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**PARKS & RECREATION COMMISSION  
REGULAR MEETING AGENDA**

**May 24, 2022  
6:00 PM**

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

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**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, Geena Duczek, Krista Noyes, Christie Vranich, Angela Snyder  
Dani Zibell-Wolfe

**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**

- a. Q'emiln Park car parking passes

**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 – February 22, 2022  
March - No Meeting, April – No Quorum

## **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. Tullamore Sports Complex Naming Discussion **ACTION ITEM**

## **4. NEW BUSINESS**

- a. Water Tower Pocket Park Concepts **ACTION ITEM**
- b. Election of Officers – 2022 (Chairperson & Vice-Chairperson) **ACTION ITEM**  
Process
  - Nominate 1 or more candidates
  - Candidates must accept the nomination
  - Commission votes on a candidate
  - New candidates will begin at the next meeting

## **5. ADMINISTRATIVE / STAFF REPORTS**

- a. Park Maintenance staff update

## **2. COMMISSION COMMENTS**

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

# Memo

To: Park and Recreation Commission  
From: Parks and Recreation Director  
Date: 5/20/2022  
Re: Commission Meeting



Ref. May 2022 Commission meeting

## CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATIONS

Q'emiln Park car Parking passes

### Consent Calendar:

- a. Approval of minutes of February 22, 2022

## 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 naming discussion** - In the summer of 2020 Michael Terrell, the lead architect on the sports field design led some initial discussion on potential names for the sports complex. This was done as part of the concept and layout of the site. At that time the use of "prairie" in its name was the preferred concept but no firm name came out of the discussion. As the commission and staff had not had time to really consider names, we held off a firm selection until more design work was completed.

We have hit that point and have had a bit more time review what names are around that area and those in conflict. An example of this would be to name it Bluegrass Park. There are already two in our region or to call it Tullamore Sports Complex. This would cause confusion with our existing Tullamore Park to the South. Staff is trying to come up with a wide range of names, but we would welcome and encourage the commission to do the same.

Included is our park naming policy to aid in the discussion.

This is an action item.

## New Business

- a. **Water Tower Pocket Park Concepts** – As we see the development of the Landings site and other downtown improvements happen, it is imperative that we develop a master design for the site.

This is a project that we inherited from the community development division and therefore do not have a funding source yet. The original plan was that the developer Harry Green would build it as part of his development. With his bankruptcy a lot changed with the site. The city has ownership of the land and will develop as funds are obtained.

This is for information only and no action is required.

- b. **Election of Chair and vice chair – Our yearly election time is upon us.** The elections will be for Chair and Vice-chair. The commission may nominate one or more
  - a. persons for each position. The nominee must be willing to serve in that role. A roll call vote will be held for the selection. If there is a change of leadership, it will take effect at the following meeting.

This is an action item.

## Staff Report

- A. **Parks & Recreation current staff openings** - Bryan will provide a summary of where we currently stand for available park maintenance staff versus base workload hours. As this is something that is changing day to day there will be no staff memo prior to the meeting.

This is an action item.

## Commission Comments

## EXECUTIVE SESSION

1. None

## Adjournment



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**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**

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**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

**AMENDMENTS TO THE AGENDA**

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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**

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

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Hayle Carver  
Parks & Recreation Commission  
City of Post Falls

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



# **PARK NAMING POLICY**

## **1.0 RESPONSIBILITY**

- 1.1 The Post Falls City Council, with the advice of the Parks & Recreation Commission, is authorized to designate the names of parks and recreation facilities.
- 1.2 If a contest or competition is to be held to determine the name of a park or facility, the Parks & Recreation Commission shall establish guidelines and rules for the contest.

