

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

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

May 15, 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 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. CONSENT AGENDA

A. MINUTES; February 21, 2024 – Action Item

IV. PRESENTATIONS, COMMUNICATION AND CORRESPONDENCE

A. Department Staff Report

a. The staff report was sent out to commission members for the months of February, March, and April

B. Senior Nutrition Update

C. Lewiston Parks and Recreation Foundation Update

V. ACTIVE AGENDA

A. Partnership with the Valley Off-Road Bike Association (VORBA)

B. 2025 Fiscal Year Fee Proposals to be Presented at the meeting (Action Item)

C. Parks and Recreation Fees and Charges Policy (Action Item)

D. Arbor Day Celebration, Saturday April 27th, 1pm at Modie Park

a. This event also included Randall family guests in attendance to share the donation of their family's property to the Modie Park Conservancy

E. Sunset Park Pickleball Court Project Completion and Ribbon Cutting Event

VI. OLD BUSINESS

A. City Comprehensive Plan Update

B. Idaho Recreation and Park Association Conference Host Recap

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

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. Community Park Basketball Courts and Fitness Area
 - 1. Landscaping
- ii. Pioneer Park Playground and ADA Parking – IDOC Grant

VII. CITY COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

- A. Wednesday, June 19th, 2024 at the Lewiston Community Center
 - a. Annual Park Tour Plan

IX. FUTURE AGENDA TOPICS AND IMPORTANT MEETING DATES

- A. Annual Park Tour (June)
- B. Park and Recreation Master Plan (August)
- C. Auditorium District Discussion (August)

X. ADJOURNMENT – Action Item

PARKS AND RECREATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY FEBRUARY 21, 2024

I. CALL TO ORDER

PRESENT: Commissioners Bill Rowland, Jill Carlson-Balmer, Larry Kopczynski, Jim Kirk, Jim Jenkins, and Linda Glines. Also in attendance were Parks and Recreation Director Tim Barker, and Council Liaison John Spickelmire. Chairman Balmer had Councilor Spickelmire introduce himself and the Commission members present introduced themselves.

ABSENT: Commissioner Sammy Andrews

II. CITIZEN COMMENTS

No comments.

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

Commission Chair Jill Balmer's Statement:

The Parks and Recreation Advisory Commission is self-recognizing and curing several unintentional Open Meetings Law violations that occurred when the regular meeting agendas for the following meetings were inadvertently not posted on the City of Lewiston's website: January 18, 2023; March 15, 2023; May 7, 2023; August 16, 2023; September 20, 2023; and October 18, 2023. This is a requirement under Idaho Code Section 74-204(1), and it was recently discovered that this did not occur. As a result, the Parks and Recreation Advisory Commission is self-recognizing these violations and declaring all actions taken at these meetings to be null and void, in accordance with Idaho Code Section 74-208. Such items will be reconsidered later on in the meeting under Item VI. Active Agenda.

IV. CONSENT AGENDA

MINUTES: January 17, 2024

The minutes for January 17, 2024 were presented for approval. Commissioner Jenkins made a motion to accept the January 17, 2024 minutes as presented, Commissioner Kirk seconded the motion, all approved.

V. PRESENTATIONS, COMMUNICATION AND CORRESPONDENCE

A. Department Staff Report:

- a. The staff report was sent out to commission members for the month of January 2024. Commissioner Kopczynski asked about the energy audit at Hereth Park. Mr. Barker explained that there had been some anomalies in the billings and Corky has been working with Avista to see if there is a problem.

B. Senior Nutrition Update:

No Update

C. Lewiston Parks and Recreation Foundation Update:

No 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

Commissioner Kopczynski moved to approve the commission minutes from January 18, 2023; March 15, 2023; May 7, 2023; August 16, 2023; September 20, 2023; October 18, 2023. Commissioner Jenkins seconded the motion all approved.

B. PARK RESERVATION ACCOUNT DISCUSSION FOR FISCAL YEAR 2024

Previous motion:

Commissioner Kirk made a motion to use park reservation funds for a mid-size shelter to be installed in the vicinity of the pre-fabricated restroom at Community Park where the basketball court and outdoor fitness equipment will be located.

Current motion: Commissioner Jenkins made a motion to use park reservation funds for a mid-size shelter to be installed in the vicinity of the restroom at Community Park where the basketball court and fitness equipment will be located. Commissioner Kirk seconded the motion, all approved.

C. MODIE PARK CONSERVANCY LAND DONATION LETTER OF SUPPORT

Previous motion:

Commissioner Kopczynski made a motion to provide a letter of support for the acceptance of the proposed donated land from the Randall family to the Modie Conservancy.

Current motion: Commissioner Kopczynski made a motion to provide a letter of support for the acceptance of the proposed donated land from the Randall family to the Modie Conservancy. Commissioner Rowland seconded the motion, all approved.

