



**PARKS & RECREATION COMMISSION
WORKSHOP AGENDA**

**April 26, 2022
5:30 PM**

Location: Black Bay Depot 1211 E 3rd Avenue, Post Falls, ID 83854

WORKSHOP MEETING – 5:30 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 – February 22, 2022
(March – No Meeting)

2. WORKSHOP BUSINESS

- a. Introductions of and staffing updates
- b. Announcement of Summer programs and events

- c. Up-date on our sports complex project
- d. Compile a list of future workshop topics

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 videos 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: 4/22/2022
Re: Commission Meeting

Ref. April 2022 Commission workshop meeting



Consent Calendar:

1. Approval of minutes of February 22, 2022

Workshop Business:

- 1) **Introductions of and staffing updates:** We have had a lot of changes in staff and in areas of responsibility since the commission and staff has come together so we felt that this was a good way to start the spring. We also wanted to keep the commission aware of staffing challenges we are facing and potential impacts to our levels of service.
- 2) **Announcement of summer programs and events:** Traci will cover what the summer will have in store for our community.
- 3) **Up-date on our sports complex project:** Robby will provide the commission and up-date on both the Tullamore and the Montrose projects.
- 4) **Compile a list of future workshop topics:** It has been a few years since the commission sat down and mapped out what topics they would like to see covered in our workshops.

Adjournment



**PARKS & RECREATION COMMISSION
WORKSHOP MINUTES**

**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

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

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

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ACTION ITEMS

- a. Approval of Minutes – January 25, 2022
Motion by Hail to approve, Seconded by Duczek
Vote: Zibell-Wolfe-abstain, Snyder-aye, Noyes-aye, Hail-aye, Cornwell-aye, Duczek-aye, Vranich-aye
Motion Carried

2. WORKSHOP BUSINESS

a. Parking Procedures

Staff updated Commission since it had 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 make the changes work operationally.

1. 1 Free Pass per household will be available to residents inside the city limits of Post Falls, they must show proof of residency.
2. Parking Passes will be mirror hang tags with a barcode produced by printed by Recreation Staff.
3. Parking Passes will only be available at City Hall.
4. Customers are allowed to use one paid parking receipt towards the purchase of a parking pass. If it is purchased within a week of the date on the receipt.
5. No refunds or credits given towards the resident free pass.
6. Parking passes will be scanned by the Recreation office when issued and then for each use at the ticket booth(when time allows) Pass barcode will pull up the customer account so that information can be verified.

b. Community Garden

Staff will cover the design for this site and our thoughts on how to kick start or re-engage to get the project moving again.

Robbie Quinn, Parks Planner gave an overview of the history. Community Garden property features; expanded garden plots, 15 different demonstration gardens, a trail system, and additional parking and ADA parking. Robbie will be submitting a grant application with the Blue Cross of Idaho for a grant, "Called the Community Project Grant." They have 3-5 grants worth up to \$85,00 apiece. Robbie asked, commission members if there was anyone interested in being part of the steering committee assisting Robbie if we do get awarded the grant. Commissioner Snyder offered to help with the process if we get chosen for the grant.

c. 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.

d. Department Core Values

Parks & Recreation expectations, Mission Statement, and Core Values are shared with the Commission. So that they are aware of the standards we live by.

e. System Evaluation

Dave Fair asked the Commission Members to help the Department by visiting the parks, events, and programs. Your first impression of our facility/programs/special events. Report back on a form or email with the time of day you visited and checkboxes. Send schedule of events and programs, parks template, or checklist. Calendar of opening parks, sports & events.

3. ADJOURNMENT 6:45 PM

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

Hayle Carver
Parks & Recreation Commission
City of Post Falls

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