



**PARKS AND RECREATION COMMISSION
MEETING AGENDA**

**January 28, 2025
6:00 PM**

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

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

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, 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

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 from 09.24.24
- b. Memo

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. Adoption of Minimum Standards - Action Item

4. NEW BUSINESS

- a. Park and Recreation Commission discussion of merging meetings with Urban Forestry

5. ADMINISTRATIVE / STAFF REPORTS

- a. Park Projects Update
- b. New Activities Brochure
- c. End of Year Review

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



**PARKS AND RECREATION COMMISSION
MEETING MINUTES**

**September 24, 2024
6:00 PM**

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

WORKSHOP MEETING – 6:00 pm City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

James Hail-not present, Dani Zibell-Wolfe-present, Krista Noyes- not present, Geena Duzcek-present, Jayson Cornwell-present, Christie Vranich- not present, Angela Snyder-not present. Commissioner Hail was able to attend the last quarter of the meeting.

Staff: Dave Fair, Robert Quinn, 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 June 25, 2024

Motion by Zibell-Wolfe to accept the Consent Calendar as presented. Second, by Cornwell.

Vote: Duczek-aye, Snyder-aye, Cornwell-aye, Zibell-Wolfe-Aye Motion Carried

2. WORKSHOP BUSINESS

- a. Level of Service-Dave Fair spoke on minimum standards. The Amphitheater at the Landings is considered 1 per 30,000. Tullamore is under contract through the end of the year. We will investigate using Tullamore next year. Staff believes the two amphitheaters are sufficient for our growth. Baseball fields are at 3500 and staff would like to see 3700. The Quarry will fall into 3500 as well. Recommendations are to raise the level of standard to 3750. Basketball courts are at a minimum of 4000. Staff is looking at lowering that number slightly to 3000. Pickleball courts are set at 4000 with 10 available courts right now. Staff isn't recommending any change. Soft ball fields are at 5000 without any changes. Montrose is in the works for fields. The splash pads are ahead of the curve sitting at 20,000. Commissioner Cornwell recommended to go down to 17,500. After discussion the commission decided on 17,500. Tennis courts are at the 5000 mark. Land is set aside near Corbin for a dog park but will remain on hold until Black Bay and other projects are completed. Camping and RV spots were brought up by Commissioner Cornwell. Dave states there is property above Corbin Park set aside for that but has to be done strategically after the Quarry Sports Complex is done.
- b. Park Standards-Robert Quinn went over the Parks Design Standards Manual. Robert is looking to the Commission to adopt this manual. Commissioner Zibell-Wolfe made a motion to adopt as presented. Duczek seconded the motion. Snyder-aye, Duczek-aye, Zibell-Wolfe-aye, Cornwell-aye.

3. COMMISSION COMMENT

4.

**a. ADJOURNMENT
6:36 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”

Memo

Ref. January 28, 2025,
Commission meeting

To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 1/23/2025
Re: Commission Meeting



Pledge of allegiance:

Consent Calendar:

- a) Approval of minutes – September 24, 2024, meeting. (action Item)

Ceremonies, Announcements, Appointments, Presentations

- a) None

Citizen Issues

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

Old Business:

- a) Approval of the Minimum Standards (action item) This is the formal adoption of the minimum standards that the park and recreation commission reviewed and updated at their last meeting,

This is an action item

New Business

- a) Park and Recreation Commission Discussion – The city has had an Urban Forestry commission in the past that is now acting as an ad hoc advisory board. The city would like to have all commissions operating in a manner that follows current state code. The two option at this point is to make it a stand-alone commission or to combine it with the Parks and Recreation Commission. Staff is also looking for direction from the commission on what they would like to see change to be more effective and to be engaged with our mission.

This item is for discussion without action.

Staff and Committee reports

- a) Park projects up-dates: Staff has work on a lot of projects last years and are continuing to finish up some of those construction projects and start new ones. Robbie Quinn will provide the commission with an overview.

