



**PARKS & RECREATION COMMISSION
REGULAR MEETING AGENDA**

**January 25, 2022
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 6:00 pm City Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

James Hail, Jayson Cornwell, Dani Zibell-Wolfe, Geena Duczek, Krista Noyes,
Christie Vranich, Angela Snyder

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Commission.

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATIONS

DECLARATION OF CONFLICT

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

1. CONSENT CALENDAR

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS

- a. Approval of Minutes – November 23, 2021

2. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Comments on issues that are planned for future meeting agendas should be held for that meeting.

3. UNFINISHED / OLD BUSINESS

- a. Sports Complex update – Tullamore & Montrose
- b. Landings Park Update

4. NEW BUSINESS

- a. None

5. ADMINISTRATIVE / STAFF REPORTS

- a. Parks & Recreation current full-time openings
- b. Public Awareness of online scam

6. COMMISSION COMMENTS

7. ADJOURNMENT

Questions concerning items appearing on this Agenda should be addressed to the Parks & Recreation Department, 408 Spokane Street or call 208-773-0539.

The City Hall building is handicapped accessible. If any person needs special equipment to accommodate their disability, please notify the City Media Center at least 24 hours in advance of the meeting date. The Media Center telephone number is 208-457-3341. Thank you.

Parks & Recreation Commission meetings are broadcast live on post falls city cable on cable channel 1300 (formerly 97.103). City videos are also available as video on demand on the city website.

Commission Chair: Jayson Cornwell Vice-Chair: Geena Duczek
Members: Dani Zibell-Wolfe, James A. Hail III, Krista Noyes, Christie Vranich, Angela Snyder

Memo



To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 1/21/2022
Re: Commission Meeting

Ref. January 2022 Commission meeting

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATIONS

None

Consent Calendar:

- a. Approval of minutes of November 23, 2021

Citizen Issues

Time reserved for citizens wishing to address issues with the commission. No decisions may be made from these comments during this meeting; items may not be on a current agenda or be scheduled for a future meeting.

Unfinished Business:

- a. **Sports complex updates** - Robbie will provide an update on both the Tullamore (youth) and Montrose (adult) projects. Commission action is not needed at this point, but we wish to keep all in the loop and recognize how long some projects take to actually break ground.

This is for information only and no action is required.

- b. **Post Falls Landing** - Dave will provide to the commission an update of the current status of the esplanade and land adjacent to Falls Park. The plaza is complete but additional work and planning is underway

This is for information only and no action is required.

New Business

None

Staff Report

- A. Parks & Recreation current full-time openings** - Traci will provide a summary of several park and recreation positions that applications are now being accepted for. Some have been re-posted as we did not receive qualified applicants, and some are just being opened now. Staffing has been a challenge and will continue to be so for the foreseeable future.

This is for information only and no action is required.

- B. Public awareness of online scam** - Community residents have been hit with a scam related to one of our programs that we are aware of. It is our desire to share this information to lessen the chance of someone being taken in this con.

This is for information only and no action is required.

Commission Comments

EXECUTIVE SESSION

1. **None**

Adjournment



**PARKS & RECREATION COMMISSION
WORKSHOP MINUTES**

**November 23, 2021
6:00 PM**

**Location: : Post Falls City Hall, Conf. Room #178 (Ante Room)
408 N. Spokane Street, Post Falls, ID 83854**

WORKSHOP MEETING – 6:00 pm

CALL TO ORDER

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

Present: James Hail, Jayson Cornwell, Geena Duczek, Krista Noyes,
Christie Vranich, Angela Snyder

Excused: Dani Zibell-Wolfe

Staff: Dave Fair, Bryan Myers, Robbie Quinn, Traci Stevenson, Hayle Carver

AMENDMENTS TO THE AGENDA

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CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATIONS

Traci Stevenson, Recreation Manager presented a flyer for the upcoming Winterfest & Market on 4th event, Friday, December 3rd. 4pm – 8pm.

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ACTION ITEMS

- a. Approval of Minutes – October 26, 2021
Duczek moved to approve, 2nd by Snyder
Snyder aye, Duczek aye, Vranich aye, Hail abstain, Cornwell aye, Noyes abstain
Motion carried

2. WORKSHOP BUSINESS

- a. Level of Service – Review and Up-date – **ACTION ITEM**
Dave Fair, Opened Commission discussion for Level of service adjustments. The Minimum Standard Guideline Established by the Post Falls Parks and Recreation Commission - facility need per population and growth. Changes recorded on attached.
Duczek moved to approve changes, 2nd by Noyes
Cornwell aye, Duczek aye, Noyes aye, Vranich aye, Hail aye, Snyder aye
Motion carried

- b. Design Standards – Information Only
Robbie Quinn, Parks Planner discussed with Commission the Design Standards Manual.
Park Classifications are helpful in working with developers on what the standards are for putting in parks.

