

**CITY OF LEWISTON  
PARKS AND RECREATION COMMISSION  
MEETING AGENDA**

**Lewiston Community Center  
1424 Main Street, Lewiston, ID 83591**

**February 21, 2024 @5:00PM**

**I. CALL TO ORDER**

A. ROLL CALL

**II. CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff.

*Comments may be made: (1) in-person, (2) by emailing the Parks and Recreation Director at [tbarker@cityoflewiston.org](mailto:tbarker@cityoflewiston.org) or (3) by calling (208) 746-2313 x6102 and leaving a message. If you would like your comment to be read aloud during the meeting, please so indicate in your message.*

**III. SELF-RECOGNITION AND CURE OF OPEN MEETINGS LAW VIOLATIONS**

**IV. CONSENT AGENDA**

A. MINUTES; January 17, 2024 – Action Item

**V. PRESENTATIONS, COMMUNICATION AND CORRESPONDENCE**

A. Department Staff Report

a. The staff report was sent out to commission members for the month of September

B. Senior Nutrition Update

C. Lewiston Parks and Recreation Foundation Update

**VI. ACTIVE AGENDA**

A. MINUTES: Approving the meeting minutes from the following meetings: January 18, 2023; March 15, 2023; May 7, 2023; August 16, 2023; September 20, 2023; October 18, 2023 - Action Item

B. PARK RESERVATION ACCOUNT DISCUSSION FOR FISCAL YEAR 2024 – Action Item

C. MODIE PARK CONSERVANCY LAND DONATION LETTER OF SUPPORT – Action Item

D. SUPPORT OF MODIE PARK MEMORANDUM OF UNDERSTANDING – Action Item

E. RECOMMENDATION REGARDING USE OF TREVITT PARK – Action Item

**CITY OF LEWISTON  
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**VI. OLD BUSINESS**

- A. City Comprehensive Plan Update
- B. Idaho Recreation and Park Association Conference
- C. Fiscal Year 2024 Projects
  - A. Facilities
    - i. Library Lighting Replacement
    - ii. City Hall West Windows
    - iii. Carnegie Library Exterior
    - iv. Police Training Center Roof
    - v. Traffic Control Roof
    - vi. Fire Station Diesel Particulate Mitigation
  - B. Golf
    - i. Cart Barn Replacement
    - ii. Driving Range Improvements
    - iii. Equipment Purchases: Tractor, Greens Mower, Surrounds Mower
  - C. Parks
    - i. Sunset Park Pickleball Courts
    - ii. Community Park Basketball Courts and Fitness Area
    - iii. Pioneer Park Playground and ADA Parking – IDOC Grant

**VII. CITY COUNCIL LIAISON COMMENTS**

**VIII. NEXT MEETING**

- A. Wednesday, March 20, 2024 at the Lewiston Community Center

**IX. FUTURE AGENDA TOPICS AND IMPORTANT MEETING DATES**

- A. Park and Recreation Master Plan (March)
- B. Auditorium District Discussion (April)
- C. Parks and Recreation Fee Policy (April)
- D. Parks and Recreation Fee Increases for Fiscal Year 2025 (April)

**X. ADJOURNMENT** – Action Item

PARKS AND RECREATION ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY JANUARY 17, 2024

**I. CALL TO ORDER**

PRESENT: Commissioners Bill Rowland, Jill Carlson-Balmer, Larry Kopczynski, Linda Glines, and Jim Kirk. Also in attendance were Parks and Recreation Director Tim Barker and Melinda Rose who is the City of Lewiston's Grant Writer.

ABSENT: Commissioners Jim Jenkins, Sammy Andrews, and new Council Liaison John Spickelmire

**II. CITIZEN COMMENTS**

No comments.

**III. CONSENT AGENDA**

Commissioner Rowland made a motion for acceptance of the Minutes from October 18, 2023 as presented, Commissioner Kirk seconded the motion, all approved.

**IV. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE**

A. Department Staff Reports:

Commissioners were sent the monthly report for October, November, and December. No follow up questions.

B. Senior Nutrition Update: Senior Nutrition held their annual Christmas lunch Wednesday December 20<sup>th</sup>. This lunch is sponsored by P1FCU and is always well attended by our senior population. There has been a group of musicians that have been using the Community Center for their practices during the day and they performed for the group throughout the mealtime.