D. SUPPORT OF MODIE PARK MEMORANDUM OF UNDERSTANDING

Previous motion:

Commissioner Jenkins made a motion to support the MOU between the City of Lewiston and the Modie Park Conservancy.

Current motion: Commissioner Jenkins made a motion to support the MOU between the City of Lewiston and the Modie Park Conservancy. Commissioner Glines seconded the motion, all approved.

E. RECOMMENDATION REGARDING USE OF TREVITT PARK

Previous motion:

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.

Current motion: 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. Commissioner Rowland seconded the motion, all approved.

VII. OLD BUSINESS

A. City Comprehensive Plan Update:

Mr. Barker is working on updating our part of the City's Comprehensive plan. Concentrating on the Parks and Recreation's Master Plan and making sure Recreations contributions and Urban Forestry's responsibilities are included in the overall plans.

B. Idaho Recreation and Park Association Conference:

Lewiston Parks and Recreation Department is hosting the IRPA conference this year. We will have registration and a couple off site fun things to sign up for Monday April 1st and then full conference agenda starts Tuesday morning. Looking for volunteers if any Commissioners are interested.

C. Fiscal Year 2024 Projects:

A. Facilities:

- i. Library Lighting Replacement:
Have received a bid and will be going to City Council for approval 2/26
- ii. City Hall West Windows:
Have not moved forward with this project
- iii. Carnegie Library Exterior:
Have received a bid and will be going to City Council for approval 2/26
- iv. Police Training Center Roof:
Have received bids but are not moving forward yet
- v. Traffic Control Roof:
Have received bids but are not moving forward yet
- vi. Fire Station Diesel Particulate Mitigation:
Have received a bid but are waiting for a report back on possible additional work to be completed.

B. Golf:

- i. Cart Barn Replacement:
Met with the City's Design Review Committee to discuss the project and will be reaching out to an architect to partner on the project. Because of the fill that has been place on-site over the years, we will be needing to get a compaction test completed.
- ii. Driving Range Improvements
Materials have been ordered and a contractor will complete the work once everything has been received.
- iii. Equipment Purchases: Tractor, Greens Mower, Surrounds Mower
Tractor bid has been approved and due to savings, we are looking at purchasing additional equipment needed for the course which would keep us under the allotted funding still.

C. Parks:

- i. Sunset Park Pickleball Courts:
Anticipated completion date for this project will be May 2024. The department and club plan to have a ribbon cutting event and check presentation from the club, once completed.
- ii. Community Park Basketball Courts and Fitness Area:
Waiting for approval of the agreement for final design, bidding and construction management. Window for construction would be ASAP to spring of 2025.
- iii. Pioneer Park Playground and ADA Parking – IDOC Grant:

We received the \$250,000 grant from the Idaho Department of Commerce which will create new ADA parking stalls next to the restroom, a dog, bottle and regular drinking fountain combo to replace the current one that is in place and a complete replacement of the playground, all at Pioneer Park. Currently working on environmental approvals

VIII. COUNCIL LIAISON COMMENTS

Counselor Liaison Spickelmire asked about the parking at Kiwanis Park in front of the playground off of Snake River Ave., where the railroad tracks were. Mr. Barker said he thought that was part of a larger Public Works Snake River Avenue project.

IX. NEXT MEETING

A. Wednesday, March 20th 5:00PM at the Lewiston Community Center

X. 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)

XI. ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 PM

Linda Rape
Recording Secretary

March 6, 2024
Date



PARKS & RECREATION

February 2024

MONTHLY REPORT

ADMINISTRATION

- Director participated in continued work with the city's Comprehensive Plan update "Envision Lewiston 2044".
- Work continued this month in preparation for hosting the Idaho Recreation and Park Association Annual Conference which will be held at the Hells Canyon Grand Hotel, and various off-site locations around the city, April 1-4, 2024.
- Director met with the Modie Park Conservancy Volunteer Coordinator onsite to discuss spring projects
- Director met with multiple community and advisory groups this month including the Parks and Recreation Commission, the Urban Forestry and Cemetery Commission, the Modie Park Conservancy Board, Seaport River Run Committee, Mtn Dew Skatepark Volunteer group, LHS Safe and Sober Grad Party Committee and the Down and Dirty Mud Run Committee.

CEMETERY

- Assisted in planning 1 double depth casket burial
- Sold 1 cremation grave space
- Performed 1 cremation burial
- Performed 7 monument stakings



PARKS

- Mowing has started!
- Requests to have all sweepers changed over to mowing machines has been done.
- Spring Sports of baseball and softball has started. All of our fields have been worked on and we are in the process of putting finishing touches on them.
- Picnic table repairs has been completed.
- Spring cleanup has started in all parks.

