



**PARKS AND RECREATION COMMISSION
MEETING MINUTES**

**February 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

James Hail, Jayson Cornwell, Krista Noyes, Devon Braithwaite, Deborah Patterson

Devon Braithwaite - Present

Krista Noyes - Present

Jayson Cornwell - Present

Deborah Patterson - Present

Geena Hall - Excused

James Hail - Excused

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**

- a. Election of Chair and Vice Chair - **ACTION ITEM**

Chair: Geena Hall nominated

Motion by Braithwaite

Second by Cornwell

Vote: Cornwell (aye), Braithwaite (aye), Noyes (aye), Patterson (aye)

Vice Chair: Braithwaite nominated

Motion by Noyes

Second by Cornwell

Vote: Patterson (aye), Noyes (aye), Cornwell (aye), Braithwaite (aye)

- b. Tabitha Kraack from the North Idaho Centennial Trail Foundation will be giving a talk on the history and role of the Trail.

Tabitha Kraack spoke about the North Idaho Centennial Trail, what the North Idaho Centennial Trail Foundation (NICTF) does, its history and how people can get involved.

- NICTF is 23 Miles of Adventure, connecting communities, neighborhoods, schools, and multiple points of interest. The North Idaho Centennial Trail (Centennial Trail) goes from state line to Higgins Point. The NICTF helps manage many different spurs, advocate for and be part of those trails. For example, the Prairie Trail goes through Post Falls, Hayden, and Couer d'Alene. NICTF also advocates for its spur trails for bikes and pedestrians.
- Kraack recommends the book *The Trail that Almost Wasn't* by Doug Eastwood, NICTF Board Member to learn about the history of the Centennial Trail:
 - Joint Powers Board was created in 1989 in preparation for the long-term care of the Centennial Trail. Joint Powers Board is Post Falls City, Coeur d'Alene City, Kootenai County, and NICTF. Board meets quarterly. All entities on the Board pay into a fund. Funds are used for bigger projects or grant matching. Grant matching was used for the replacement of the Centennial Trail at state line.
 - First 5 miles opened in 1990 from state line bridge to Falls Park in Post Falls (some of this 36-year-old section is going to be redone)
 - Last 5 miles were completed in 1995, east side of Coeur d'Alene (CDA) to Higgins Point
- Trail Usage:
 - 450,000 people in 2018; recent study shows 800,000 people use the Centennial Trail annually
 - The Centennial Trail brings people to the community and economic health; about \$3 million of new money comes into the communities
 - Trail counter is near Riverstone
- Events and Membership
 - Biggest fundraiser is the Coeur d'Alene Marathon (1600 registered so far for the May 24, 2026 race)
 - CDA Fondo goes around CDA lake in September (not doing this year, finalizing contract for 2027)
 - Ales for the Trail August 15, 2026 in CDA City Park
 - Sponsor-A-Mile
 - Membership is a small program
- Prairie Trail is coming to Post Falls, current usage 50,000 people; community members use it to get to work, kids use it to get to school. NICTF was able to get the Safe Ways to School Grant because of this usage.
- Ways to Get Involved:
 - Sponsor
 - Volunteer
 - Become a Member
- Contact Tabitha Kraack at info@nictf.org. NICTF is located at the CDA Chamber in downtown CDA. www.nictf.org, facebook.com/CentennialTrail/ and instagram.com/northidahocentennialtrail

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 November 25, 2025 Meeting

Motion by Braithwaite

Second by Patterson

Vote: Braithwaite (aye), Noyes (aye), Patterson (Aye) Cornwell (Aye)

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.

None

3. UNFINISHED / OLD BUSINESS

None

4. NEW BUSINESS

- a. Corbin Dog Park Concept

Robbie Quinn, Parks Planner presented the concept site plan for the Dog Park which will be located in Corbin Park.

