



**PARKS &
RECREATION
COMMISSISON**

**March 22, 2011
6:00 PM**

AGENDA

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank You.

ROLL CALL OF COMMISSION MEMBERS

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS

- a. City's on-line registration demo. – Josh Oakes

AMENDMENTS TO THE AGENDA

DECLARATION OF CONFLICT

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.

- a. Approval of Minutes – February 22, 2011

2. PUBLIC HEARINGS

3. UNFINISHED / OLD BUSINESS

- a. Department CIP – Dave Fair
- b. Community Garden Update – Rick Noordam

4. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Commission regarding a City related issue. In order to ensure adequate public notice, Idaho Law provides that any item requiring Commission action must be placed on the agenda of an upcoming meeting, except for

emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, time permitting.

5. NEW BUSINESS

None

6. ADMINISTRATIVE / STAFF REPORTS

7. COMMISSION COMMENTS

8. EXECUTIVE SESSION

Certain city-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Commission may enter into executive session to discuss such matters.

None

REGULAR SESSION

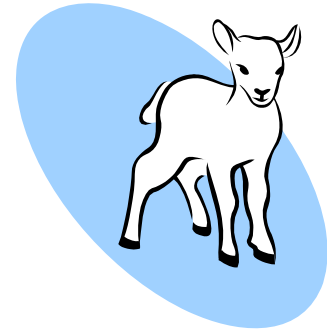
ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511.

This meeting is broadcast live on the City of Post Falls' Cable Channel 13

Commission Chair: James A. Hail III Vice-Chair: J. Ryan Zane
Members: Cheri Hodl, Rick Noordam, Jackie McAvoy
Tami Martinez, Dani Zibell-Wolfe

Memo



To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 3/18/2011
Re: Commission Meeting Notes for March 2011

Pledge of allegiance:

Presentations:

1. Recreation Coordinator, Josh Oakes, Demonstration on the department's new on-line registration system

Public Hearings:

1. None - Commission note: Public hearings are reserved for land use issues i.e. planning and zoning related items.

Old Business:

1. **Department CIP** – The commission received a list of park types and was asked to rank their personal preference of importance. From there we can plug into it a sample timeline for the CIP. To date only four of seven responses have been received so we will not be able to review a draft CIP.

The Commission will look at the responses received (average ranking) and make adjustments to it so that a CIP time line can be created.

Commission in-put required

2. **Community Garden** - **A lot of** progress has been made since the last commission meeting. The commission will be presented with an update.

Citizen Issues

This section is reserved for citizen wishing to address the commission on city related items not on the agenda.

New Business

1. None

Staff and Committee reports

Division Reports – Division reports will now be provide to the commission on a quarterly basis. Those dates will be January, April, July, and October.

Commissioner Reports

Executive Session

None

Adjournment



**PARKS &
RECREATION
COMMISSISON**

**February 22, 2011
6:00 PM**

MINUTES

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

CALL TO ORDER

James A. Hail III called the meeting to order at 6:00pm

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank You.

ROLL CALL OF COMMISSION MEMBERS

Commissioners Present: Rick Noordam, Tami Martinez, Jackie McAvoy, James A. Hail III, R. Ryan Zane, Cheri Hodl, Dani Zibell-Wolfe.
Commissioners Absent: None. Staff present: Dave Fair, Penny Lindner.

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS

AMENDMENTS TO THE AGENDA

DECLARATION OF CONFLICT

1. CONSENT CALENDAR

a. Approval of Minutes –January 25, 2011
Commissioner Martinez moved to approve the January 25, 2011 minutes as presented. Seconded by Hodl. Noordam aye, Martinez aye, McAvoy ye, Hail aye, Zane aye, Hold aye, Zibell-Wolfe aye. Motion carried.