- North Lewiston “Thank You” sign has been removed and restoration in progress. New anchor posts will be installed when the sign is re-installed.
- Airport Park artificial turf installation on all 4 fields has been completed. Batters boxes and on deck circles and have been cut in.
- Tree pruning is ongoing in the Cemetery. We will stay on hard surfaces until the ground firms up.
- Driving Range Project: Assisting Bryden Canyon Golf Course with this budgeted project 8 poles have been installed. The netting has arrived and will be installed soon.
- Cart Storage Building Project at Bryden Canyon Golf Course is in progress.
- Assisting Community Development with the potted planter replacements on Main Street.
- Airport restroom interiors have received a fresh coat of paint.
- Avista has completed the Kiwanis Park Pathway lighting repairs.

RECREATION



Programming:

- We held our Daddy Daughter Dance event on February 2nd at the Lewiston Community Center. We sold out of the event this year at 125 tickets sold.
- Completed the 2023-24 Adult Basketball League postseason tournament.
 - League Champions: League 1 = The Blue Team, League 2 = Spire, League 3 = J-3
- Completed our Youth Drill Team program. Participants completed a final performance to showcase the skills and moves they’ve learned throughout the programs. We had 49 participants in the program this year.
- Completed Session 2 of our Karate Program for grades K-6th. Classes took place on Tuesday evenings at the Lewiston Community Center. The participants were split into two groups, K-1st grade and 2nd-6th grade. Instructors from World of Martial Arts, LLC teach the program.
- Started the Adult Coed Volleyball Winter League season and completed the first half of games. We had 24 teams register for this year’s Winter Volleyball League.
 - Games take place on Sunday and Monday evenings at Fenton Gym, Jenifer Middle School Gym, and Sacajawea Middle School Gym.
 - Teams play 10 regular season games and end with a single elimination tournament. Teams are separated into different leagues depending on skill level.
- Ended registration for our 2024 Mush ball league. 7 teams registered this year. Games take place on Sunday afternoons in March and April. Teams play a 5 game season.
- Began registration for our Adult Spring Flag Football league. Registration takes place through mid-March. Games take place at Sunset Park on Sunday afternoons and Wednesday evenings. Teams play an 8-game regular season and conclude with a single elimination tournament.

- Continued our Drop-in Pickleball Mondays and Wednesdays from 9am-12pm at Fenton Gym.
 - We've extended our Drop-in Pickleball program through March due to its popularity

Meetings

- Staff member represented the Department at the Softball of Idaho Meeting in Boise. Annual meeting with other districts, city entities, and state organizations about changes, updates, and future of softball programs in the State of Idaho.
 - Met with Bill Parks (State Commissioner), Rob Brown (State Umpire in Chief), and Lynn Welch (District 2 Commissioner) about organizing an Umpire training in Lewiston. (Tentative date March 2, 2024).
- Met with the Lewiston High School Softball Coach, Jesse Roehl, about the upcoming softball season.
 - LHS Softball utilizes 2 Airport Softball fields for their high school softball program.
- Held the 2024 Mush ball League Managers Meeting.
- Met with Mark Thompson (Lewiston Little League President) several times about the upcoming Little League season, the Little League MOU, and Little League purchasing a new scoreboard for Pepsi Field.
- Met with representatives of the Babe Ruth organization to talk about the upcoming season.
- Staff met with numerous local businesses to promote programs and events for potential sponsorship.

Ball Field Rentals

- Lewiston Little League used P1FCU Field at Hereth Park on Sundays this month for their Little League Clinic days to prepare for the upcoming Little League season.

Fenton Gym Rentals

- There were 64 rentals through February.

RESERVATIONS

Community Center Reservations:

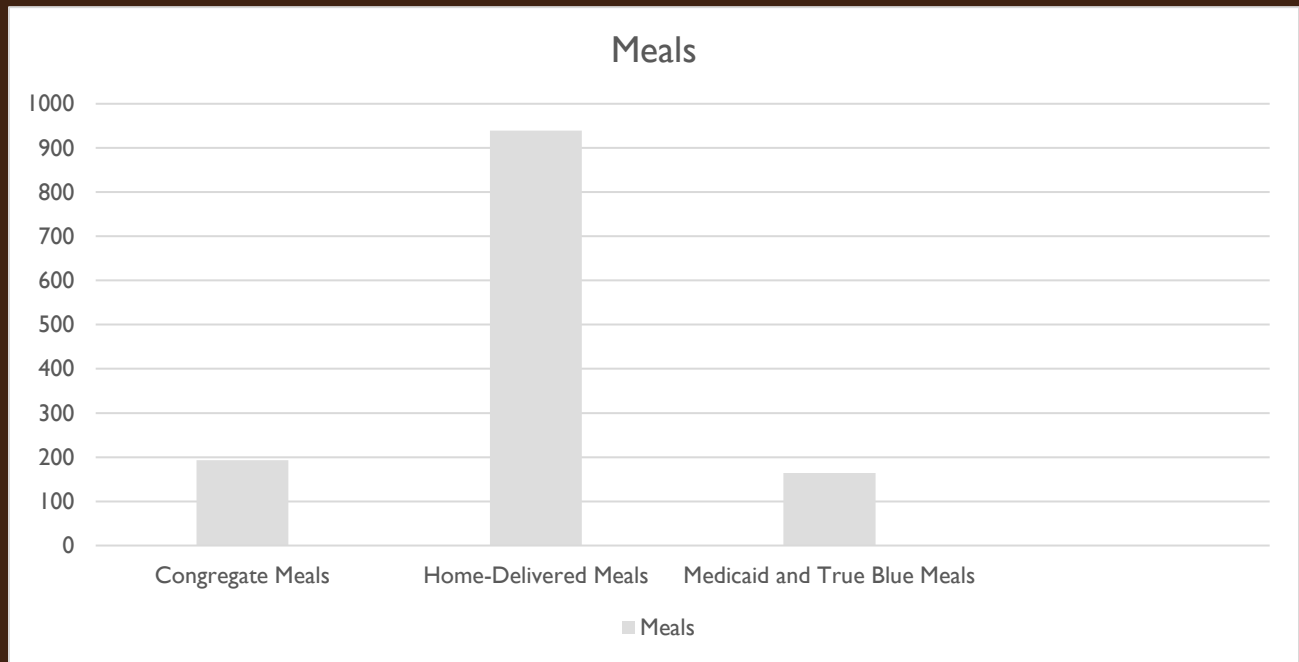
- There were sixty six (66) meetings and or events in the Community Center in February with approximately nineteen hundred attendees and another approximately two hundred drop-ins.

