



**PARKS AND RECREATION COMMISSION
MEETING AGENDA**

**March 24, 2026
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

Devon Braithwaite, Deborah Patterson, Jayson Cornwell, Krista Noyes

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:

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

ACTION ITEMS:

- a. Election of Chair and Vice Chair
- b. Corbin Dog Park Concept Adoption
- c. 2026 Meeting and Workshop Schedule

4. NEW BUSINESS

ACTION ITEMS:

- a. Park Naming Policy — the purpose of this policy is to establish a consistent mechanism for evaluating and selecting names for City-owned parks. This policy applies to naming, and requests to rename all City-owned parks.
- b. Citizen Comment - Post Falls Little League

5. ADMINISTRATIVE / STAFF REPORTS

- a. Park Maintenance Division Report
- b. Urban Forester's Report

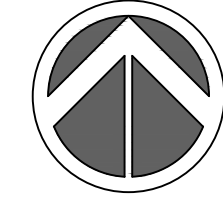
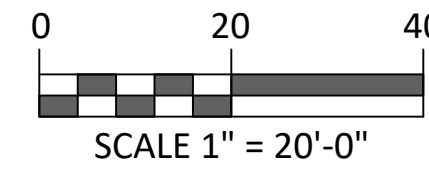
6. COMMISSION COMMENT

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>).

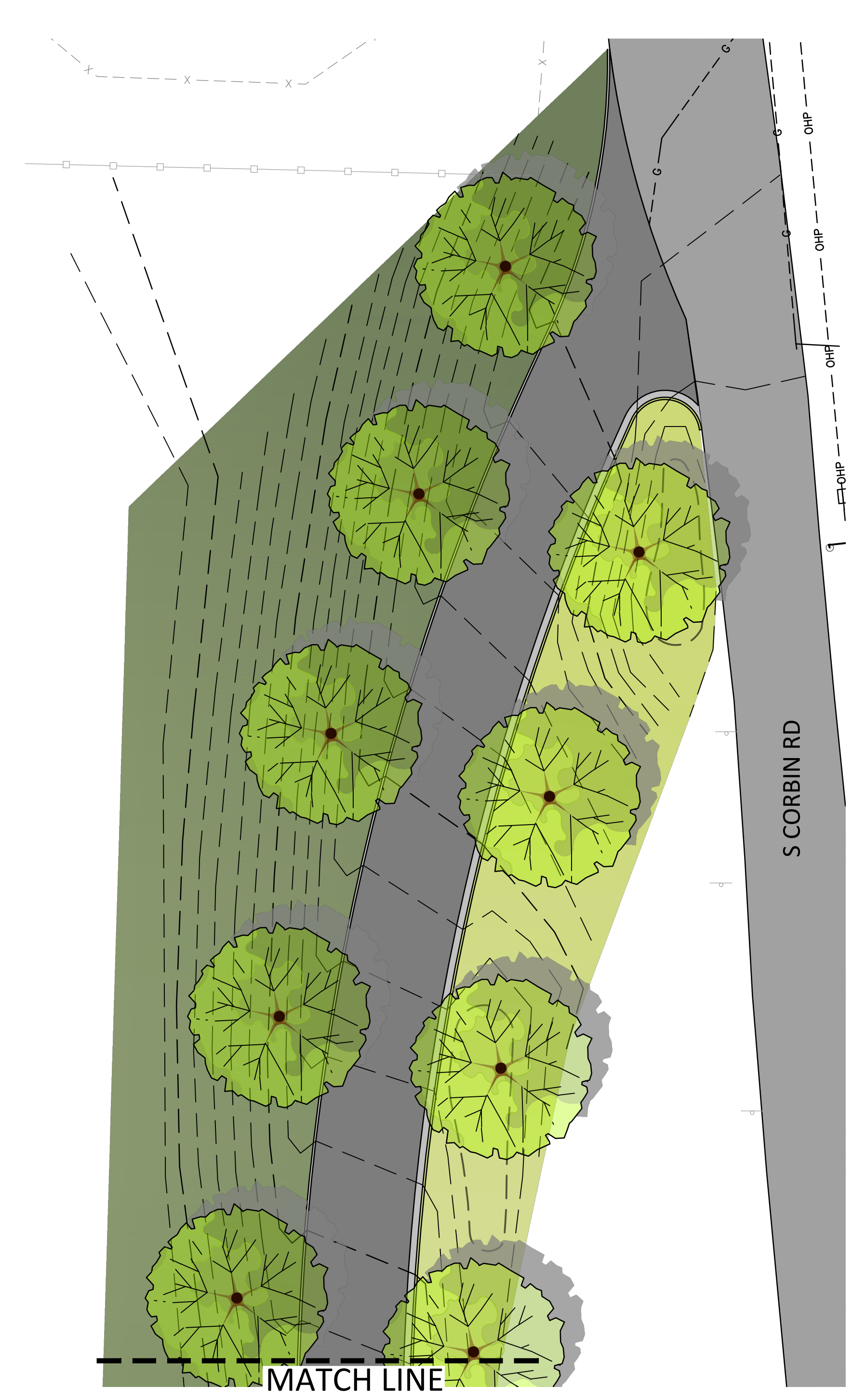
Commission Chair: _____, Vice-Chair: Devon Braithwaite
Members: Jayson Cornwell, Krista Noyes, Deborah Patterson

