



**PARKS & RECREATION COMMISSION
WORKSHOP AGENDA**

**February 22, 2022
6:00 PM**

Location: P&R Conference Rm 168, 408 N. Spokane Street, Post Falls, ID 83854

WORKSHOP MEETING – 6:00 pm

CALL TO ORDER

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 that 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 – January 25, 2022

2. WORKSHOP BUSINESS

- a. Parking Procedures
- b. Community Garden
- c. Staffing Challenges

- d. Department Core Values
- e. System Evaluation

3. 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, , Krista Noyes, Angela Snyder, Christie Vranich, James A. Hail III

Memo

To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 2/18/2022
Re: Commission Meeting - June

Ref. February 2022 Commission workshop meeting

Consent Calendar:

1. Approval of minutes of January 25, 2022

Workshop Business:

- 1) **Parking Procedures** – It has been a few months since the commission recommended changes and the city Council approved changes for parking and launch at Q'emiln Park. Since that time staff has been working on how to actually make the changes work operationally.

This is for information only and no action required.

- 2) **Community garden** – Staff will cover the design for this site and our thoughts on how to kick start of re-engage to get the project moving again. Department's current design standards. This presentation is for information only and is intended to help the commission understand better the park development process.

This is for information only and no action required.

- 3) **Staffing Challenges** – Like everyone in business today we are faced with challenges in finding staff; full-time, seasonal, and part-time. The impacts are varied and could impact our ability to run programs or our level of service.

This is for information only and no action required.

- 4) **Core Values** – Wanted to share with the commission what our department values are so that you are aware of the standards we live by.

This is for information only and no action required.

- 5) **System Evaluation** – This is a follow up on last months staff comments. I am looking for the commission to take on the task of becoming our “Secret Shoppers”. I would like to have you give us your impression (first impression) of our facility/program/special event... what the user would see. I am not looking for detail like the grab bar is 1/8 inch too low but rather was it clean, smelled good, safety issues, signage clear. Were the users enjoying their experience, any miss uses, etc. It is easy when you are too close to something to overlook items and a fresh pair of eyes is helpful. The discussion is around what it could look like and where commission members comforts are.

This is for information only and no action is required.

Adjournment



**PARKS & RECREATION COMMISSION
REGULAR MEETING MINUTES**

**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

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

Excused: Dani Zibell-Wolfe

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

AMENDMENTS TO THE AGENDA

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NONE

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NONE

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ACTION ITEMS

- a. Approval of Minutes – November 23, 2021
Motion by Hail to approve, Seconded by Duczek
Vote: Cornwell-aye, Duczek-aye, Noyes-aye, Vranich-aye, Hail-aye, Snyder-aye
Motion Carried

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
Robbie Quinn, Parks Planner updated the Commission on the two sports complex projects.

Tullamore

- Mass Grading of the site was completed last November
- Signed the contract for Phase 1 in December
- Meeting with Consultant for Phase 1 happened a few weeks ago
- Phase 1 is broken up into a couple of packages (Road Frontage improvements on Cecil, Internal portion of the park Main Base bid, and alternate bids for second parking lot as well as four multi-use fields.)
- Maine Base bid will be the three ball fields, the center concession, restroom building, the parking lot on Killdeer, maintenance yard, a shelter, and then adjacent landscaping.
- Alternate bids to that package will be the second parking lot as well as the four multi-use fields
- Timeline, all the CDs are expected to wrap up in July or August time frame.
- Doing road frontage this year and then we weren't going to do anything in 2023 and then finally kick off with a big chunk of the construction in 2024

Montrose

- Currently working with Developers with footprint behind the scenes.
- Settled on a 22.7 acre, on the corner of Empire and Seltice Way
- Footprint provides 4 adult softballs field as well as a pad for a future community center, parking lot, and other park amenities such as playground and open space.
- The PUD owes us 15.1 acres of parkland.
- Additional 7.6 acres would need to be purchased

- Negotiations on cost and along with what the developer will construct for us because they do owe us some sort of construction of parkland.
- Timeline, hopeful to get ground broken by the end of this year sometime.
- More design, master plan, and phase 1 to follow.

b. Landings Park Update

David Fair, Parks & Recreations Director, The Landings has been a partnership between Avista Corporation and the City. We now have a beautiful Amphitheater and public space far better than anticipated. Planning on doing a dedication sometime in Spring. Concert planned, with vendors. Or invite & use it as a fundraiser for Falls Park updates.

When the Project was first starting out the vision was to ensure the esplanade goes from Falls Park all the way up to the Spokane Street Bridge. Discussion with the owner of that land and the developers understand and would like the city to take on the obligation. The area shown in red is an area that we feel would be a proper offset. If we were to get this area it would enhance the experience or the site that's just been built.

4. NEW BUSINESS

- a. None**

5. ADMINISTRATIVE / STAFF REPORTS

- a. Parks & Recreation current full-time openings**
Traci Stevenson, Recreation Manager, provides a summary of several park & recreation positions that applications are being accepted for. Some have been reopened and some are just being opened now.
- b. Public Awareness of online scam**
Traci Stevenson, Recreation Manager, Community residents have been hit with scams related to our craft fair events.

6. COMMISSION COMMENTS

7. ADJOURNMENT 6:26 PM

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

Hayle Carver
Parks & Recreation Commission
City of Post Falls

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