C. Lewiston Parks and Recreation Foundation update:

No update.

D. City Volunteer Event:

The City is coordinating an appreciation event at the Lewiston City Library on the evening of Friday, February 2<sup>nd</sup>. All Commission members are encouraged to attend the event.

Members were asked to RSVP by this coming Monday, January 22<sup>nd</sup> so they can get a good head count.

**V. ACTIVE AGENDA**

A. Trevitt Park Request:

It was requested that the Parks and Recreation Commission discuss and make a formal recommendation related to the sale or lease of Trevitt Park as it is deemed to be underutilized. The requested use comes from recent interested parties in the land. Barker showed the commission the land that is considered Trevitt Park and the space that could be utilized by someone. Barker stated that there are no plans noted for any development at the site, it is not identified as a location that is of any priority within the Park and Open Space Master Plan and it is not often used by the neighbors or the general public. Barker also discussed the process if the land was to be deemed surplus and sold at public auction and the process if the city decided to retain ownership and lease it. The Commission discussed the

options and Commissioner Kopczynski made a motion to support either the sale of or leasing of Trevitt Park. Included in the motion was a request that the funds from either a lease or sale be treated as a revenue into the Park Reservation Fund Account. Jim Kirk seconded the motion, all approved the motion.

**B. Idaho Recreation and Park Association Conference:**

The Parks and Recreation Department is hosting this year's state conference which will showcase the community, bring in national keynote speakers, educational sessions and a trade show the first week in April. Commission members can contact Linda if you are interested in volunteering for the event or attending as a participant.

**C. Idaho Department of Commerce Grant:**

Director Barker and our Grant Writer, Melinda Rose have submitted a grant to replace the playground equipment at Pioneer Park and to add accessible parking stalls adjacent to the restrooms at the park. This site was selected for the grant because it is the only park within the system that sits in a predominantly low income area. WE are hoping to hear back on the grant within the next few weeks. If received, we would proceed with the project this spring and early summer. The grant proposal was approved through the City Council in December. Ms. Rose also took some suggestion from the Commissioners on other projects that might be applicable to the grants she has available.

**VI. OLD BUSINESS**

**A. A. City Comprehensive Plan Update:**

**B. Fiscal Year 2024 Projects**

**A. Facilities**

- i. Library Lighting Replacement
- ii. City Hall West Windows
- iii. Carnegie Library Exterior
- iv. Police Training Center Roof
- v. Traffic Control Roof
- vi. Fire Station Diesel Particulate Mitigation

**B. Golf**

- i. Cart Barn Replacement
- ii. Driving Range Improvements
- iii. Equipment Purchases: Tractor, Greens Mower, Surrounds Mower

**C. Parks**

- i. Sunset Park Pickleball Courts
- ii. Community Park Basketball Courts and Fitness Area

**VII. COUNCIL LIAISON COMMENTS**

Council Liaison Spickelmire was not present.

**VIII. NEXT MEETING**

- A. Wednesday, February 21, 2024 at the Lewiston Community Center.**

**IX. ADJOURNMENT**

There being no further business the meeting was adjourned at 6:30 PM

Linda Rape  
Recording Secretary

January 23, 2024  
Date

## PARKS & RECREATION

# January 2024

## MONTHLY REPORT

### ADMINISTRATION

- Department staff continued planning for hosting the Idaho Recreation and Park Association Annual Conference April 1-4. The conference will bring in national speakers, presentations from experts in the field and an opportunity to host a training locally for our department staff to attend. Anticipated attendance including vendors will be around 125 people for the 4 day event which will also highlight, through off-site tours, many of the great things that are happening in the Lewis-Clark Valley.
- Director participated in a free webinar titled “Beyond the Usual Suspects: Making Parks Planning Inclusive”. Areas covered within the training included gathering meaningful input from residents, assessing funding tolerance and affordability constraints, pitfalls when priorities and funding don’t match, and metrics to measure to see if your plans hit the mark with your citizens.
- Director and staff met with potential donors for various projects and program sponsorships for the department related to 2024 activities and future development within our park system.
- Director met with the Boys and Girls Club to discuss ongoing partnerships and potential other ways to collaborate in the future to be more efficient with facility uses and to provide complimentary program opportunities to residents.