Park Reservations:

- There were two reservations in the parks in February.

SENIOR NUTRITION

- Congregate Meals served this month = 193
- Home-Delivered Meals served this month = 939
- Medicaid and True Blue Meals served this month = 164
- Volunteer hours = 72 , Volunteers = 7



BUILDING MAINTENANCE



Projects:

- Monthly HVAC maintenance
- Presented to City Council BID awards for Fire department abatement and historical painting
- Received BID for Lewiston Police Department Generator replacement
- Installed Egress window at Fire Station 4
- Installed New lighting at Fire Station 4
- Continuing input into facility maintenance program.
- Continuing to work on Library electrical engineering
- Met with SEI to learn about new power metering solutions
- Completed many service calls for general maintenance.
- Updated door entry into Finance department.
- Installed new Counter tops in the community Center Kitchen service area.



PARKS & RECREATION

MARCH 2024

MONTHLY REPORT



ADMINISTRATION

- Director virtually attended the “Beyond the Minimums: Accessibility Webinar Series / Part 1: Breaking Ground: Best Practices for Creating Accessible Routes and Surfacing in Parks and Recreation Facilities”.
- Department staff met multiple times this month in preparation for hosting the Idaho Recreation and Park Association Annual Conference which will be held April 1-4 at the Hells Canyon Grand Hotel. We are expected to bring in over 100 participants from across the state and vendors from across the country. Lewiston has not hosted the conference in over 20 year so this is a big opportunity to show off all of the great things that we do within our community!
- Director met with staff from LCSC and the Lewiston School District to discuss future on and offsite wayfinding for the Tri-Partnership site in the orchards which is hope to Lewiston High school, the LCSC Career Tech Center and Community Park. This partnership of coordination is building off of the signage on the reservoir that was completed this past year.
- Director met with the board of directors for the annual Down and Dirty Mud Run event which will be held this year in late August again at Community Park. The course meanders through the park and the LCSC cross country course and is a great use of the site as it remains undeveloped at this time. Staff are looking forward to the continued event at the site and organization of the committee.
- Director attended the annual Lindsay Creek/Tammany Creek Watershed Advisory Group Meeting and represents the recreational interest within the watersheds.
- Director met with Living Waters to discuss a landscape plan for the current parking lot phase 1 development at Community Park as well as a long term maintenance plan in the canyon along the 5 miles of developed trails that exist at this time. A majority of maintenance moving forward will be coordinated with a local nonprofit group called the Valley Off-Road Bike Association (VORBA).

CEMETERY



- Assisted in planning 2 cremation burials
- Assisted in planning 1 full casket burial
- Performed 1 niche cremation burial
- Performed 6 monument stakings
- Performed 1 quit claim of full size grave

PARKS

- Baldwin Falls is operational.
- We have noticed and have heard from a number of citizens throughout the Valley there seems to be a large number of roses and some in the evergreen family that have died. The late extremely cold snap we had this winter is the prime suspect.
- Artificial turf installed at Skate Park. This is to keep the mud off of the surface.
- Skate Park has been painted again.
- Pickleball Courts Fence Posts are in the process of being patched in preparation to be painted in May.
- Danny Santiago has made an assessment of our camera needs and place a cost estimate with it.
- Installed a new scoreboard at Pepsi Park for Little League.
- Sunset, Traffic Control, Police Training Center and Upper and Lower 17th have been over seeded in the areas that were affected by the water restrictions last year.
- Spring cleanup has started in all Parks.
- North Lewiston “Thank You” sign has been completed with the restoration. New anchor posts have been installed.
- Tree pruning and removals is ongoing in the Cemetery.
- Driving Range Project: Assisting Bryden Canyon Golf Course with this budgeted project 8 poles have been installed. The netting has arrived, waiting on the hardware and will be installed soon.
- Cart Storage Building Project at Bryden Canyon Golf Course is in progress.
- Assisting Community Development in the potted plants on Main Street.

