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**PARKS AND RECREATION COMMISSION  
MEETING MINUTES**

**March 24, 2026  
6:00 PM**

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

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**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  
Devon Braithwaite (present), Deborah Patterson (present), Jayson Cornwell (present), Krista Noyes (present)

**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:**

None

## 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

### ACTION ITEMS:

- a. Election of Chair and Vice Chair

**Chair:** Braithwaite nominated himself for Chair.

Motion by: Braithwaite

Seconded by Noyes

**Vice-Chair:** Cornwell nominated Noyes for Vice Chair; Noyes accepted the nomination.

Motion by: Cornwell

Second by: Braithwaite

Kris Ammerman asked Braithwaite to clarify if they're electing the Chair and Vice-Chair in one motion. Braithwaite said yes.

Braithwaite (aye)

Cornwell (aye)

Noyes (aye)

Patterson (aye)

**Motion carried: Braithwaite elected as Chair and Noyes elected as Vice-Chair.**

- b. Corbin Dog Park Concept Adoption

Robbie Quinn, City of Post Falls Parks Planner, presented the Corbin Dog Park Site Plan Concept for comment and adoption.

Since last month's meeting, the City of Post Falls sought feedback from City of Coeur d'Alene (CDA) Parks Department. In CDA's experience, given the 1.5 acre size, the small dog area in the plan was very large and probably unnecessary. They also suggested creating a fully paved loop path.

Input from the CDA Parks Dept. resulted in two main changes to the site plan:

1. Set up two similar-sized areas; one area can be closed as needed for maintenance (e.g., for growing grass back) while still having one area open.
2. In the previous site plan version, there was going to be concrete going to the shelter and the rest was a gravel path. With our wet season and winters with lots of rain and little snow, a paved loop trail would create a better environment for park users; plus gravel won't get kicked up by dogs onto the lawn.

Additional changes to the site plan include:

1. Getting rid of the synthetic turf because it was getting congested with the different areas and would have created more seams which probably would have led to more maintenance inputs.
2. Created larger gravel areas of either coarse sand gravel or a decomposed granite type material that will compact but be a hardened surface where the majority of the dogs will be interacting.

#### Questions from the Commission

1. Will there be anything in the small dog/aggressive dog area? Quinn said there would be a bench and boulders.
2. Will there be natural grass? Quinn explained that the areas inside the looped path will be standard irrigated turfgrass and outside the trail will be natural grass.

Motion by: Braithwaite to adopt the Corbin Dog Park Site Concept Plan as shown.

Second by: Patterson

Cornwell (aye)

Noyes (aye)

Motion carried.

#### c. 2026 Meeting and Workshop Schedule

Kris Ammerman, Parks & Recreation Director, presented a proposed 2026 meeting and workshop schedule based on past scheduling experience and staff feedback. The Commission previously tabled the discussion to wait for more commissioners. Ammerman let the Commissioners present know that they are the only Commissioners so they can make the scheduling decision.

Proposed format included:

- o Trying a combined workshop plus a formal meeting. Example: April would include a workshop at 5:00pm and a formal meeting to follow at 6:00pm.
- o May will be an off month.
- o June would include a formal meeting, with future workshops held prior depending on how the April workshop goes.

Commissioners supported the overall proposed cadence and structure. Concerns were raised about holding meetings during the holiday season, especially in December near Christmas. A recommendation was made to meet in November, but have no meeting in December.

Motion by Braithwaite to approve the 2026 proposed meeting schedule with the adjustment of having a meeting in November instead of December.

Second by: Cornwell

Patterson (aye)

Noyes (aye)

Motion carried.

#### 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.

Ammerman presented an updated Park Naming Policy for review by the Commission.

- The update was initiated after the city's legal team determined the previous policy was outdated.
- Legal staff revised the policy, after which additional staff edits and adjustments were made.
- Ammerman emphasized that the revisions were primarily administrative updates and did not include major policy changes.
- The purpose of the policy is to create a clear, consistent process for evaluating and selecting names for city-owned parks and facilities.
- Commissioners generally found the policy straightforward and had no major concerns.
- Ammerman identified wording in the "Exceptional Community Service" definition that stated service must occur in "more than one" listed area. A recommendation was made to revise the wording to "one or more of the following areas."
- Ammerman explained the Commission would be recommending the revised policy to the City Council for final adoption.

Motion by: Patterson to approve the Park Naming Policy with the wording adjustment from "more than one" to "one or more."

Second by: Braithwaite

Noyes (aye)

Cornwell (aye)

Motion carried.

- b. Citizen Comment - Post Falls Little League

Bryan Myers, Parks Manager, City of Post Falls, provided an overview of concerns raised by the local Little League organization during a recent City Council meeting regarding field use fees. The Little League organization and other youth baseball groups expressed concern that current field reservation fees were excessive, citing annual costs of around \$12,000. Additional concerns included:

- Neighboring communities allegedly not charging youth leagues for field use.
- Competition with out-of-city, out-of-state, and adult leagues for field access.
- A shortage of baseball fields in the community.
- A request for greater field access and a complete fee waiver for youth sports.