- Parcel purchased in 2014; the initial thought was the parcel would be the site of the future dog park. With consideration to future uses (RV/campground for Corbin Park) we rearranged where things would best fit. The Dog Park is planned for the south side.
- Currently there is vacant rental house which will be demolished this year.
- Hastings Field is used by our Parks and Recreation programs will remain in use even with the construction of the dog park
- Two original driveways will be consolidated into one more appropriately sized driveway and cut and fill to get the grade manageable
- Parking lot will be a separator to the eventual RV area. Currently, parking lot would be used for the field and the dog park
- Site to consist of two separate areas: one acre large dogs area and little under a half acre for a small dogs. Dual gate.
- Hardened Entrance with a 50 foot buffer (concrete into either a synthetic turf or gravel area where the most wear and tear on the site will be
- Concrete pathways transitioning to gravel with two loops in each area
- Outer edges will be a more naturalized area, a buffer for the neighbors; inside areas will be turfgrass
- One shelter in each area to enable visitors in both areas to engage

- A CXT restroom at the dog park entrance which will assist the field and dog park users as there is currently no restroom at this elevation of the park
- Two drinking fountains at the entrance which will have a bottle filler for people and lower one for dogs
- Trash cans and bags for waste.

If approved, will look at continuing the design with full construction documents with an engineer this fiscal year then start on construction in 2027. This item will be an Action Item at the next meeting for formal adoption.

- b. Discuss future meeting days/times/frequency, formal vs. workshop, etc. - **ACTION ITEM**

Parks and Recreation Director Kris Ammerman introduced himself and presented this topic and ideas for discussion.

- Currently, Parks and Recreation Commission meetings are monthly. If this is working and is what the Commission wants to continue with that's great.
- Per staff feedback meetings are often canceled because there are not a lot of items to bring forward to the Commission on a monthly basis as not a lot changes month to month depending on certain projects. Canceled meetings can also cause a lot of staff time in planning for meetings if we're not going to have a quorum.
- Ammerman presented some potential options:
- Option 1 is leave it the way it is and that is fine
- Or, option 2 is to have meetings less often. Ammerman is not proposing quarterly, but maybe an every other month cadence.
- Discussion of the Meeting Time: Does the 6pm on the 4th Tuesday work for all of you? Since some members aren't present, maybe this is something the Commission wants to discuss at the next meeting to provide Ammerman, the staff, and his team with their feedback.
- Commissioners responded:
 - Braithwaite shared because he's newer to the Commission he doesn't have a lot of input on this.
 - Cornwell recommends tabling this until all Commissioners are present to get everyone's input.
 - Braithwaite mentioned continuing to maybe incorporate informal workshops.
 - Patterson commented she'd go monthly or every other month and mentioned busier use times are Spring and Summer. Maybe do one in Winter for future planning.
 - Cornwell shared that we currently alternate between formal televised meetings and workshops.

Braithwaite clarified that we're tabling any action items and attending a workshop next month to discuss further when more commission members can be present.

5. ADMINISTRATIVE / STAFF REPORTS

a. Upcoming Winter & Spring Activities

Traci Stevenson Recreation Manager gave a recap of some of the events that have happened in the past couple of months and what's soon and happening in the future

- January 17 was the Bridal Fair. 500 brides attended this successful event that started 10 years ago.
- Father-Daughter Dance was at Prairie View Elementary school and had 270 participants this year. Dancing, crafts, snacks, and a photo booth made for a fun night for fathers, daughters, uncles, grandparents, and brothers. This event used to be at the Trailhead Event Center until we outgrew the space.
- Mother-Son Dance Country Theme in March at Prairie View Elementary school; currently 80 registered, still space to register.
- Spring Craft Fair is the same day as the Mother-Son Dance. Three locations: the Trailhead Event Center, Black Bay Depot, and the Jacklin Arts & Cultural Center (the JACC) with about 50 vendors plus vendors at the JACC
- Job Fair: Calling it the Parks and Recreation Recruitment Rally with free pizza on Wednesday, March 25 from 4 - 6:30pm at Black Bay Depot. This is a first informal introduction for applicants to show interest and learn about parks, constructions, and recreation jobs.
- Easter Egg Extravaganza at Q'emiln Park Saturday, April 4. We have 20,000 eggs stuffed and ready to go.
- Ladies Day Out Event is full; luncheon and wine tasting day as a Mother's Day gift
- New Event: America 250 Heritage Food Festival will be mainly at the JACC but will be the corridor between City Hall, the Chamber and the JACC. Working the JACC and the Post Falls Chamber which is taking the lead. Getting food vendors. Participants will be able to by a food passport to try different foods. Flyers with information to come.
- New Event: America 250 Army Band Concert at Tullamore Park Thursday July 2.
- Post Falls Festival July 10, 11, and 12 at Q'emiln Park. The church is going to be doing a car show again at City Hall.
- Post Falls Triathlon Sunday, August 2 - sign-up on runsignup.com or if you want to volunteer.
- All of these are in addition to Youth Sports - sign-ups are happening now
- Question about Arbor Day from Braithwaite. Stevenson said Preston will share when he gives his Urban Forester's report.