RECREATION



Programming:

- Completed our Baseball/Softball Sports Skills Camp. This 3-Saturday program is for 3-6 year olds, where participants learn the fundamentals of the sport. The program takes place on Saturday morning at Fenton Gym.
 - We had 16 participants in this Sports Skills Camp Session.
- Completed the final month of Drop-in Pickleball. A program that ran Mondays and Wednesdays from 9am-12pm at Fenton Gym during the months of December-March.
 - We had 44 participants throughout March.
- Completed the 2024 Coed Winter Volleyball League Season and began the postseason tournament.
- Began games for the 2024 Mushball season. This 5-game season takes place on Sunday afternoons at the Airport softball fields.
- Cancelled the 2024 Spring Flag Football season due to lack of teams registered
- Began registration for the 2024 Men's and Women's Slow-Pitch Softball Season. Early Bird Registration takes place March 25 - April 12. General registration will follow from April 13-19. Teams are guaranteed 10 regular season games followed by a double elimination tournament. Games are held
- Monday-Thursday evenings, men's league games take place at P1FCU and Sunset Field, and women's league games take place at Airport Softball Fields.
- Began registration for our Youth T-ball program for ages 3-4, this 6-week program includes 2 Saturday Clinics, 4 practices, and 4 games. Registration runs through April or until we max out at 120 participants.

Meetings

- Held umpire training in Lewiston, Fenton Gym on March 2nd.
- Meet with Mark Thompson several times about the upcoming Little League season and make amendments to the Little League MOU.
- Staff attended a Little League coaches meeting on March 18 to talk about field improvements and maintenance asks from Little League during their season.
- Staff met with a representative from Musco Lighting and showed him around our ball fields to get estimates on updates to our ball field light systems.
- Staff met with a representative from T-Mobile to talk about potential sponsorship opportunities for our programs.
- Staff participated in a focus group for CivicRec to discuss product experience and help with product development and enhancement.
- Staff met with the President of Ethan and Friends Inc. A local non-profit organization whose mission is to provide all-inclusive sensory and learning opportunities for children and adults of all ability levels. They are this year's non-profit race partner for the Seaport River Run and will be responsible for providing volunteers for many race tasks.
 - Staff also met with the rest of the Race Committee in preparation for the April 27th race date.
- Staff participating in two different training seminars on Staff Development and Aquatics management offered through NRPA.
- Staff met with a representative of the National Fitness Campaign to discuss opportunities to bring the campaign to a park in our community.

Ball Fields

- March had 38 field rentals. The field rentals included 3 multi-day tournaments (One Fast-pitch softball, one youth baseball, and one adult slow-pitch softball), 12 by surrounding high school baseball and softball programs including one early season baseball tournament.
- Lewiston High School (LHS) had 72 different field uses during March including one jamboree and two doubleheader games.
- Lewiston Little League (LLL) had 60 different field uses during March. Two of which were for tryouts and one skills clinic.
- On March 30, two of our ball fields/parks were utilized by local clubs (Eagles & Lions) for annual Easter egg hunts.

Fenton Gym Rentals

- There were 25 rentals through March

RESERVATIONS

Community Center Reservations:

- There were one ninety five meetings and or events in the Community Center in March with approximately thousand five hundred attendees and another approximately two hundred drop ins.

Park Reservations:

- There were eleven reservation in the parks in March with approximately five hundred attendees. We also provided space for two local businesses to host public Easter egg hunts. They hosted over a thousand kids at those events.