Existing Operating Agreement and Benefits

- Myers explained the existing operating agreement between the City of Post Falls and the Post Falls Little League, and noted that it reflects the organization's long history of helping maintain local fields. The current agreement benefits include:
  - A two-week early reservation window before public reservations open.
  - Deferred payment deadlines until March 31.
  - A 50% discount on established field rental fees.
  - Waived field preparation fees when Little League handles field prep themselves.
  - Exclusive seasonal access to concession stands and storage facilities.
  - Ability to offset fees through approved in-kind donations and facility improvements.
  - Permission to display sponsor banners on outfield fences during the season.

### City Responsibilities

The city remains responsible for:

- Mowing and irrigation.
- Maintenance of fences, dugouts, roofs, and supporting infrastructure.
- General field maintenance and periodic field dragging.

### Field Usage Overview

- Little League was identified as the largest overall user of city baseball fields, accounting for more than 50% of total field usage.
- Usage is especially high during April, May, and June.
- 19th Street and Brett James fields receive the highest concentration of Little League use.
- Staff noted that demand for baseball fields exceeds current community supply.

### Fee History and Financial Context

Myers shared a review of the evolution of field use fees:

- 2015: \$10/hour plus \$25 prep fee.
- 2023: Increased to \$15/hour following sports complex planning studies.
- 2026 recommendation: Increase to \$20/hour plus \$50 prep fee.

Myers acknowledged that the Little League had not yet been formally notified of the newest fee increase and would continue paying the previous discounted rate for the current season.

- Myers also noted that actual Little League payments in recent years were lower than publicly stated because of credits for donated improvements, including new scoreboards and portable pitching mounds.
- Recent annual payments ranged from approximately \$2,400 to \$5,400 after credits and discounts.

### Regional Comparison

City of Coeur d'Alene (CDA) MOU agreement with the CDA Little League organization:

- Exclusive use of four fields at the Canfield Sports Complex plus access to two other fields for practice. The Sports Complex is shared with the School District and Parks and Recreation.
- Fee of \$4,000 with an in-kind donation agreement similar to Post Falls'. There is also a 5% annual escalator and the contract is reviewed every five years.

### City of Hayden

- Croffoot Park and Sports Complex is the Little League's primary site.
- Hayden Little League is responsible for all maintenance.
- City of Hayden operates some of their programs at the end of the Little League season.

### City of Rathdrum

- Lakeland's Little League operates out of a non-profit (Lion's Club) owned site.
- Their facility use is essentially a dollar-a-year-type of agreement.
- The City of Hayden does not structure access or usage fees.

### Commission Discussion

Commissioners asked:

- Average per-player cost? Myers explained that the City of Post Falls doesn't have control over their numbers or turnout and that the Post Falls Little League's estimate was \$30-\$35/year per player for field access.
- Typical season length and number of games? Myers said he doesn't know.
- Would fields remain heavily used without the Little League's participation? Myers believes they would be used a lot but doesn't know if they'd be used as consistently.

Myers emphasized Little League's historical importance to the community and acknowledged the

broader community need for more baseball facilities. Myers also noted that the City of Post Falls manages five locations, including Brett James (full baseball field, 90' bases), 19<sup>th</sup> Street (mostly 60' bases and has 70' bases), Chase Sports Complex (two youth fields, 60' and 70' bases), and Corbin Park (no outfield fencing).

#### Future Policy Consideration

- Myers recommended developing a broader cost recovery and resource allocation policy rather than addressing fees one user group at a time.
- The recommendation aligns with the goal of establishing a cost recovery and resource allocation policy in the City's 2020 Parks Master Plan.

### 5. ADMINISTRATIVE / STAFF REPORTS

#### a. Park Maintenance Division Report

Bryan Myers, Parks Manager, City of Post Falls provided an overview of ongoing Parks maintenance seasonal preparation activities as the department transitions into summer.

Winter and early spring work focused on:

- Inspecting and servicing equipment.
- Repairing and maintaining picnic tables, furnishings, and park infrastructure.
- Tightening hardware, repainting surfaces, and applying fresh stain and weatherproofing treatments.

In the past month, the Parks Maintenance Staff began:

- Putting up netting at sports fields and courts.
- Deploying portable restrooms for recreation sites.
- Testing two new autonomous GPS-guided mowers to determine where they can best be utilized. Staff believes the equipment may eventually replace large wide-area batwing mowers at roughly half the equipment cost.
- Spring cleanup of pine needles, fertilizer and weed control application, and pressure washing.

Myers announced:

- Annual recruitment and job fair at the Black Bay Depot tomorrow.
- The annual Easter Egg hunt on April 4.
- The horseshoe pits at Q'emiln Park have been rebuilt.
- Restroom floor repainting maintenance is beginning as part of a four-year maintenance cycle.