### CEMETERY

- Assisted in planning 5 full casket burials
- Sold 1 Single adult grave
- Performed 4 monument stakings



### PARKS

- Cold and Snow was our largest opponent for the month. Some of the equipment was not available to use and made for longer days with fewer pieces of equipment. About 4 tons of ice melt was used for a variety of locations.
- Picnic table refurbishing is in progress. Boards are either sanded or replaced and then painted. All bolts are tightened plus replaced if missing.

- Work continued at Airport Park artificial turf installation on Field 3. Area was excavated, gravel was added and compacted. Turf will be added in the next day or so.
- Field 1 at Airport Park batter's boxes have been cut in and on deck circles are also being cut in.
- Due to the weather tree pruning shifted to Clearwater Park sidewalk and then to the Cemetery for safety reasons. We will stay on hard surfaces until the ground firms up.
- Vandalism is on the rise at Skate Park. They have continually dumped the trash cans all over the area, multiple times per day and night. Graffiti is very difficult to try and stay ahead of.
- Slow release fertilizer was applied to all turf areas prior to the cold temperatures and snow.
- Driving Range Project: Assisting Bryden Canyon Golf Course with this budgeted project with ordering netting, poles and partnership with a contractor.
- Tractor for Bryden Canyon Golf Course assisting with the bidding process for this budgeted item, using Sourcewell.
- Cart Storage Building Project: Assisting with the City process and needs to get this budgeted project completed.
- Working with Avista to audit costs at Hereth Park.
- Working with Avista to get lights repaired along the Kiwanis Park Pathway.

## RECREATION



### Programming:

- Completed our Soccer Sports Skills Camp this month. This program is open to 3-6 year olds. The program is a 3-Saturday program that takes place on Saturday mornings in Fenton Gym. We have 18 participants in this session of our Sports Skills Camp.
- Completed the 2023-24 Adult Recreation Basketball regular season and began the postseason tournament. There will be three different leagues for the postseason tournament.
- Started our Drill Team Program, this 6-week program is available for ages 5-14 and is taught by instructor Miranda Anderson. Sessions take place Saturday mornings at Sacajawea Middle School. The program will end with a performance in February where participants showcase the dance skills they've learned during the program. We have 49 participants in this program this year.
- Started and finished Registration for the 2024 Coed Volleyball Winter League (Early Bird: Jan 2-12, General: Jan 16-26). 24 Teams signed up this year which is 9 more than 2023 and 11 more than 2022 as well as 3 more than the 2023 Fall League (Oct- Dec).
- Started the Winter Session of our Karate Program with instructors from World of Martial Arts, LLC. This 6-week program takes place on Tuesday evenings at the Lewiston Community Center. There is a Kindergarten-1st grade group and 2nd-6th grade group. We had 16 participants between the two groups.
- Started registration for our Adult Mushball League. This coed softball program offers a guarantee of 5 games. Games take place Sunday afternoons at Airport Park. Registration runs mid-February with the season starting in March.

- Continued our Drop-In Pickleball program this month on Mondays and Wednesdays from 9-12pm in Fenton Gym. There is a daily drop in rate or monthly rate available for purchase at the gym.
- Staff completed programming for the spring edition of the Living Lewiston Magazine.

#### Meetings

- Staff met with Sue Andrews about the 30th annual Jill Andrews Memorial (JAM) Softball Clinic. This program is open for girls ages 5-10, participants learn the fundamentals of the game of softball. This program will take place Saturday May 11, 2024 at the Airport Softball fields. Lewiston P+R partners with Sue Andrews to offer this program.
- Staff met with Lynn Welch, District 2 representative for Softball of Idaho, about the upcoming Softball of Idaho State Meeting that is taking place February 10, 2024 in Boise, ID. We also furthered the conversation and organization for a Slow-Pitch Softball Umpire training in Lewiston (Tentative date March, 2 2024).
- Staff met with students of Jenifer Middle School to discuss and promote the City Youth Leadership Council and how interested students can join.
- Staff met with the Seaport River Run Race committee about the upcoming Seaport River Run. This year's SRR will take place on Saturday April 27, 2024. The committee will meet in February to choose a non-profit organization to be this year's race partner.
- Staff met with Happy Day Restaurants and CCI Speer, on separate occasions, about potential sponsorship opportunities for various programs, activities, and events.
- Held the 2024 Coed Volleyball Winter League Managers Meeting on Jan 31.