BUILDING MAINTENANCE

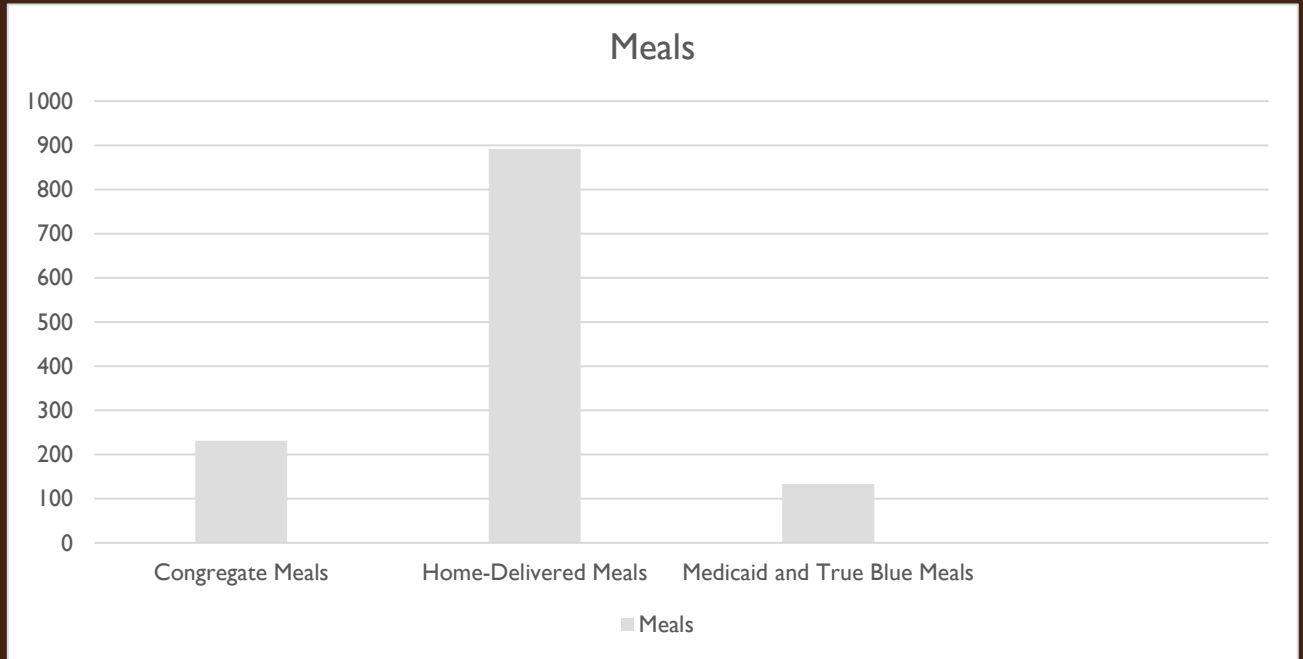


Projects:

- Monthly HVAC maintenance to prep for Spring
- Awarded Lewiston Police Department Generator replacement
- Lots of interior painting
- Continuing input into facility maintenance program.
- Continuing to work on Library electrical engineering
- Completed many service calls for general maintenance.
- Updated door entry into Finance department.
- Lots of electrical repairs and updates
- Continued to train new Facility laborer/Custodial lead
- Updated counter tops in the community center Kitchen. These old counter tops were from the 70's and worn through. These new ones are a hardy laminate, are very solid, and will last many years.

SENIOR NUTRITION

- Congregate Meals served this month = 231
- Home-Delivered Meals served this month = 892
- Medicaid and True Blue Meals served this month = 133
- Volunteer hours = 153



PARKS & RECREATION

APRIL 2024

MONTHLY REPORT

ADMINISTRATION

- The Parks and Recreation department hosted the Idaho Recreation and Park Association Annual Conference this month. We held the event at the Hells Canyon Grand Hotel and provided 3 ½ days of activities and educational sessions for 80 professionals and 18 exhibitors with speakers from around the country. This was the first time that the city has hosted the event in over 20 years. Staff served on the planning committee, as presenters and room hosts for the conference. It was a great team effort and the attendees were all happy with the experience and being about to get out and tour our great park system and got to see the innovative ways we are approaching maintenance and recreational fields. They were also able to tour partner facilities as well and learned how we work cooperatively with other local agencies.
- Director started working with the Bureau of Reclamation to update our use agreement at Hereth Park. The park is one of a number of facilities that the department maintains and uses as a park within our system, which is owned by another governmental agency.
- Staff met with a company to look at columbarium, scattering garden and ossuary options in an effort to move forward with the planning and development of the area around the mausoleum at the cemetery which will increase our cremation options.

CEMETERY

- Assisted in planning 2 cremation burials
- Assisted in planning 2 full casket burial
- Performed 1 niche cremation burial
- Performed 3 cremation burials
- Performed 3 monument stakings



PARKS

- Completed pickleball Courts Fence Posts patching.
- Arrow has started to prepare the pickleball surface to paint them.
- ISS helped catch vandalism in progress with cameras near Community Park. 4 people were charged as a result. Thank You!!
- Cemetery front lawn was hydro seeded. The old sod was removed and reused where shrubs were removed in the Masonic Division. The carpet roses, in front of the Mausoleum were removed and that area was sodded in as well.
- Completed tree pruning and removals at the Cemetery.
- Staff installed a new 8" backflow device at Pepsi Park.
- Driving Range Project: At Bryden Canyon Golf Course Driving Range we are installing the new netting.
- Cart Storage Building Project at Bryden Canyon Golf Course is in progress. We are settling in on a design. Building quotes are back and base quotes are in progress.
- Assisting Community Development with 16 trash cans removed and 16 new ones installed on Main Street. Bench installation has been delayed due to the wrong base anchors being ordered. We have come up with a plan to possibly have them fabricated here.
- Staff met with a company via video conference to discuss columbarium, ossuary and scattering garden options for the Mausoleum.
- Staff presented and gave a demonstration at the Idaho Parks and Recreation Conference on Artificial Turf and The Tiny Mobile Robot.
- Completed the installation of a new drinking fountain and a frost free water hydrant at Sunset Park Pickleball Courts