2. PUBLIC HEARINGS

3. UNFINISHED / OLD BUSINESS

a. Smoking Request – Dave Fair
The North Idaho Tobacco Free Coalition presented a request at the last meeting to prevent smoking at city parks. Coeur d'Alene has chosen not to do it at this time. They have concerns with enforcement, signage, how to prevent conflicts. Fair said that Hayden, however, did pass an ordinance and created

no-smoking zones within the parks. He hasn't heard how that is working. Fair said staff feels that when we push for self-enforcement, we could find there would be conflicts that could escalate. What we want to do is try & educate people.

McAvoy said awareness is a huge thing. Noordam is concerned with conflicts in the park with smokers & non-smokers. Martinez agrees we don't have enforcement power although she understands the health hazards. Zibell-Wolfe said people can get fined for littering in the parks and we just need to educate people.

Commissioner Martinez agreed that it is too hard to enforce this and moved to "not support the ban against smoking in the city public parks" at this time. Seconded by Noordam. Noordam aye, Martinez aye, McAvoy aye, Hail aye, Zane aye, Hodl aye, Zibell-Wolfe aye. Motion carried.

b. Department CIP – Dave Fair

Mr. Fair said we review the CIP every few years to show costs/needs of our system. We have been able to refine this up over the years. The CIP is a financial guiding plan. He briefly reviewed the 5yr CIP plan, which is one of the tools we use for impact fees. Some projects get pushed out further if we don't have the revenue coming in to balance it. Fair said we've been asked to go out 20 yrs. Impact fees are updated every 5 yrs.

The first part of the CIP is Min. Stds. 16 acres of parkland per 1,000 population: 6 active / 10 passive / open space. NRPA did benchmarking; national average is 15 acres of parkland per 1,000 pop., so we are right in with the average for the U.S.

Minimum Stds – What is important to our community? This has been reviewed & adjusted by the commission 2 times. Mr. Fair reviewed the details of the Min. Stds. Guide of the different activities. He said the Level of Service (LOS) is the guiding factor in everything we do with our parkland. The other thing to do is to plug in is cost. Impact fees are determined between land cost & development cost.

The following are some changes made in the Min. Stds. Guidelines:

Amphitheater – Need medium size to accommodate 1,000-1,500 people, with potential for growth.

Ice Rink – (Note: KYRO is coming back in). 1 per 50,000 ok.

Picnic Areas – Ok as is

Swimming pool – Change to 1 per 75,000:

Splash Pad – Change to 1 per 30,000

Baseball fields – Ok as is

Softball - Remove the word “minimum plus one”. Should say “One per 5,000 population”

T-Ball – OK but it doesn’t need its own line item. Put it as a footnote under baseball fields. Dave wants to leave it in there but put, “we utilize baseball fields where possible.” We may have a space that will not fit a baseball field but would fit a T-ball field – Note: Kickball works on a T-ball field.

Basketball Courts: OK as is

Horseshoe: change terminology to “Lawn Activity Sites”, leave 1 per 4,000/pop. Gives us adjustability.

Disc Golf Course: This is high use & high impact. Ok with 1 per 20,000. Dave would suggest 1 per 25,000.

Football: OK as is

Outdoor Basketball Court: OK as is

Tennis courts: OK as is

Soccer: OK as is

Track: OK as is

Indoor Volleyball: OK as is

Outdoor Volleyball: We are deficient by list but not by need. Could go up to 6,500 (not 4,500)

Picnic shelters: OK

Skateboard facility: OK

Facilities to be added as 1 Minimum

Community Garden

Bike BMX (dirt bike): We need land (5-6 acres)

Dog Park: This should go up the ladder (should be at least 3-4 acres, for a small one)

Sports Complex

Sledding Hill

Commissioner Zibell-Wolfe would like to identify what will be required for land purchases first, then do something that produces revenue. She wants to prioritize this. Mr. Fair said we need to look at revenue, sliding scale, construction cost, operational cost, plus revenue.

Highest requests – Dave Fair

BMX Park

Dog Park

Community Garden (in progress)

Pickle Ball

Rock Climbing

Sports Complex

Sledding Hill

Farmers Market

Fair would also like to consider a couple more items: Electronic Playground, & Fitness Area & theme playgrounds.