Mission
Building Community



REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY	DETAIL
HARDSCAPE			
[Symbol]	CONCRETE FLATWORK - 4" THICK 4" COMPACTED GRAVEL BASE	5,182 SF	
[Symbol]	GRAVEL AREA - 12" THICK GRAVEL 3/4" GRAVEL BASE (6" THICK), DECOMPOSED GRANITE TOPPER (6" THICK)	12,552 SF	
[Symbol]	ASPHALT AREA	29,490 SF	
[H-107]	6" BLACK CHAINLINE FENCE	1,003 LF	
[H-108]	CONCRETE CURB AND GUTTER	432 LF	
[H-109]	CONCRETE STRAIGHT CURB	817 LF	



REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY	DETAIL
LANDSCAPE			
[Symbol]	PLANTING AREA - 1.5" BASALT CHIP MULCH 4" DEPTH 6" DEPTH TOPSOIL	2,105 SF	
[Symbol]	TURF LAWN AREA - HYDROSEED 4" DEPTH TOPSOIL	48,140 SF	
[Symbol]	NATIVE LAWN AREA - HYDROSEED	32,723 SF	
[L-108]	6 X 4 CONCRETE LANDSCAPE EDGING	242 LF	
[Symbol]	LARGE LANDSCAPE BOULDER - GRANITE 4' - 6' DIA	36	
SITE AMENITIES			
[Symbol]	BENCH - OWNER SUPPLIED	8	
[Symbol]	DRINKING FOUNTAIN	2	
[Symbol]	HOOP BIKE RACK	5	

CORBIN DOG PARK
567 S CORBIN RD
SITE PLAN

DATE: 03.13.26

REVISIONS
1.
2.
3.
4.
5.
6.
7.
8.

SHEET NAME:
SITE PLAN
DRAWN BY:
CHECKED BY:
SHEET:

1.0



2026 Parks and Recreation Commission Meeting Tentative Schedule

January – Formal Meeting in Council Chambers (Appointments/Elections of Chair/Vice Chair)

February – Workshop @ City Hall

March – Formal Meeting in Council Chambers

April – 5:00pm Workshop @ City Hall + 6:00pm Formal Meeting in Council Chambers

May – Skip

June – Formal Meeting in Council Chambers

July - Workshop (offsite/picnic)

August - Formal (Alt. May skip)

September - Workshop (offsite)

October – Formal Meeting in Council Chambers

November - Skip

December - Formal Meeting in Council Chambers (Awards/Recognition/Annual Report)



City of Post Falls Park Naming Policy

Version 2026.0

DRAFT

Approved by City Administrator

Date: _____

1. PURPOSE AND SCOPE

The purpose of this policy is to establish a consistent mechanism for evaluating and selecting names for City owned *Parks*. This policy applies to naming, and requests to rename all City owned *Parks*.

2. DEFINITIONS

Park Any park or recreation facility owned by the City.

Exceptional Community Service means outstanding service provided to the community in more than one of the following areas:

- a. Sustained leadership role in civic organizations devoted to community improvement.
- b. Active involvement in the community for five or more years.
- c. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.
- d. Active promotion and/or direction of community events and activities which have enriched the quality of life in the community.
- e. Active promotion and/or direction of effective youth programs in the City.
- f. Active promotion and/or direction of effective programs for senior citizens of the community.