This item is for information only.

- b) New Activity Guide: The cost of producing our quarterly guide doubled over the last two years. To address this staff has made some changes. Traci Stevenson will update the commission on this change.

This item is for information only.

- c) End of year review: It is always good to see what has happened over the past year; the challenges, the success, and the numbers provide a snapshot of how we are doing. Dave Fair will provide this information.

This item is for information only.

Commissioner Reports

Executive Session

- a) None

Adjournment

Minimum Standard Guidelines

Established by the Post Falls Parks & Recreation Commission

Adopted Standards Revision January 2025

City of Post Falls Population - KMPO 2025 48,961

Facility Type	Pop. Trigger	Need	Available
Baseball Fields	3,750	13.1	13 B
Basketball Court - Indoors	4,000	12.2	15 B
Basketball Court - Outdoor	3,000	16.3	22 B
Disc Golf Course	25,000	2.0	1
Lawn Activity Feature	5,000	9.8	9
Multi-Use Field	2,500	19.6	23.25 B
Pickleball Court	4,000	12.2	10
Picnic Shelter (No Mini Shelters)	2,500	19.6	24
Skateboard/Bike Park Feature	25,000	2.0	2
Softball Fields	5,000	9.8	7 B
Splash Pad	17,500	2.8	3
Swimming Pool	75,000	0.0	0
Tennis Courts	5,000	9.8	9 B
Volleyball Court - Indoor	4,000	12.2	19 B
Volleyball Court - Outdoor	8,000	6.1	7

Facility Type - 1 Minimum	Pop. Trigger	Need	Available
Amphitheater - Medium Size	1 min.	1.0	2
Community Garden	1 min.	1.0	1
Dog Park	1 min.	1.0	0
Golf Course - 18-hole course	1 min.	1.0	3 A
Playground - Regional, Community, Neighborhood Parks	1 min.	1.0	16
Track	1 min.	1.0	3 B

A - Facilities Provided by Private Businesses

B - Includes City Park Facilities, Post Falls School District Facilities, and/or Boys and Girls Club Facilities

Park Needs Addressed Without a Minium Set	Available
Rock Climbing	1
Sledding Hill	1

Potential Park Needs - Undetermined Standards at this Time

Art Park/ Sculpture Garden	Large Event Park
Bike - Mountain Bike Trails	Learning/Educational Park
Bike - BMX	Observatory
Camping/RV Site	Outdoor Education Area
Conservation Area	Pool - Indoor
Electronic Play (NEOS)	Pool - Outdoor
Floating Picnic Site	Recreation Center
Founders/Historic Park	River Trail
Gymnasium - City Owned	Rope/Adventure Course
Equestrian Park	Large Theme Playground
Ice Skating Facility	Whitewater Park
Inclusion Park	Wi-Fi Hotspots

Park Projects Update

Robbie Quinn – Parks Planner
Parks and Recreation
January 28, 2025



Woodbridge:

- Shade Pavilion



Woodbridge:

- Shade Pavilion
- Playground



Woodbridge:

- Shade Pavilion
- Playground



Woodbridge:

- Shade Pavilion
- Playground
- Storage Expansion



Community Garden Parking Lot:

- Parking Lot



Community Garden Parking Lot:

- Parking Lot
- Trails – Asphalt



Community Garden Parking Lot:

- Parking Lot
- Trails – Asphalt
- Trails – Gravel



Community Garden Parking Lot:

- Parking Lot
- Trails – Asphalt
- Trails – Gravel
- Plaza



Community Garden Parking Lot:

- Parking Lot
- Trails – Asphalt
- Trails – Gravel
- Plaza
- Landscape Improvements



Community Garden Parking Lot:

- Parking Lot
- Trails – Asphalt
- Trails – Gravel
- Plaza
- Landscape Improvements



Black Bay:

- Entry Plaza – Nearly complete



Black Bay:

- Entry Plaza – Nearly complete



Black Bay:

- Entry Plaza – Nearly complete
- Shade Pavilion



Black Bay:

- Entry Plaza – Nearly complete
- Shade Pavilion



Black Bay:

- Entry Plaza – Nearly complete
- Shade Pavilion
- Entry Sign



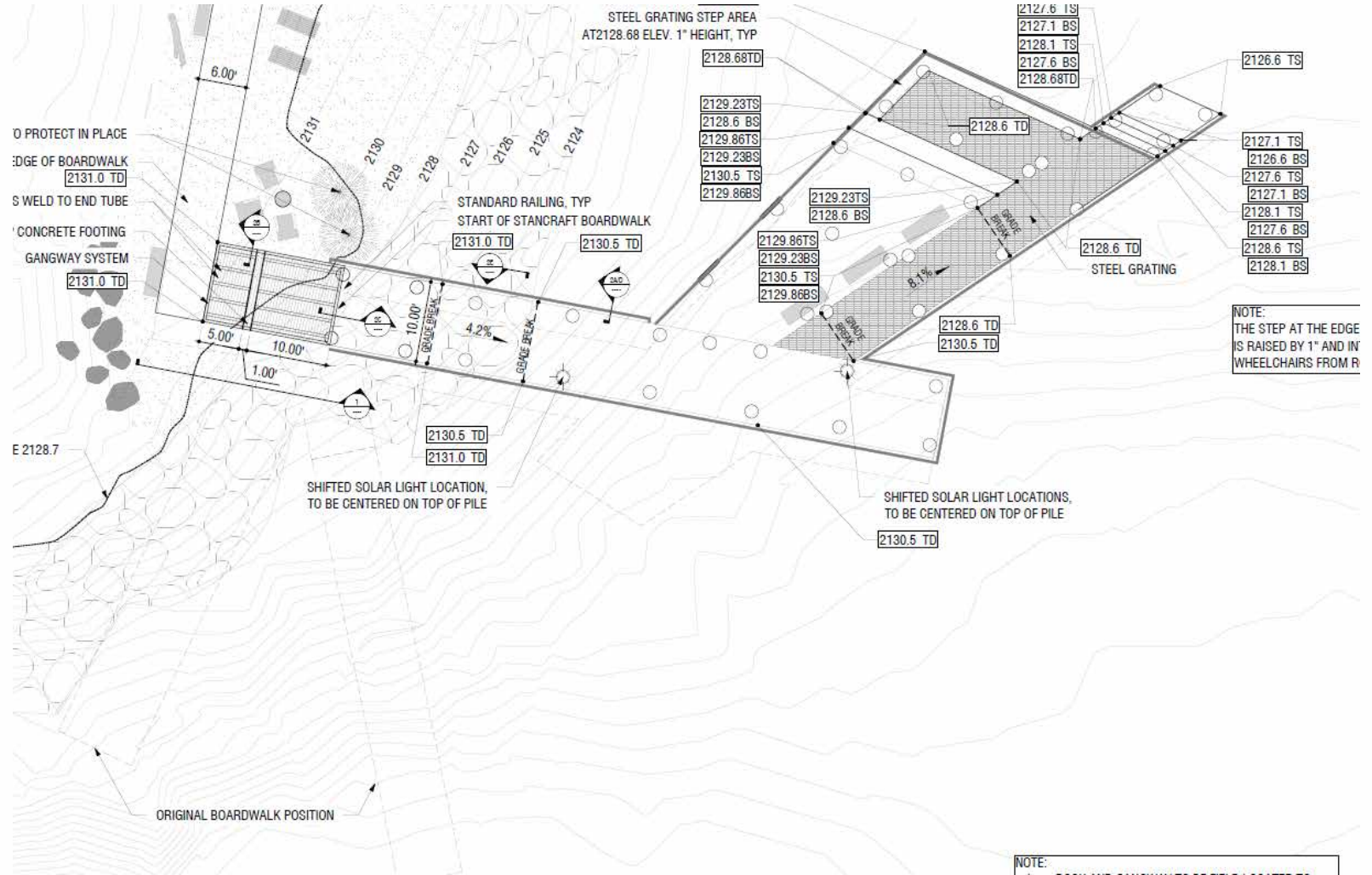
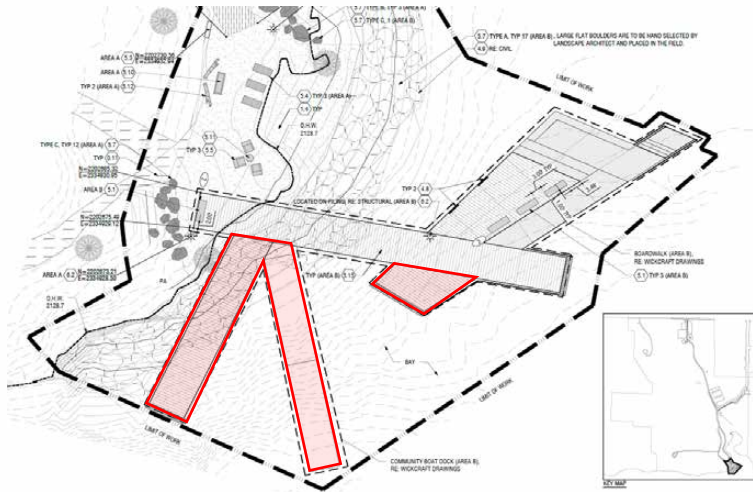
Black Bay:

