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 Heil, 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  
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  
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 $85,000 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

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