3. INITIAL NAMING

a. Soliciting Suggestions. City staff may seek suggested *Park* names from community organizations, residents around the *Park*, City residents, Parks, Recreation, and Urban Forestry Commission members, City staff, and design consultants. City staff may use press releases and social media posts to solicit recommendations. If possible, the *Park* will be named before construction of the *Park* is completed.

b. Evaluation of Suggested Names by Staff. All suggested *Park* names will be presented to the Parks, Recreation, and Urban Forestry Commission for consideration. To avoid duplication and/or confusion, City staff will advise the Commission if any of the recommended names are similar to the names of any existing structures, business names, subdivision names, and the names of other park facilities in the region.

c. Evaluation and Recommendation by the Parks and Recreation Commission. The Commission, in their discretion, may solicit public input on naming the *Park*. The Commission will evaluate the suggested names and will select a name based on the:

- Relationship of the name to the name of the neighborhood,

- The planned usage of the *Park*,
- A proposed naming rights agreement,
- Natural or geographic features in the *Park* or the surrounding area,
- Historical or cultural significance of the area,
- Any common names for the *Park* or surrounding area,
- In honor of a person who has made a significant land and/or monetary contribution to the park system or who donated most of the cost to develop the *Park*,
- In honor of a person who died more than two years prior who contributed *Exceptional Community Service* to the City of Post Falls, or
- In honor of living person who has provided *Exceptional Community Service* to the City of Post Falls for ten or more years.

Portions of a *Park* may have a different name than the entire *Park*, and features may be dedicated to or in honor of a person such as “Brett James Field” located at Sportsman Park in Post Falls.

Based on their evaluation, the Commission will choose a name to recommend to the City Council.

d. Selection of Name by the City Council. Upon receipt of a recommendation from the Parks and Recreation Commission, the City Council will choose the name of the *Park*. The City Council may elect to hold a public hearing, or other methods to solicit public input on the name. After selection of a name, City staff will notify and acknowledge those who submitted the adopted suggestion and the media of the selected name. A name, once adopted, is intended to be permanent.

e. Naming Rights Agreements. Paid naming rights (sponsorships) cannot be permanent and may not last longer than ten years without renewal. Naming rights agreements may apply to the full *Park*, a portion of a *Park*, such as a ball field, or to an amenity in a *Park*.

f. Name Changes. *Park* names are intended to be permanent; however, a person may request a name change following the process of establishing a new *Park* name. Historical names placed on designated landmarks listed on the Post Falls Register of Historic Places; the Idaho State Register of Historic Places and the National Register of Historic Places may not be changed. The Parks, Recreation, and Urban Forestry Commission will provide a public comment period of at least 14 days before holding a public hearing to consider the name change request. After considering all submitted public testimony, the Commission will make a recommendation to the City Council, who must approve any request to rename a

Park. City staff will notify the applicant of the outcome of their request and, if renamed, staff will implement the name change as directed.

DRAFT

Staff Report Park Maintenance

Bryan Myers, Parks Manager
Parks & Recreation Department
3/24/2026

Seasonal Preparations

Summer Equipment Maintenance

Sports Netting is up
Playground Repairs
Motorized Equipment
Picnic Table renovations
Portable Restrooms deployed

Onboarding New Technology

Autonomous mowing coming to a park near you

Landscape & Turf Management

Pre-emergent herbicide application

1st round of fertilizer and broadleaf weed control

Spring cleanup of leaves and debris

Shrub bed Pre-emergent herbicide applications

Staffing & Events

Easter Egg Hunt (April 4th)

Spring Recruitment Event (March 25)

6-day/week staffing beginning next week

7-day/week staffing beginning Memorial Day

Facility Enhancements

Remodel Q'emiln Horseshoe pits

Park Restroom floor painting

-4-year cycle or 4-5 facilities each spring

FY 26 Security Projects

Magnetic Lock Improvements

More than 80% of parks updated

Remaining locations Black Bay Depot, Trailhead, Corbin Park,

Shop/storage buildings

Security Cameras

Ongoing project we are in close coordination with PFPD and IT departments to prioritize these replacements and additions.

FY 26 Asphalt Maintenance (5-year cycle)

Asphalt sealcoat and crack fill quotes

City Hall Parking Lot

Syringa Park

Skate Park parking lot

Community Garden

Prairie Trail

Black Bay Depot Parking Lot

Centennial Trail (Joint Powers/Kootenai County)

Challenges and Opportunities

Partnership with the 3rd Avenue Market to expand Community Garden

City Center Gateway Water Feature Leak

American Legion Baseball Batting Cage Improvements

Post Falls Little League Field Needs

Two Month Look Ahead

Seasonal Staff Recruitment

Opening Park Restrooms

Sports Field Preparations

Ongoing Landscape Maintenance Tasks

Complete FY '26 Locks and Security Installations

Prepare asphalt surfaces and structures for summer treatments

Questions

Forester's Report (3/24/26)

Looking Back – What's new since our last meeting?