4. CITIZEN ISSUES

5. NEW BUSINESS

6. ADMINISTRATIVE / STAFF REPORTS

Mr. Fair informed the commission that we are on-line now with registrations. He also said we will not be having the tree giveaway. The trees are not available, nor are the sponsors.

7. COMMISSION COMMENTS

a. Community Garden – Rick Noordam
Commissioner Noordam said they have had some meetings and have walked the property. The Street Dept. did some leveling and it's been marked. Mr. Noordam said he has looked at the garden in Cd'A, and has talked to a lot of people. He is trying to get some service clubs to be involved. He would like to discuss this at next month's meeting.

8. EXECUTIVE SESSION

None

REGULAR SESSION

ADJOURNMENT

Commissioner Hail moved to adjourn the Park & Recreation Commission meeting. Time: 8:45pm

James A. Hail III, Chairman
Parks & Recreation Commission

Penny L. Lindner, Admin. Spec.
City of Post Falls

Commission Chair: Jackie McAvoy. Vice-Chair: Tami Martinez
Members: Cheri Hodl, Rick Noordam, James A. Hail III, J. Ryan Zane, Dani Zibell-Wolfe

Director's Report

March 2011

I. STAFFING

No changes for full time... We have started bring back our parks seasonal positions.

II. ON GOING PROJECTS

Avista – The department continues to communicate and coordinate with Avista on the operation of our leased property and Avista property. We meet with the Idaho Recreation component to review scheduled projects related to Avista funding. We will be looking at improved signage at falls Park in 2012.

Bank Stabilization – Quotes were received and the council awarded a contract to Waldo Construction for this project. Work will begin in the next two weeks.

Black Bay – The shelter work at Black Bay is 95 percent complete. This slope of the cables did not work so a center support is being designed and will be in place for the summer.

Community Garden -. We are looking to local fundraising as the method to build this garden. A complete up-date will be provided at the March meeting.

Corbin Park – Final preparations are being made such as security fencing around the house and barn so that soccer can be played on the Anselmo property. We will be using it for soccer games this spring. I am still planning to review the site with the City's engineering department to see if they could do the road design for us to reduce design cost.

Meetings - I continue to attend the monthly meetings with the Centennial Trail Foundation, the Post Falls Community Volunteers, community garden, ADA compliance and Joint Powers as needed.

Park in the meadows – Limited work has begun on this project. It will be the main focus of our construction crew this winter and spring.

Q'emiln Park Boat launch - The old house at the park was removed and the picnic shelter is being enlarged using one of the garage roofs.

Recreation Brochure – The winter edition is out and registration is under way. We have gone on-line this February.

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Ross Point / BLM property - The department has started the process for development of the property with public hearings. Next we will need to do design work and finally construction. It should be noted that Dave from the BLM has left for another region so we will be working with another individual when hired.

III PROJECTS ON HOLD

BMX Track - The issue of the BMX track has been put on hold until the city obtains property that meets the requirements of the BMX Association. I still am still working on obtaining the DOT property south of chase road. The BMX Association has indicated that they are not interested in the site but it will work for other recreational activities such as remote controlled cars.

Boys and Girls Club - The issue of a lease and any request for additional funding is on hold until the Boy's and Girl's Club decides to move forward.

IV CHALLENGES

Land Purchase – The department continues to look for park land in its needed zones. We also need to look for a large parcel for a sports complex before all available sites are gone. We will look toward the planning division to work with us as well as they work with developers. A few properties we have looked are still fairly expensive.

Public Demand – The department continues to see a greater level of request for services and demand for higher levels of services. It has been a challenge for staff to balance this with our available budgets.

Staffing – The work demand exceeds the available staff and available hours but we are all happy to be here!

SPRING HAS SPRUNG IN THE RECREATION DIVISION...

