



**PARKS AND RECREATION COMMISSION
MEETING AGENDA**

**May 28, 2024
6:00 PM**

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

WORKSHOP MEETING – 6:00 pm Anti Room

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

- a. Commission Memo

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, PRESENTATION:
ACTION ITEM**

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

ACTION ITEMS:

- a. a. Approval of Minutes from 03/26/24

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

4. NEW BUSINESS

5. ADMINISTRATIVE / STAFF REPORTS

- a. i) Asset Management Overview
- ii) Computerized Maintenance Management Software Asset Essentials Software
- iii) Current Implementation Phase
- iv) Next Steps of Implementation

6. COMMISSION COMMENT

7. 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. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

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

Mission
Building Community

Memo



To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 5/24/2024
Re: Commission Workshop Meeting - May

Consent Calendar:

1. Approval of minutes of March 26, 2024

Workshop Business:

Brightly Asset Essentials – Park staff has been working for nearly a year on the conversion to a new software to track the life cycle of assets within the park system. Staff will provide a report of where we are in the implementation process, next steps and provide a preview of some of the reporting we will gain from the software in the future. This has been taking a old system that was cumbersome at best and required a lot of manual input to one that can work from the field.

The end result is to have current data that is accurate and timely. This is for information only.

June Meeting – The June meeting will be our annual BBQ and park tour.

Adjournment



**PARKS AND RECREATION COMMISSION
MEETING MINUTES**

**March 26, 2024
6:00 PM**

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

WORKSHOP MEETING – 6:00 pm City Council Anti Room

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

James Hail-present, Dani Zibell-Wolfe-present, Krista Noyes-present, Geena Duzcek-excused absence, Jayson Cornwell-present, Christie Vranich – excused absence, Angela Snyder-present.

Staff: Dave Fair, 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, PRESENTATION:
ACTION ITEM**

None

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

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. Minutes from February 27, 2024

Motion by Hail to accept the Consent Calendar as presented. Second, by Snyder.

Vote: Hail-Aye, Cornwell-Abstain, Duczek-Abstain, Noyes-Aye, Snyder-Aye Motion Carried

2. WORKSHOP BUSINESS

a. Tullamore Phase Change

Robbie Quinn, Construction Planner, was not able to make the meeting. The Baseball fields are put on hold. Dave stated there is an application for a land/water grant for August which must go from State to Federal. That is similar with Black Bay. A transportation grant is for the parking lot, soccer field, utilities, and the playground.

b. Pickleball Sign Request

Dave Fair stated we have been getting calls for more signage for pickleball courts. These calls state participants would like to see signs stating the fairness of 4 on 4 off. Monte McCully of the City of CDA, has made signs to show Parks and Recreation of what they implemented at their pickleball courts.

c. Parks and Recreation Commission Elections.

Geena Duczek sent an email stating she could remain Commissioner Chair. Christie Vranich stated she can remain Vice Chair. Zibell-Wolfe motioned for Chair and Vice Chair to remain the same. Snyder to second. Cornwell, aye. Snyder, aye. Hail, aye. Zibell-Wolfe, aye. Noyes, aye. Motion carried.

3. COMMISSION COMMENT

4.

**a. ADJOURNMENT
6:48 PM**

Date: _____

Chair: _____

Attest: _____

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

Mission

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

Vision

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

“Where opportunities flow and community is a way of life”