- Entry Plaza – Nearly complete
- Shade Pavilion
- Entry Sign
- Lawn Area



Black Bay:

- Entry Plaza – Nearly complete
- Shade Pavilion
- Entry Sign
- Lawn Area
- Boardwalk – Revisions
 - Added Cost with Additional Structural Elements
 - Removed Floating Boardwalk
 - Reduced Boardwalk Size
 - Remove from Shore Piles



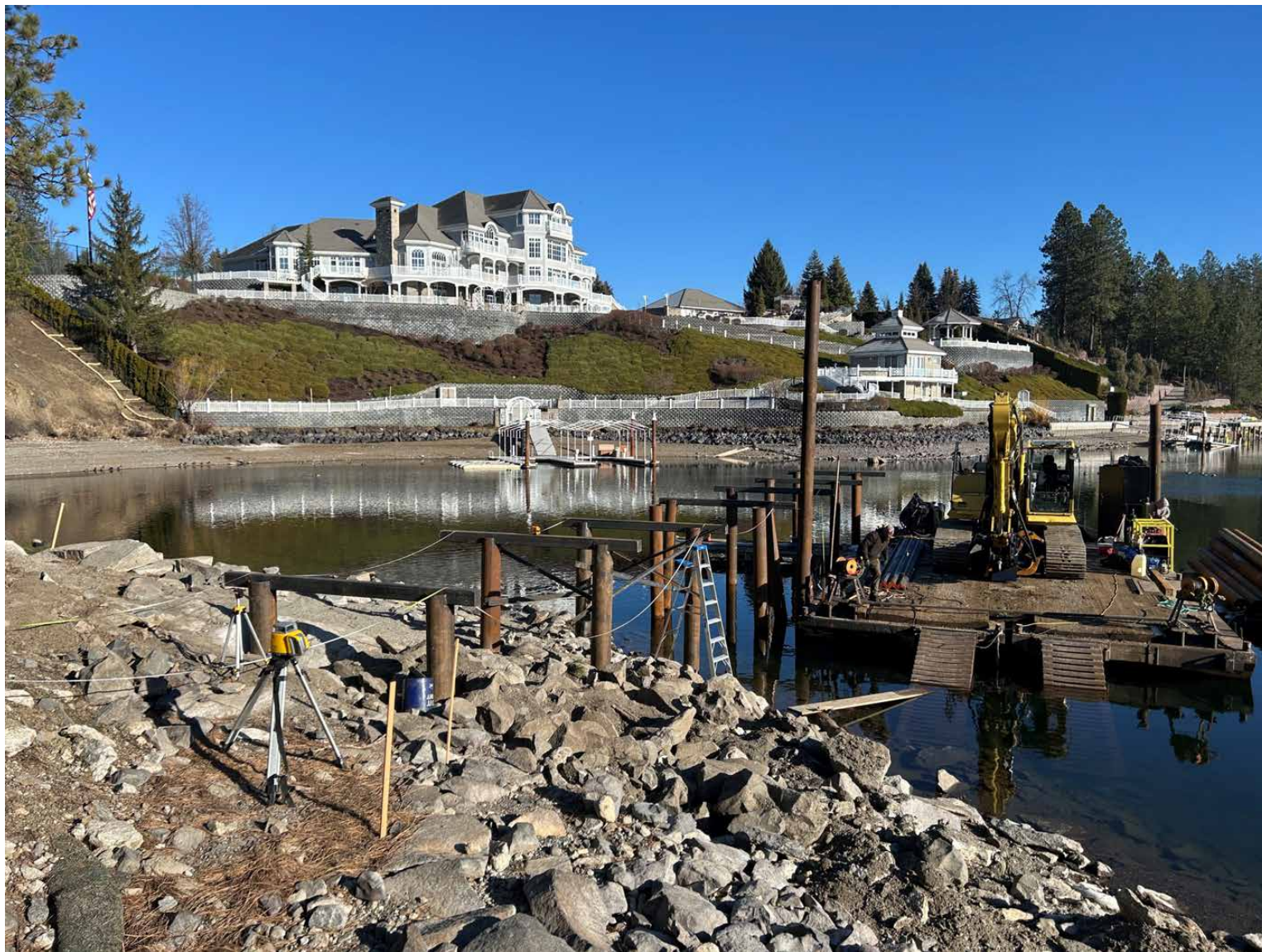
Black Bay:

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- Shade Pavilion
- Entry Sign
- Lawn Area
- Boardwalk – Current Progress



Black Bay:

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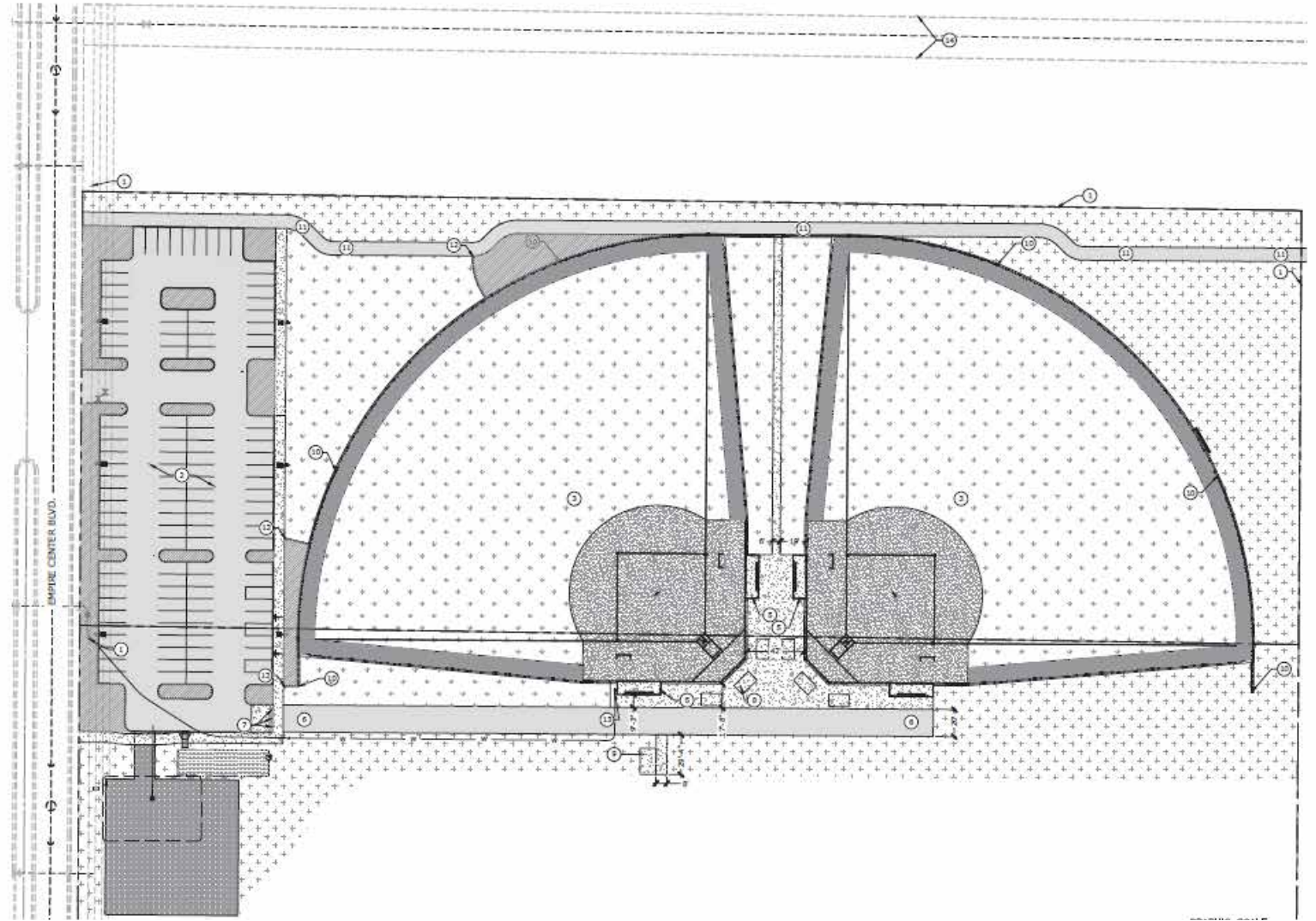
Montrose Sports Complex:

- Site Clearing - Complete



Montrose Sports Complex:

- Site Clearing – Complete
- Phase One Construction – Spring 2025
 - Two softball fields
 - One parking lot



Quarry Sports Complex:

- LWCF Grant Application – Complete
- Phase One Construction:
 - Two multi-purpose fields
 - Parking lot
 - Restroom/shelter building
 - Event plaza
 - Maintenance yard
 - Two add alternates
- Phase One Construction Timeline: Grant Dependent



Warren Park Improvements:

- Construction:
 - Road frontage improvements along Idaho and 2nd Ave
 - New shade pavilion
 - Playground replacement
 - New pickleball court in place of ½ basketball court
 - Site, landscape, and irrigation improvements
- Timeline: Summer 2025



THANK YOU

QUESTIONS?

Welcome to our year...2024



Parks and Recreation Department

A year of ...

- ☐ Challenges
- ☐ Adjustments
- ☐ Success

We entered the year with a few Challenges

- Disruption from Construction
- Tightening budgets
- Staffing
 - Turnover
 - Hiring

Adjustments

- ☐ Dam Construction
- ☐ Grants
 - ☐ Parkway fire mitigation
 - ☐ Land and Water conservation
 - ☐ Small grants
- ☐ Special Event Growth & Disruption

Success

- Job Fair
- Camp growth
- Parkway fire mitigation
- Bark beetle management [4-yr]
- Implementation of Brightly Software – [work & labor data]
- 3 New positions for 2024 urban forestry & parks

