



**PARKS & RECREATION COMMISSION
WORKSHOP AGENDA**

**June 28, 2022
6:00 PM**

Location: Post Falls City Hall, 408 N Spokane Street, Post Falls, ID 83854

WORKSHOP MEETING – 6:00 pm City Parks Tour

Start at City Hall, 408 N. Spokane Street

Stop #1 The Landings, 305 W. 4th Avenue

Stop #2 Community Garden, 1161 E 3rd Avenue

Stop #3 Crown Pointe, 8615 N. Spokane Street

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 – May 24, 2022

2. WORKSHOP BUSINESS

- a. Status of land acquisition, and connectivity of esplanade/landings
- b. Garden design, phasing of development, and naming discussion
- c. Grading and renovation of Crown Pointe Park

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.

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

Memo

To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 4/22/2022
Re: Commission Meeting



Ref. June 2022 Commission workshop meeting

Consent Calendar:

1. Approval of minutes of May 24, 2022

Workshop Business:

This is our annual commission picnic and park highlight meeting. This year it will be a progressive (dinner) workshop highlighting three park areas

- 1) **Landings:** (Appetizers) We will review the finished park, status of future land acquisition and connectivity of the esplanade.
- 2) **Community garden:** (Main course) The most time covered will be in this location. We will discuss what the site should look like at buildout; demonstration areas, teaching space, the rentable gardens, an orchard/berries, and access.
- 3) **Crown Pointe:** (dessert) The department is going out to bid for grading and renovation of the open lawn space. This will disrupt the use of the park and may upset some residents due to the newness of the park. Unfortunately, it was a developer-built park and not all issue we resolved prior to the city receiving the park.

Adjournment



**PARKS & RECREATION COMMISSION
REGULAR MEETING MINUTES**

**May 24, 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, Dani Zibell-Wolfe

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

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.

None

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATIONS

- a. Q'emiln Park car parking passes
Dave Fair, Parks & Recreation Director presented the Commission Members with their season car parking pass. Commission Members along with City Council voted to provide 1 complimentary season pass per household to those that live within the city limit boundaries of Post Falls.
Hail: To Clarify, this pass is for special events as well, everything at the park.
Fair: Special Events where we are charging for car parking but not for boats.
Zibell-Wolfe: If a resident comes with a boat, they will pay a \$15 launch fee, do they still need the parking pass?
Fair: No, the Launch fee includes the parking of a boat trailer if parking is available.

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.

None

1. CONSENT CALENDAR

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ACTION ITEMS

- a. Approval of Minutes – February 22, 2022
March - No Meeting, April – No Quorum

Motion by Hail to approve, Seconded by Zibell-Wolfe
Vote: Zibell-Wolfe-aye, Noyes-aye, Vranich-aye, Snyder-aye, Cornwell-aye, Duczec-aye, Hail-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.

None

3. UNFINISHED / OLD BUSINESS

- a. Tullamore Sports Complex Naming Discussion **ACTION ITEM**

Recap: 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 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 to review what names are around that area and those in conflict. Staff is trying to come up with a wide range of names, but we would welcome and encourage the commission to do the same.

Zibell-Wolfe: The only other idea would be to honor Rick Noordam, he was such an integral part of Parks & Recreation for so many years. Would he qualify?

Fair: He would qualify. Although the Community Garden connects more to Rick than the Sports Complex.

Zibell-Wolfe: He was involved in the Community Garden; I would like to see him honored in some way. So, if the Community Garden is an option, I am good with that.

Robbie Quinn, Parks Planner, Reviewed the images and design for the entrance that was developed during the master planning phase.

Fair: Branding & marketing is going to be critical.

Cornwell: I like The Quarry, if you are trying to do branding the Celtic theme is easy to do.

Noyes: As someone who works in the mining industry, I lean towards The Quarry. I like The Quarry Sports Complex rather than the Sportsplex.

Hail: I ranked my top three and The Quarry Sports Complex was one.

Zibell-Wolfe: Sports Complex needs to be included in the name no matter what it is. If you have interest in a donation and they want naming rights, then you can shorten it to "Donor Name at the Quarry"

Snyder: I like The Quarry, very short. But also like the Sports Complex, not a fan of Sportsplex. Keeping it very short is my thought.

No other discussion

Motion by Zibell-Wolfe to formally name Tullamore sports complex "The Quarry Sports Complex", with permission to shorten it to "The Quarry" for branding purposes.