3. ADJOURNMENT 7:27 PM

Jayson Cornwell, Chairman
Parks & Recreation Commission
City of Post Falls

Hayle Carver
Parks & Recreation Commission
City of Post Falls

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Members: Dani Zibell-Wolfe, , Krista Noyes, Angela Snyder, Christie Vranich, James A. Hail III

**MINIMUM STANDARDS GUIDELINES ESTABLISHED BY THE
POST FALLS PARKS AND RECREATION COMMISSION**

Revision 11/2

Current City of Post Falls Population - US Census*(2020)	38,485		
Facility Type	Pop. Trigger	Need	Available
Amphitheater - One minimum - medium size formal amphitheater	n/a	1	2
Baseball fields - One per 3,500 population.	3500	11.0	11 (B)
Basketball Court Indoors- One per 3,500 4,000 population.	4000	11.0	10 (B&C)
Basketball Court Outdoor - One per 4,000 population.	4000	10	14.5 (B)
Golf Course - One minimum - eighteen-hole course .	n/a	1	3 (A)
Ice Rink - One per 75,000 population.*	75000		1 (A)
Swimming Pool - One per 75,000 population.*	75000		0
Splash Pad - One per 30,000 20,000 population.	20000	1.3	3
Soccer - One field per 2,500 population .	2500	15.4	15 (B)
Flag Football - (will utilize soccer fields where possible)	5000	7.7	see soccer
Lacrosse & Rugby - (will utilize soccer fields where possible)	10000		
Softball - One per 5,000 population.	5000	7.7	4 (B)
T-Ball - (will utilize softball fields where possible)	8000	5	see softball
Volleyball Indoor - One court per 3,000 4,000 population.	4000	12.8	6 (B&C)
Volleyball Outdoor - One court per 8,000 population.	8000	5	7

Current City of Post Falls Population - US Census*(2020)	38,485	Current	
Facility Type	Pop. Trigger	Need	Available
Disc golf course - One per 25,000	25000	1.5	1
Dog Park - One minimum.	n/a	1	0
Garden - Community - One minimum. - Demo garden - Farmers market area	n/a	1	1
Lawn Activity Site - One per 5,000 population	5000	7.7	4
Pickle ball - One per 4,000 population.	4000	10	10.0
Picnic Areas - One per 500 population.	500	77.0	na
Picnic Shelter - One per 4,500 2,500 population. Mini shelters are not part of the shelter count.	2500	25.7	20
Playground one minimum per neighborhood park			16
Skateboard Park Facility - One per 25,000 population.	25000	1.5	1
Track - One minimum.	n/a	1	3 (B)
Tennis Courts - One per 4,000 population.	4000	10	9 (B)
<i>Park needs under planning</i>			
Sports complex (Youth & Adult)		1	0

Current City of Post Falls Population - US Census*(2020)	38,485		
Facility Type	Pop. Trigger	Need	Available
<i>Park needs addressed without a minimum set</i>			
Rock Climbing	n/a		1
Sledding hill	n/a		1
Bike - pump	n/a		1
Fitness course	n/a		1

Park potential needs - numbers undetermined at this time

Art Park /sculpture Garden	Large event park – Downtown Area
Bike – mountain biking trails (list other trails?)	Learning (education) park
Bike – pump	Observatory
Bike - BMX	Outdoor education area
Camp ground	Petting zoo
Climbing area	Pool - Indoor
Conservation area	Pool - Outdoor
Electronic playground (NEOS)	Recreation center
Floating picnic sites	River trail
Founders / historical park	Rope/adventure course
Gymnasium - city	Theme playgrounds
Horse Park	Tot lot
Ice skating path - outdoor	White water Park
Inclusion park	Wi Fi Hotspots
Lacrosse / rugby field	Boat Docks
Cross Country – Land	
Skiing	
Fat Bikes	
Community Center	

* The population requirements listed for swimming pools and ice rinks per population were placed at the suggested leveled not as a reflection of need, but as it is estimated at the level needed to obtain a financial break-even point.

[] Equals the number under construction at the time of revision.

A – Post Falls is currently served by private businesses in this area

B – Count includes Post Falls School District facilities available for public use.

C – Count includes Boys and Girls Club facilities available for public use.