#### Fenton Gym Rentals

- There were 66 rentals through January.

## RESERVATIONS

#### Community Center Reservations

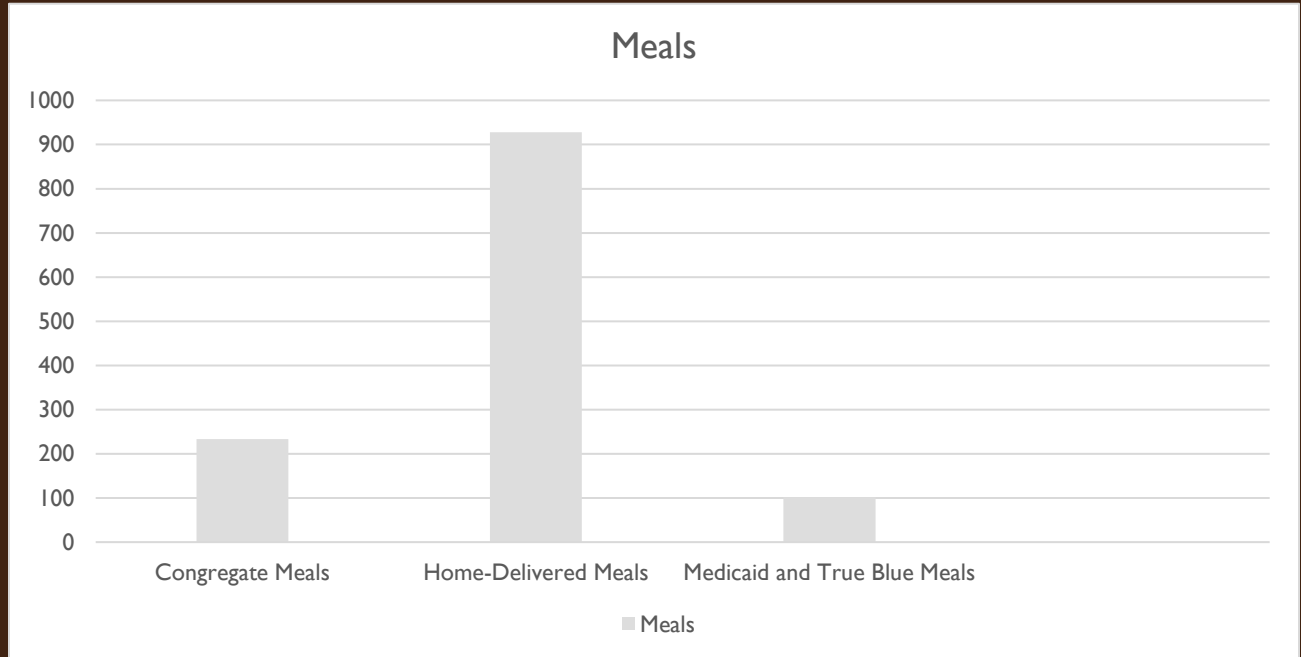
- There were seventy meetings and or events in the Community Center in January with approximately two thousand three hundred attendees and another approximately three hundred drop ins.

#### Park Reservations:

- There were no reservations in the parks in January. The lights were scheduled to come down in Locomotive Park on Saturdays but the weather turned so cold that they only got one weekend in. They will work on it in February.

# SENIOR NUTRITION

- Congregate Meals served this month = 233
- Home-Delivered Meals served this month = 928
- Medicaid and True Blue Meals served this month = 102
- Volunteer hours =139, Volunteers = 7



## BUILDING MAINTENANCE

### Projects:

- Monthly HVAC maintenance
- Accepted BID for Abatement work
- Completed Pre Bid meeting for LPD Generator
- Worked on Fire Station 4 bids
- Worked on engineering for Library lighting
- Worked on city Hall window replacement
- Started new Facility Maintenance Laborer in his position
- Continuing input into facility maintenance program.
- Several lighting issues addressed
- Worked on several contracts for future projects
- Finished updates in the Kokanee room at the community center. This room has many new functions and can facilitate events with snacks and a meeting at the same time .We feel the community will love using this newly renovated room



