survey Results

1. Respondents Age



2. Recreational Objectives

| Highest Priority | Other Priorities |
|--|---|
| <ul style="list-style-type: none">● Promote Community Vitality and quality of life● Identify funding mechanisms and partnerships for ongoing development and maintenance of a park and trail system● Create a safe and connected trail system and walkable community● Promote sustainability principles such as water conservation use, native vegetation, and site reclamation | <ul style="list-style-type: none">● Support local business and boost the tourism economy● Provide education about the natural and historic surroundings● Enhance visitor experience● Be supported with tax dollars |

3. Existing Recreation Facilities Most Likely to Use

| Facility | % Respondents |
|---|---------------|
| Paved Share Use Walking – Bike Trail system | 81% |
| Natural Surface Trails | 73% |
| X-Country Ski | 44% |
| Picnic/table shelter | 43% |
| Swimming pond | 42% |
| Playgrounds | 41% |
| Baseball/softball fields | 31% |
| Dog Park | 24% |
| Basketball Court | 20% |
| Shooting Sports | 20% |
| Soccer Fields | 19% |
| Tennis/Pickleball Courts | 19% |
| Frisbee Golf | 17% |
| Equestrian | 6% |

4. Future Recreation Facilities Would Like to See

| Facility | % Respondents |
|--------------------------|---------------|
| Swimming pool | 72% |
| Indoor Recreation Center | 51% |
| Ice Rink | 43% |
| Bicycle pump track | 27% |
| Skate park | 20% |

5. Planning Area Comments

Below is a summary of the major themes from the comment sections. (See appendix for actual comments.)

| | |
|--|---|
| Libby Municipal Parks (e.g. Fireman's, Pioneer, Riverfront) | Maintenance (Trash, vegetation), bathrooms, proposed upgrades to facilities, Illegal activity (vandalism, drugs, camping), parking & lighting upgrades, safety on walking paths |
| Port Authority – Fishing Pond & Trails | Maintenance (Vegetation, trash, trails, etc.), safety on bike paths, dogs, fish pond upgrades, support for swimming pond |
| Flower Creek – Snowshoe | Proposed upgrades/expansion to trails, mapping, promote for tourism, funding, user conflicts (dogs, motorized use, horses) |
| Sheldon Mountain | Maintenance, signage & mapping, promote for tourism, user conflicts, wildlife conflicts |
| J. Neils Park | Maintenance (sports fields, trash, vegetation), upgrades to facilities, connecting paths, illegal activity, dogs |
| Logger Trail System | Maintenance, safety (cars, dogs, lighting), signage/mapping, people not aware of trails – need more info |

DISTRICT STRATEGIC DIRECTION

If the District decides to pursue a leadership role in conjunction with the County as a primary partner and the City and other NGOs, the District will undertake actions to achieve the following community goals. These goals were derived from existing plans and recreation initiatives and discussions with the Libby Parks District Board:

- Provides leadership in outdoor recreation in the Libby area
- Ensure well-maintained, coordinated, and operated recreation facilities in the District area
- Provide direction and resources for the operation and management of existing and proposed facilities
- Provide leadership in future recreation development

ACTION PLAN

This Action Plan outlines the recommended steps for the District to initiate and implement the Get Outdoors Libby Recreation Initiative. The actions are not sequential, they are concurrent and interrelated.

Priority 1: Strengthen capacity and effectiveness of the LPDB to ensure legal accountability, adequate resources, strong partnerships, community engagement, and effective staff and recreation management by 2027.

- Action 1.1 Board Governance—bylaws, membership, and compliance
- Action 1.2 MOU to establish partnership between County, Board, and Port Authority (sample terms attached as **Appendix A**)
- Action 1.3 Three-year Strategic Plan for the District Board
- Action 1.4 Three-year budget (revenues and expenses) for position, programs, and projects (sample budget worksheet template attached as **Appendix B**)
- Action 1.5 Secure Funding for position, programs, and projects
- Action 1.6 Create a Recreation Coordinator position (sample job tasks attached as **Appendix C**)

Priority 2: Establish Port Authority as a recreation hub in the Libby area for all ages and abilities

- Action 2.1 Maintain current Port resources
- Action 2.2 Complete and operate pending projects
- Action 2.3 Master Plan for Port Park and connections (e.g. Logger Trails)

Priority 3: Operation and Management

- Action 3.1 Staff Work Plan
- Action 3.2 Maintenance Schedule
- Action 3.3 Port Authority (see 2.1 above)
- Action 3.4 Special Projects
- Action 3.5 Flower Creek/Snowshoe

Priority 4: Development of Proposed and Future Recreation Facilities

- Action 4.1 Pump Track
- Action 4.2 Flower Creek—N Norgard
- Action 4.3 Flower Creek—Snowshoe
- Action 4.4 Planning for Logger Trail (coordinate with Port Park Master Plan)
- Action 4.5 Mapping and Wayfinding

APPENDIX A

Get Outdoors Libby Program Budget Worksheet

Revenue

General Fund
Parks District Revenue
Dedicated Port Authority Fund Revenue
TEDD Revenue
Earned Revenue
Grants
Other

Expenditures

Personnel Services
 Salary
 Benefits
Operating Expenditures
 Materials, Supplies,
 Equipment
 Utilities
Capital Expenditures
Debt Finance Cost (TEDD)
Misc
 Fund Management
 Rent
 Travel

APPENDIX B

DRAFT FOR DISCUSSION PURPOSES ONLY

MOU Overview

In order to develop an effective and sustainable outdoor recreation program that builds on the strengths and capacities of area public and private outdoor recreation entities, it is recommended that the key partners develop a Memorandum of Understanding with key partners which outlines the roles and responsibilities of each party. Based on discussions and research that have taken place during the course of this plan development process with the Libby Parks and Recreation Board, Lincoln County, and their affiliated partners, we recommend that the following considerations be incorporated into a more formal agreement, or series of agreements, adopted by the relevant bodies:

Key Concepts:

- A. Citizens of the Libby area deeply value access to developed and maintained places for residents and visitors to get outdoors every day;
- B. Parks District seeks to work with multiple entities to provide opportunities for outdoor recreation in the Libby area, including Lincoln County, City of Libby, MT Department of Natural Resources and Conservation, the United States Forest Service
- C. The current Libby area outdoor recreation system has physical connectivity gaps among recreation amenities which could be filled through a longer-term systematic, multi-jurisdictional, coordinated planning and development process;
- D. The current Libby area outdoor recreation system has operational and maintenance gaps among recreation providers which could be filled through a dedicated Parks and Recreation Manager;
- E. City of Libby provides staffing and resources for City of Libby-owned and led parks and amenities;
- F. Lincoln County provides staffing, financial, and volunteer resources for County-owned and led parks and amenities but seeks to work with the Parks District to develop a Parks and Recreation Program to improve current and future management and development of other recreation assets including the Port Authority site;
- G. The Port Authority holds real property with existing and potential recreation assets and opportunities such as the Fishing Pond and the proposed Swimming Pond; and
- H. The Parks District seeks to provide program planning, leadership, management, and coordination to support and improve recreation experiences in the Libby area.

Potential Roles

County:

- 1. Holding recreation properties including fixtures and existing recreation development;
- 2. Hold and assume financial responsibility for designated trail and other easements, leases, and licenses throughout the District;
- 3. Provide in-kind services such as design, construction, and permitting of certain recreation facilities;
- 4. Support creation of a Master Plan for Port recreation development.
- 5. Grant support for recreation priorities;
- 6. Administrative services for Parks and Recreation Manager subject to the direction of the Parks District Board (e.g. HR, risk and contract management, financial reporting, workers' compensation, recruitment)
- 7. Allocate dedicated funding to support the Parks and Recreation Manager, operations and maintenance, and project development.

Parks District:

1. Recruit and recommend hiring Parks and Recreation Manager (includes developing job description, etc.)
2. Hire and manage Parks and Recreation Manager in conjunction with the County
3. Develop Parks and Recreation Program Budget in coordination with the County
4. Develop and Approve Operations and Maintenance Schedule for recreation projects
5. Develop and Approve Manager's work plan
6. Develop 3-5 year Recreation Development Plan (capital improvements)
7. Seek grants and other funding resources
8. Direct distribution and spending of the dedicated funds through county budgeting process

Port Authority

1. Support District-led efforts to plan and develop Port Authority recreation-designated property
2. Extend the effective period of the TEDD (currently established through 2031).
3. Continue to maintain Port Authority property until otherwise determined (contract or in-house)
4. Coordinate with the County and Parks District to create a dedicated fund for the purpose of supporting outdoor recreation development, operations, and maintenance in the Parks District area.

City of Libby

1. Partner on common projects
2. In-kind contribution to the Libby Area Parks and Recreation Program
3. Grant support such as Letters of Support
4. Partner on facilities/infrastructure projects, as needed
5. Continue municipal program

Other Partners

1. KRDC
2. Volunteer programs such as sports teams, Boy Scout projects, community groups
3. Area non-profits such as Nordic, and Backcountry Horsemen, for financial and operational support

APPENDIX C

FOR DISCUSSION PURPOSES ONLY

Park & Recreation Coordinator

Job Title: Parks and Recreation Coordinator

Organization: Libby Parks District

Location: Libby, Montana

Job Summary: The Parks and Recreation Manager for the Libby Parks District is responsible for overseeing the planning, development, maintenance, and programming of parks and recreational facilities within the district. This role involves coordinating various recreational activities, managing staff, and ensuring the effective utilization of resources to enhance the overall community well-being.

Key Responsibilities:

1. Strategic Planning:

- Develop and implement long-term strategic plans for the parks and recreational facilities in alignment with the goals and objectives of the Libby Parks District.

2. Facility Management:

- Supervise the maintenance and improvement of parks, trails, sports fields, and other recreational facilities.
- Ensure compliance with safety standards and regulations in all park areas.

3. Program Development:

- Plan, organize, and implement a variety of recreational programs and events catering to the diverse needs and interests of the community.
- Collaborate with local organizations to enhance program offerings and community engagement.

4. Budget Management:

- Develop and manage the annual budget for the Parks and Recreation Department, ensuring efficient use of financial resources.
- Seek and secure grants, sponsorships, and partnerships to support park projects and programs.

5. Staff/Volunteer Supervision:

- Recruit, train, and supervise a team of park rangers, maintenance staff, and program coordinators.
- Foster a positive work environment that encourages collaboration and professional development.

6. Community Engagement:

- Work closely with community members, local businesses, and organizations to assess needs and gather feedback on park services and programs.
- Foster positive relationships with stakeholders to enhance community support for park initiatives.

7. Policy Implementation:

- Enforce park rules and regulations, and develop policies that ensure the responsible and sustainable use of park resources.
- Collaborate with law enforcement and other agencies to address safety and security concerns.

8. Environmental Stewardship:

- Promote and implement environmentally sustainable practices in park management and development.
- Identify opportunities for conservation and preservation of natural resources within the district.

Qualifications:

- Bachelor's degree in Parks and Recreation Management, Leisure Studies, or a related field (Master's degree preferred).
- Proven experience in parks and recreation management, with a track record of successful program development and facility management.
- Strong leadership and communication skills.
- Knowledge of local and state regulations related to parks and recreation.
- Ability to work collaboratively with diverse community groups and stakeholders.