Seconded by Vranich

Vote: Vranich-aye, Cornwell-aye, Noyes-aye, Duczek-aye, Zibell-Wolfe-aye, Snyder-aye, Hail-aye

Motion Carried

4. NEW BUSINESS

a. Water Tower Pocket Park Concepts **ACTION ITEM**

Robbie Quinn, Parks Planner Site is on the corner of McReynolds and Spokane Street, where the water tower is. It is .58 acres, and it is primarily slated to become a public parking lot. As Community Development works with Welch Comer Engineers, this parking lot design will be constructed later this year. In that, they also included the concept designs for the pocket park, so we can ensure they are compatible in the future when we have the funding to build the pocket park portion. Being presented were a couple of concepts that the commission will vote on to move forward to council for their adoption.

Pocket Park Concept A - Radial design

- Existing water tower to remain
- Plaza space with seating under the tower
- Overhead trellis structure to frame plaza
- Terraced seat steps down to turf area
- Stairs to an observation deck
- Water tower observation deck

Pocket Park Concept B – Linear design

- Existing water tower to remain
- Smaller plaza space than the radial design
- Terraced seat steps down
- More lawn turf area space

Open for discussion

Noyes: The big difference between the two is the shape

Quinn: Essentially the radial one has a little bigger footprint for the plaza space

Hail: I like the design of the radial better, I envisioned most of our parks as more linear, so I like the radial and the platforms are one of the coolest things.

Snyder: I agree

Zibell-Wolfe: If you are under the water tower can you see the river?

Quinn: Filtered views right now.

Fair: There is a parcel between this one and the river that someone could potentially build on.

Zibell-Wolfe: For future planning is to add as many park benches as you possibly can there with all the events that are beginning to happen in that corridor.

Quinn: Looking for a recommendation to move to council

Motion made by Snyder to present to council pocket park concept A.

Seconded by Vranich

Vote: Cornwell-aye, Hail-aye, Duczek-aye, Snyder-aye, Noyes-aye, Zibell-Wolfe-aye, Vranich-aye

Motion Carried

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

Nominations open for Commission Chair

Hail nominated Cornwell; Cornwell declined

Hail nominated Duczek, and Duczek accepted

Seconded by Snyder

No other nominations.

Vote: Duczek -aye, Snyder-aye, Zibell-Wolfe-aye, Noyes-aye, Hail -aye, Cornwell -aye, Vranich-aye

Motion Carried

Commission Chair – Geena Duczek

Nominations open for Commission Vice-Chair

Cornwell nominated Vranich, and Vranich accepted.

Seconded by Snyder

No other nominations.

Vote: Noyes-aye, Hail-aye, Cornwell -aye, Vranich-aye, Snyder -aye, Duczek -aye, Zibell-Wolfe-aye

Motion Carried

Commission Vice-Chair – Christie Vranich

5. ADMINISTRATIVE / STAFF REPORTS

a. Park Maintenance staff update

Bryan Myers, Parks Manager provides 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. Our biggest impact that is affecting us is coming from our seasonal recruitment. By this time of year, we should be fully staffed for our seasonal staff. Which is typically 12-16 employees. This year we have only had four applicants. We are trying to fill those positions. Our other impact is the ticket booth at Q'emiln Park, we are down to only two employees to cover the shifts and two weeks out to the start. We are between 55-60 percent of our normal available staff hours to operate the parks. Figuring where we can roll back and reduce the impacts on the community. Our staff has met with our routine user groups to help with the general maintenance of fields. Our mow crews are already cutting down to mowing every 10 days instead of weekly. Sports fields went from every 3-4 days to only once a week.

Duczek: Are these open positions online?

Myers: Yes, they are.

Fair: Some things we are doing to adjust is for the ticket booth to not operate Monday through Wednesday.

Snyder: What avenues are we using to extend to the public the opportunity to come and work are there some incentives or bonuses at the end of the season?

Fair: The HR department is working on that aspect, and it will be coming forward as part of our budget proposal to the council. With Summer camp counselors we are offering a retention bonus that was approved through the budget process.

Snyder: Possibly a small article or to put on social media, that there is a shortage, and these could be the results. A call to the community to get involved or help where they can.

Fair: We have been using social media to recruit. At a certain point, we must let the community know why they are seeing some of the things that have been cut back.

Myers: With the staffing challenge also affects those volunteer efforts. We don't have the staff to help assist the volunteers.

6. COMMISSION COMMENTS

None

7. ADJOURNMENT 6:53PM

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

Hayle Carver
Parks & Recreation Commission
City of Post Falls