Hip Hop and Cheer Dance still remains very busy. When we held the recital there were more than 100 moms, dads, grandparents and aunts and uncles that came to watch the recital. All ended up dancing at the end as Amy lead them in a group dance. Everyone loved it. Our youth tap/ballet dance classes continue to be a HUGE success with classes running full to capacity. We have moved the season recitals to the theater at the KROC Center which receives many compliments in regards to the “professional” performing

Mommy and Me Gymnastics program has been added with 2 classes on Friday and 1 class on Saturday. Our gymnastics program has taken a jump with the installation of the online system. We started with running a few gymnastics classes on Tuesday, and Saturday. Now with the new addition of the Mommy and Me classes on Friday and Saturday, the Tree House has become quite a busy site.

Farm Day has been a sell-out the past two years so we will be adding a third class to be held March 23. Thanks to Dave and Marnie and all the excitement at the Fair Family Farm this is has become a huge success.

Parent/Tot Sports, a new program started the end of February with classes full to capacity, the next session starting in mid-April has only 2 spots remaining then it will be full.

Spring Soccer has kicked off with approximately 600 participants this season.

Youth Volleyball will open the season with a skills clinic on March 19th offered by a few of the volunteer coaches. There are 230 participants this season, which is up another 40 kids from last year.

Adult Volleyball continues to grow. The Women’s 4 player league is up 8 teams from last year.

Ticket sales to area attractions seem to be quite a sought after attraction. Raptor Reef tickets sales went well this winter producing a profit of \$107 for the two discount days. Families in the community have also shown a growing interest in purchasing discount tickets to Spokane Shock games. We are offering discounted tickets for 3 different game dates this season.

Outdoor Recreation classes have been going well. The last snow shoe trip to Mt. Spokane ended up lasting a few hours longer than planned and the participants had some great bonding time. The bus had some brake issues therefore they had a chance to enjoy the outdoors and get some extra R&R while waiting for their “rescue” ride home. Thankfully everyone had a great attitude and had nothing but wonderful comments about their adventure, even with regards to how the staff handled the delay on the mountain. Our new **Geo-caching class** is showing quite a bit of interest, with the first class close to being full. Josh will be running a “pre-test” of the geo-caching adventure with the kids at Spring Kamp.

Staff Training continues to be a focal point throughout the department. There has been a lot of time spent learning new programs in the world of technology with online registration, new purchasing program software, and soon a new data filing system. These recreation professionals will soon be technology pros as well. Our Recreation Coordinators, Josh and Robert will be attending training on March 24th on “Effectively Managing & Overseeing Volunteer Youth Sports Coaches”.

Online Registration, we have take 1,362 registrations online for programs since the system started on February 16th.

Hiring for Summer seasonal positions are underway. Positions are available with the Parks Maintenance Division. The Lifeguards are almost all hired, with one position remaining to be filled. Kamp Ka-Mee-Lin Summer Day Camp staff are all returning, unfortunately there are several disappointed kamp staff “wanna-be’s” that were looking for work this season.

Re: Quarterly Report – March 15, 2011

Administration

- ❖ Within this month of March, the Urban Forestry Division will have hired an Assistant Urban Forester to help with the City's tree inventory and other tree care needs.
- ❖ **Site Plan Reviews and Inspections** – Ross Point Water District, Burger King

Arbor Day Events

- ❖ **Tree City USA** – The City of Post Falls has been awarded a Tree City USA for the 14th year by the National Arbor Day Foundation.
- ❖ **Post Falls Tree Giveaway** – Sadly, the 'Tree Giveaway' which is usually held in early April will not be happening this year. The regular overstock our sponsors needed to pay for the event was not available this year. Hopefully next year we will do it again.
- ❖ **Fifth Grade Field Trip** – The field trip is tentatively scheduled for April 26 and 27 this year. Mayor Clay Larkin will present awards to the poster contest winners of the schools and the children will participate in various activities relating to forest ecology.

Maintenance

- ❖ Structural and clearance pruning was performed on 15 trees in the City Hall parking lot and on Spokane St., by the Volunteers In Pruning, a program supported by Community Canopy.

Projects

- ❖ **Stimulus Grant (ARRA)** – The City of Post Falls will grant a contract to one or several contractors for the second part of the federal grant received by the City. This second part of the grant will potentially take care of over 800 trees for the City.