RECREATION



Programming:

- Took a group of seniors to Pie Safe Bakery in Deary, ID as part of our First Friday Lunch for our Senior Activities.
- Completed the 2024 Coed Winter Volleyball League. The season consisted of 10 regular season games followed by a single elimination tournament. Games took place at Fenton Gym, Jenifer Middle School Gym, and Sacajawea Middle School Gym on Sunday afternoons and Monday evenings. 24 teams signed up for the Winter League this year. Teams were divided into different leagues depending on skill level. League Championships are listed below.
 - League 1 Champs: Carpe Dig'em
 - League 2A Champs: Old Kids On The Block
 - League 2B Champs: Gettin Diggy Wit It
 - League 3 Champs: Blasted And Baked Inc.
- Completed the 2024 Mush ball season. This season consisted of a minimum of 5-games. Games took place at Airport Park on Sunday afternoons.
- Held our 46th Annual Seaport River Run on Saturday, April 27th. Participants started at Swallows Nest Park in Clarkston, WA, and completed the run at Hells Gate State Park Marina in Lewiston, ID. There was a short course option (5K) and a long course option (10K). There were 435 total participants in this year's race.

- Held registration for the 2024 Men's and Women's Slow-Pitch Softball Season during April. We had 29 teams sign up (7 women, 22 men). The season will start in May and run through July. The season consists of 10 regular season games followed by a double elimination tournament. Women League games take place at Airport Park and Men's League games take place at Sunset Park and P1FCU Field at Hereth Park. Games take place Monday-Thursday evenings. Teams are divided into different leagues depending on skill level and day availability.
- Started registration for our T-ball Program for 4 and 5 year olds. This is a 6-week program that includes two clinic days, 4 game days, and practices throughout the program. All events for the program take place on the Sunset T-ball Fields at Sunset Park.
 - The start of the program is May 11th.
- Registration for our Mother-Child Spring Dance continues throughout the month. This event will take place on May 3rd from 6-8pm at the Lewiston Community Center.
- Completed programming for the Summer Edition of the Living Lewiston Magazine. Some programs that are highlighted in the magazine are Movies Under the Stars, Rec Mobile, Aquatics, and Coed Softball

Meetings

- Staff met with volunteers for Ethan and Friends, Inc. this year's Seaport River Run non-profit race partner.
- Staff met with representatives of the LC Hockey Association about a possible partnership with P+R to offer a hockey clinic for kids in the fall.
- Staff participated in a focus group with CivicRec, the system we use for our online registration.
- Staff held meetings with potential and returning pool staff for the upcoming pool season
- Staff met with Chris Engledow, Head Coach for the LC Neptune Swim Team, for the use of Orchards Pool for their annual swim meet at the end of May.
- Staff met with PE Teachers of the Lewiston School District about the use of Orchards Pool as well as Lifeguards for their 3rd Grade Swim Program that will be held at the end of May.
- Staff held the Managers Meeting for Men's & Women's Slow-Pitch Softball League.
- Staff continues talks with the Babe Ruth (BR) representation about the upcoming season.
-

Ball Fields

- There were 40 ball field rentals this month. 2 included all-day tournaments (One youth baseball & one Adult slow-pitch) and 11 were rented by surrounding High Schools for Baseball & Softball games.
- Lewiston High School (LHS) had 72 different field uses during April including 13 uses for games.
- Lewiston Little League (LL) had 67 different field uses during April including over 110 games over 18 separate dates.

Fenton Gym

- There were 32 Fenton Gym rentals this month

RESERVATIONS

Community Center:

There were 63 meetings and or events in the Community Center in April with approximately 2200 attendees and another approximately 200 drop ins.

Parks:

There were 20 reservations in the parks in April with approximately 1000 people attending those events.