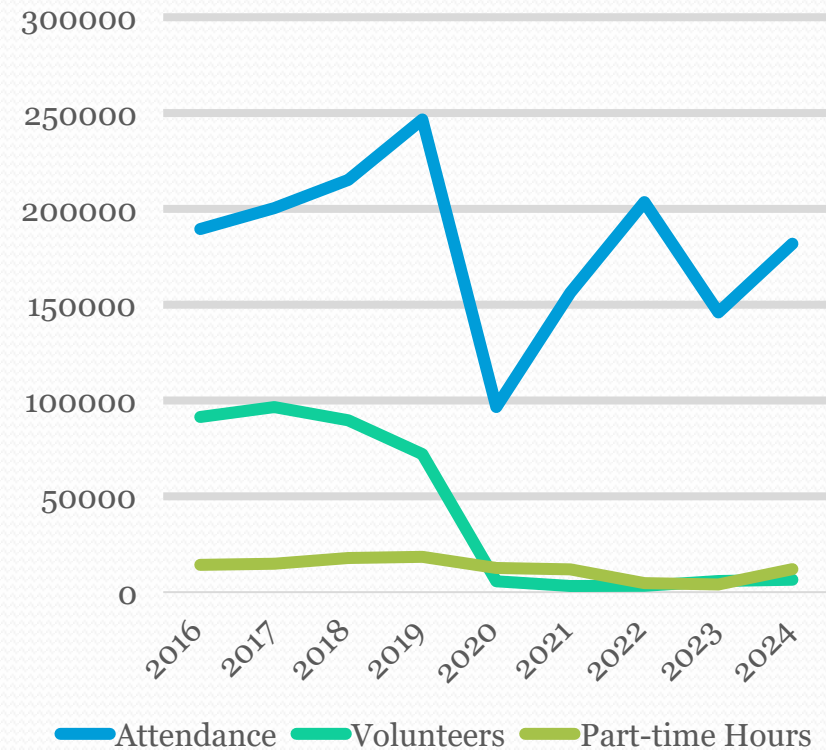
A look at our Numbers

Recreation programs

☐ Enrollment	11,731
☐ Attendance	181,820
☐ Volunteer hours	6,478
☐ Donations & sponsorships	\$59,859
☐ Number of business sponsors	264

Service trends

- Attendance
- Volunteers
- Part-time and seasonal work force



A look at our Numbers

Cemetery

☐ Services	88
☐ Marker sales	\$130,486

Urban Forestry

☐ Street trees pruned	tba
☐ Trees planted	tba

A look at our Numbers

Parks

☐ Number	37
☐ Acreage	916.91
☐ Sports fields (soccer/football)	15
☐ Tennis & pickleball courts	19
☐ Reservations	
☐ Picnic shelters	356
☐ Trailhead	56

Thirteen-year growth snapshot...

	2011	2016	2021	2024
Park acreage	438.9	458.20	873.82	916.91
Recreation Attendance hrs.	154,419	189,471	156,274 *	181,822
Headstone revenue	\$60,576	\$66,253	\$156,748	\$130,486
Shelter revenue	\$28,892	\$47,000	\$93,203	\$95,992

* COVID impacted

A look at our Revenue

□ 001 General fund	\$1,288,207.94
□ 023 Special events	\$77,878.51
□ 029 Cemetery capital improvement	\$81,817.5
□ 038 Park impact fees	\$2,304,085.8
□ Department Total	\$3,751,989.75

A look at our Expenditure

□ 001 General fund	\$5,410,506.96	(83%)
□ 023 Special events	\$28,215.43	(53%)
□ 029 Cemetery Capital improvement	\$-6,486.30	
□ 038 Park impact fees	\$1,376,741.16	(37%)
□ Department Total	\$6,808,977.25	

Alternate Revenue

☐ Sponsorships & Donations	\$59,859.00
☐ Grants	
☐ Parkway fire mitigation	\$125,000.00
☐ Land and Water conservation	\$625,000.00
☐ Small grants	\$1,500.00
 ☐ Avista contracts, leases, etc.	









Thank You