### Challenges and Opportunities

- The American Legion baseball group expressed interest in having batting cages installed at the Sportsman Park and increasing their field usage.
- The Water Feature at the Spokane Street/I-90 interchange has been shut down after the detection of approximately one million gallons of water use. The cause of the water leak has not yet been determined.
- Repairs require specialized contractors because the site is considered a confined space and is not within the staff's skills set. Future I-90 widening projects may also affect the feature's future.
- Potential partnership with the Third Avenue Market and local food bank to help manage operations at the community garden (previously supported by the school district). Legal review of the draft MOU agreement is underway.
- Planned priorities for the next two months include hiring seasonal workers, opening park restrooms, activating irrigation systems, sports field preparation and routine maintenance tasks.
- Continuing to upgrade to magnetic locks throughout the parks. Installation of some security cameras on buildings is planned for 2027 depending upon budget.

### Asphalt and Trail Projects

- Sites scheduled this year for five-year cycle of asphalt seal coating and crack fill include City Hall, Syringa Park, Skate Park parking lot, Community Garden, Prairie Trail (not yet 5-years-old), Black Bay Depot Parking Lot.
- Two-phase reconstruction project for the first mile or two of the approximately 40-year old Centennial Trail from the state line to Pleasant View. The trail reconstruction is funded through the Joint Powers group and grant funds secured through Kootenai County.

### Chase Field Restroom

- The Commission asked for an update on the rebuild of the Chase Field restroom damaged by fire.
- Myers shared that utility relocation is underway to prepare the future restroom pad. The project is in the plan review process. Significant irrigation system improvements are also being made.

#### b. Urban Forester's Report

**Urban Forester's Report provided by Preston Hill, City of Post Falls Urban Forester**

- Staff completed annual brush pile burning operations at Black Bay Park as part of dead and dying tree removal efforts to reduce bark beetle populations before spring emergence. Most of the dead trees were damaged by bark beetles.
- Due to difficult terrain in some natural areas, burning is sometimes the only practical method for disposing of infected woody debris.
- Staff reported this year's operations went smoothly.

### **Windstorm Response**

- Staff responded to a recent windstorm that caused numerous downed trees throughout the city.
- Crews were called out overnight around 3:00 a.m. to clear trees from roadways. Clean up work was approximately 12 hours of immediate emergency response work. One large tree was entangled in streetlight wires across an intersection which required Avista Utilities to ensure safety of the area prior to cleanup the following day which required 10 hours.
- Most storm damage cleanup has been completed except for surveying trails to conduct cleanup on those.

### **City Hall Christmas Tree Replacement**

- Staff secured a replacement 16-foot concolor conifer tree for the City Hall Christmas tree after the previous subalpine fir tree was lost to balsam woolly adelgid infestation.
- The tree is scheduled for transplanting into one of the landscape beds this spring.

### **Volunteer and Community Forest Projects**

- Several volunteer projects led by Daniel Lambert were completed in partnership with community organizations:
  - The Post Academy (future law enforcement officers) helped with forest thinning and wildfire fuel reduction work in approximately one acre of community forest.
  - The monthly Friends of the Post Falls Community Forest group helped reduce unauthorized trailhead expansion and parking impacts along a wide turnout of West Riverview Drive by installing barriers, spreading wood chips, and decommissioning of social trails.

### **Dead and Dying Tree Removal**

- Urban forestry crews continue removing dead and hazardous trees along the Corbin Ditch and the Trailer Park Wave.

- Hill highlighted the crew's efforts to convert select dead trees into wildlife habitat snags where safe to do so, benefiting birds, mammals, and insects. Hill noted that the beneficial habitat trees are only retained in locations that do not pose risks on City sites.

### Educational and Public Outreach Events

- Staff is preparing for several spring educational programs and events, including:
  - Fourth-grade field trips involving all seven elementary schools will include guided hikes covering forest ecology, wildlife, geology, and the Parkway wildfire history.
  - The annual Arbor Day celebration is scheduled for May 2. Educational sessions on planting and pruning are planned. 100 trees are available for attendees first come, first served.

### Street Trees and Sidewalk Maintenance, Sign Clearance Pruning, and Trail Map Kiosk at Q'emiln Park

- Urban Forestry staff partner with the street department on sidewalk and root-pruning projects. The process includes removing sidewalk panels, root pruning affected trees, conducting two structural pull tests on every tree before and after pruning to ensure tree stability. Trees rarely require removal due to excessive structural weakening.
- Staff continue annual sign-clearance pruning to improve traffic sign visibility throughout the city. Approximately 100 signs have been identified for maintenance this season.
- A third trail map kiosk will be added at the Q'emiln Park trailhead. This will replace the outdated middle Kiosk Map. The bench will be relocated.

### Commission Discussion

- The Commission asked about coordination between Urban Forestry and the Streets Department during storm response operations. Hill explained that the Streets Department typically responds first and coordinates with Urban Forestry crews for tree-related hazards and cleanup prioritization.

### 6. COMMISSION COMMENT

None

### 7. ADJOURNMENT

Meeting adjourned at 7:03pm

Date: 6/23/26

Chair: Deven Braithwaite

Attest: Amber Adams

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