b. Urban Forester's Report

Preston Hill, City of Post Falls Urban Forester, gave an update:

- Urban Forestry Division (UFD) had a large project at the beginning of winter in their corner of the Parks yard. UFD did most of the work themselves. UFD moved the carport to install two 20-foot shipping containers, as with staff growth came more equipment to store. UFD also installed pallet racking. City staff did the excavation and compacting work. Much better working space now.

- Community Development numbers in the Urban Forester's report in the last couple of months are down. Numbers are usually down in winter, but these numbers for pre-application meetings, street tree plan reviews, inspections and so forth are particularly down.
- Another winter project is dead and dying tree removal in natural areas. Most of the dead trees were killed or finished off by bark beetles. Goal is to get the existing beetle larvae that exist under the bark of those trees off of the site. Staff has completed about 50% of this annual winter project.
- Working with Community Development, particularly Engineering on some code revisions. Engineering Division and Community Development is now communicating with the development community on the proposed changes. Upcoming meeting in March with those developers will probably be the last meeting before those codes will hopefully be adopted. For UF it removes the developer's option to cash out street trees. Right now, when a developer turns a farm field into a subdivision, they get the option to pay a fee per tree for all the street trees that are required in that development and then UF plants those trees later. Sometimes it's 2 or 3 years between the time they pay the fee and UF plants the trees. UF does not always have as much money for tree planting due to price increases during that time period.
- Moving the entire UF Street Tree requirement code from Title 17 (subdivision portion of the code) to Title 12 (sidewalks and public spaces) which allows UF to install street trees adjacent to any fill lots
- Also working with Street Department to streamline and solidify the process when we get residents with street tree vs sidewalk conflicts. Street Department is going to take the lead and involve UF when needed which Hill thinks will result in a better experience for residents.
- Annual sign clearance pruning coming up to complete before trees and plants start leafing out. Street Department makes an inventory of all signs and signals in the City every winter and provided UFD with a list of about 100 or more (which is typical) where obstructions exist.

Spring Activities:

- Arbor Day is Saturday May 2 similar to past few years with tree-related educational stations for attendees to learn, have fun and take home a free tree. Park location is to be determined.
- 4th Grade Field Trip again for 4th Graders in Post Falls. The guided hike will probably be in the Post Falls Community Forest again. Last year talked about fire ecology, forestry, and bark beetles.

Additional Spring Projects:

- Expand the Nursery for tree growing

Braithwaite asked if the Arbor Day and Field Trip activities will have volunteer opportunities. Hill will email the spring activities volunteer opportunities to the Commissioners.

6. COMMISSION COMMENT

Patterson commented: this was very informative.
Ammerman let the Commissioners know in the next meeting will be an updated Park Naming Policy as it has been awhile since it has been revised. The impetus since their will be a new park breaking ground soon; Crown Reserve is very similar to Crown Point. Ammerman, Legal and Staff met and agreed this is time for a revision.

7. ADJOURNMENT

Meeting adjourned at: 6:51pm

Date: 6/23/26

Chair: Devon Braithwaite

Attest: Amber Anderson

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, James A. Hail III, Krista Noyes, Deborah Patterson

Mission
Building Community