- Brush pile burning occurred at Black Bay Park. This is an annual task and occurs in conjunction with removal of dead-standing pine trees on the site. In more remote areas where beetle-infested trees cannot be hauled away, burning is the most effective way to dispose of debris and reduce the beetle population. Occurs annually at sites like Black Bay because the rocky terrain makes hauling away debris much more difficult.
- Post Falls experienced a wind storm overnight on March 11-12. UF staff responded at 3am and worked for just over 12 hours clearing downed trees from public roads (rights-of-way). The following day, work continued in the roadways, where electrical hazards had been mitigated by Avista. The subsequent snowfall made that work frustrating and sloppy. And from then until March 20th, UF staff worked to clean up downed and damaged trees on in the developed landscapes of City-managed properties. The last remaining storm-related task involves clearing downed trees that cross natural-surface trails in our public natural areas.
- Randy & Preston selected a replacement holiday tree for the City Hall campus. Randy has been working with a commercial grower in Bonners Ferry to source a large beautiful conifer for the purpose. In Spring, the new tree will be planted in a landscape bed adjacent to the terrace. It replaces the Subalpine Fir that was declining for several years and was removed from the grass area next to the museum.
- Daniel hosted a volunteer project with the Friends of PF Community Forest group. They worked to restore an area adjacent to W. Riverview Dr. that was becoming a makeshift trailhead. Visitors parking in the area and accessing the site from the informal location resulted in impacts that have been extending farther and farther into the site. The volunteer group spread wood chips and large woody debris over and throughout the compacted soil and social trails. They also removed fence posts and wire fencing from trees, and hauled away debris and trash from illegal dumping activity. This project occurred in wet slushy conditions, but the Friends Of... group has proven themselves to be very dedicated to the site. 11 volunteers showed up despite the weather.
- Daniel also hosted a **2nd** very successful Volunteer event at the PF Community Forest with POST Academy. This large group of 20 soon-to-be law enforcement officers completed hazard fuel reduction (tree and brush thinning) on more than an acre of very thick timber. This project also occurred on a day that was wet, slushy, and difficult. But the group was energetic and motivated.
- UF-related Community Development involvement (between 2.20.26 & 3.19.26):
 - Pre-application meetings/reviews: 6
 - Subdivision street tree plan reviews: 1 Approved reviews
 - Subdivision common area street tree inspections: 1
 - Residential street tree inspections: 21
 - Comm., ind., and multi-fam. landscape plan reviews: 4 Approved reviews
 - Comm., ind., and multi-fam. landscape site inspections: 3

What are we currently working on?

- UF field staff continue to work on dead-standing tree removals in City natural areas. Again, the storm response work temporarily took us off schedule. This project will be complete before the next Parks & Rec Commission meeting.
- Plans are finalizing for upcoming 4th Grade Forest Field Tour. We have all 4th graders from seven public schools coming out to take a guided hike with us to learn about forest ecology, wildlife, and the Parkway Fire.
- Plans are finalizing for upcoming Arbor Day Celebration. Attendees of the May 2nd event will learn about planting trees (species selection, location selection, & the below-ground work) and pruning (how they should prune young trees and how arborists prune mature trees). One hundred 5-6 ft tall bareroot trees will be given away to attendees. Species to choose from are: 'Golden Falls' Redbud, Tulip Tree, 'Heritage' Oak, & 'Valley Forge' Elm.

Looking Forward – Plans for the short-term.

- Field staff will be completing the annual traffic sign & signal clearance pruning route. This list is compiled annually by the Street Dept. as a part of their regular sign inventory. This year, there are a little over 100 obstructions (of one degree or another).
- UF field staff will be teaming up with the Street Dept. for two weeks of street tree root pruning work. This periodic work is done in response to public sidewalks that are heaving and buckling due to conflicts with street tree root growth. During the work, Street Dept. staff remove concrete sidewalk panels to expose the roots, UF Arboriculture staff complete root pruning, then Streets staff pour replacement concrete panels. UF staff also complete pre-pruning and post-pruning pull-tests to ensure the trees' structural stability has not been compromised beyond acceptable limits. This is difficult manual labor and there is much to do, particularly in the Montrose and Riverside Harbor neighborhoods. The goal (and what we've been accomplishing the past couple years), is to commit two weeks to this effort every Spring and two weeks every Fall.
- UF Natural Areas staff will be completing a small project at the Q'emiln Park trailhead to the PF Community Forest. The project involves removing outdated trail map and rules signage, reorienting logs boulders and one bench, and installing a newly fabricated trail map kiosk (like the blue ones most visitors are now accustomed to using). The work is a little overdue and should "spruce up" a couple portions of that trailhead area.