## **2.0 PROCEDURE**

- 2.1 In the acquisition of facilities, description, address (or number) designation shall be used until the formal naming of the facility. When possible, naming shall be made prior to completion of the construction of the park or facility.
- 2.2 Suggestions for names may be solicited from the commission, staff, organizations, the community, and neighborhood at-large, and individuals. Media cooperation should be encouraged when outside promotion is used. All suggestions shall be acknowledged and recorded for consideration by the Board of Park and Recreation Commissioners.
- 2.3 To avoid duplication, confusing similarity, or name inappropriateness, the Parks and Recreation Department, in considering name suggestions shall review existing local building, facility, business names, and residential project titles and identification.
- 2.4 The Parks and Recreation Department may contact and solicit comments from surrounding property owners, residents, and/or affected parties on any naming or renaming of parks or recreation facilities at their sole discretion.
- 2.5 A name, once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.
- 2.6 Changes of names for parks and recreation facilities should only be approved when they do not alter historical or common usage names.
  - 2.6.1 Historical names placed on designated landmarks listed on the Post Falls Register of Historic Places, the Idaho State Register of Historic Places and the National Register of Historic Places shall not be changed.

- 2.7 The Parks and Recreation Department shall provide appropriate public notice on any name changing actions in conjunction with other agenda items for regularly scheduled Parks and Recreation Commission meetings. A period of not less than 14 days shall be provided for any written public comment on any naming action. The Parks and Recreation Commission shall provide an opportunity for public comment on the proposed name change.
- 2.8 Following a public review at a regular meeting and the conclusion of the public comment period, the Parks and Recreation Commission shall forward all renaming actions to the City Council along with a formal recommendation.
- 2.9 The City Council, upon receipt of a recommendation from the Parks and Recreation Commission may elect to hold a public hearing prior to any final action.
- 2.10 The City Council shall approve any renaming action by resolution.
- 2.11 The Parks and Recreation Department, upon approval of the renaming action by the City Council, shall implement name changes for designated parks and recreation facilities.
- 2.12 The Parks and Recreation Department will notify and acknowledge those who have submitted the adopted suggestion. The Parks and Recreation Department shall also notify appropriate offices, agencies, and the media. Upon City Council denial of a name change, the Parks and Recreation Department shall notify those who sponsored the name change.

### **3.0 CRITERIA**

Consideration in naming parks and recreation facilities shall be given to their relationship to:

- 3.1 Neighborhood or geographic identification.
- 3.2 Proposed usage. This may include fee-based naming rights.
- 3.3 A natural or geological feature.
- 3.4 Historical or cultural significance.
- 3.5 An historical figure.
- 3.6 The site's common usage name, if any.

- 3.7 An individual (living or deceased) who has made a significant land and/or monetary contribution to the park system, or who has made a significant contribution through memoriam.
  - 3.7.1 Parks or facilities may be named for said individual only in cases where such name is stipulated as a condition of the donation. The donation must be a majority of the park or facility cost. This does not apply to parks that are a condition of development.
- 3.8 An individual who has contributed outstanding community service to the City of Post Falls.
  - 3.8.1 Such parks or facilities may be named for a person upon their death provided two or more years have lapsed between the consideration for naming and the time of their death.
  - 3.8.2 A park may be named after a living person following the criteria below with the additional requirement of ten or more active years in the community and fulfillment of three or more of the criteria.
- 3.9 Portions of a park or recreation facility may have another name than that of the entire park or facility, and features may be dedicated to or in honor of a person such as “Brett James Field” located at Sportsman Park in Post Falls. They may also be a part of a sponsorship.
- 3.10 Paid naming rights (sponsorships) cannot be permanent and may not last longer than ten years without renewal.

Attachment #1

Criteria For Exceptional Community Service

Outstanding service shall be performed in more than one of the following categories:

1. Involvement in a leadership role in civic organizations devoted to community improvement.
2. Was Active in the community for five or more years.
3. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.
4. Actively promoted and directed community events and activities which have clearly added to the enrichment of the quality and quantity of life within the community.
5. Actively promoted and implemented effective youth programs and activities within the community to the City’s young people.
6. Actively promoted and implemented effective programs and activities within the community for the senior citizens of the community.

7. Assumed an active leadership role in developing and implementing programs directed to the improvement of the visual aesthetic appearance of the community at the commercial, public, or residential level.
8. Assumed an active leadership role in developing programs and/or facilities for collecting, promoting, and retaining the many aspects of the natural or historical heritage of the community.
9. Assumed an active leadership role in developing programs and facilities directed toward the improvement of community social, recreational, and healthy needs as well as programs directed toward recreational purposes.