FACILITY MAINTENANCE

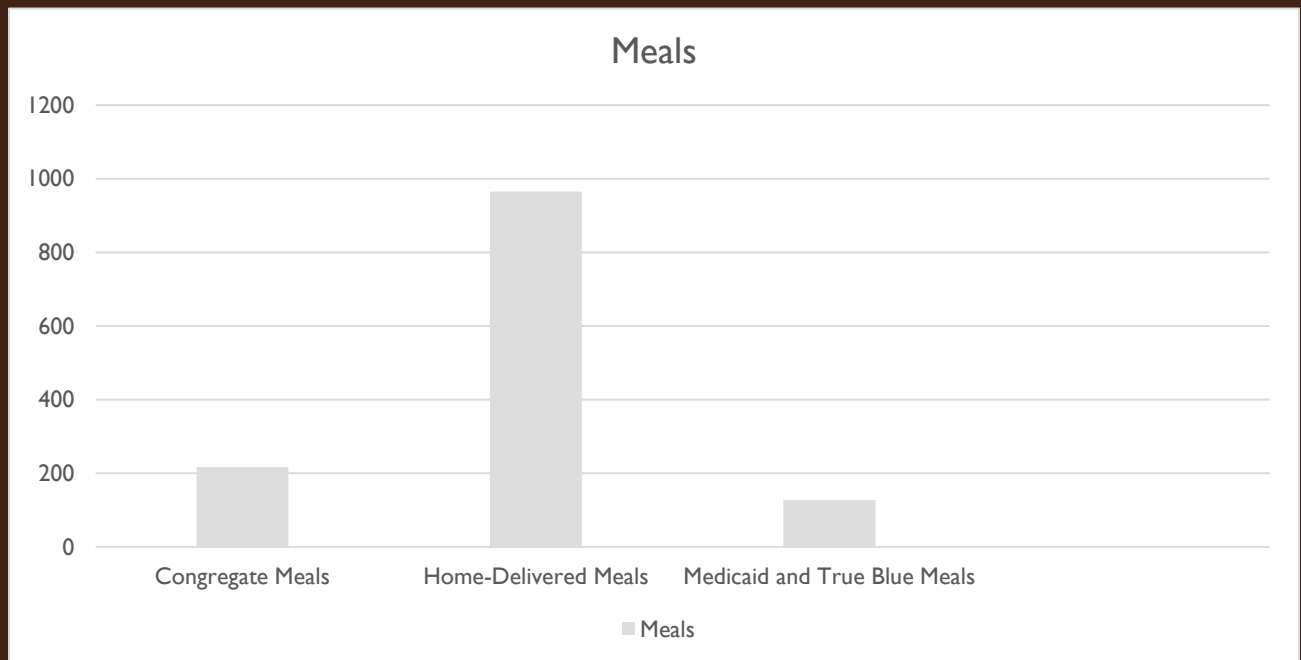


Projects:

- Monthly HVAC maintenance prepping for Summer
- Started Fire department abatement at Fire Station 4
- Celebrated the Retirement of 23 year HVAC employee Jeff Trimble. Welcoming Steve Lee into this HVAC position.
- Installed the rest of the new lighting at Fire Station 4
- Completed many service calls for general maintenance.
- Lots of electrical maintenance completed.
- Installed new Counter tops in the community Center Kitchen service area.
- Completed listing of two new open positions.
- Completed new roof on Police Training Center.

SENIOR NUTRITION

- Congregate Meals served this month = 217
- Home-Delivered Meals served this month = 965
- Medicaid and True Blue Meals served this month = 127
- Volunteer hours = 156 , Volunteers = 8



P&R Faciltes Proposed Rate Changes for FY '25

<u>Facility Rentals</u>	<u>Current</u>	<u>Proposed for FY '25</u>
Steelhead	\$30	\$35
Kokanee	\$25	\$30
Sturgeon	\$25	\$30
Salmon	\$25	No Change
Cutthroat	\$25	No Change
Chinook	\$20	No Change
Fenton	\$30	No Change
Kitchen	\$65/Flat	No Change
Steelhead/Salmon	\$55	\$50
Steelhead/Salmon/Cutthroat	\$80	\$65
Whole Building	\$150	\$130
Ball Fields	Current	Proposed for FY '25
Practice (2-Hour)	\$45	No Change
Game (5-Hour)	\$95	\$100
Tournament (10- Hour)	\$145	\$155
Parks	Current	Proposed for FY '25
Small Groups	\$65	\$70
Medium Groups	\$75	\$80
Large Group	\$135	\$140
Groups Over 500	\$225	\$235
BS Small Group	\$85	\$90
BS Medium Group	\$95	\$100
BS Large Group	\$155	\$165
Misc Fees	Current	Proposed for FY '25
Alcohol (All rentals)	\$30	No Change
Projector/Speaker (Facility Rentals)	N/A	\$40
Small Inflatable (Facility/Park Rentals)	N/A	\$50/2hr +\$15/additional hrs
City Sponsored Event Vendor Fee	N/A	\$50
Extra Hour (Ball Fields)	\$20	No Change
Concession Stand Fee (Ball Fields)	\$40	No Change
Ball Field Lights	N/A	\$40/hr
Processing Fee	N/A	\$20



FEES AND CHARGES POLICY

REV. 2024

Why does the Lewiston Parks & Recreation Department Need a Fees and Charges Policy?

The nation's park and recreation agencies have always, to a greater or lesser extent, offered diversified park and recreational services to its citizens, recognizing government's responsibility to provide open space and leisure opportunities. But, in view of the increasingly heavy demands for new and expanded services, the rapid increase in operating costs and capital expenditures, and because of limited access to tax revenue, it has become difficult to maintain existing levels of service, much less provide new consistent policies that will serve as tools for evaluating services and establishing appropriate fees and charges. The imposition of fees makes possible expanded recreation programs and facility improvements that can be justified on the basis that such programs or improvements would not otherwise be possible.

The result of the current economic climate in the development and operation of parks and recreation programs and facilities has been a reduction in the availability of tax dollars for public services, particularly at local levels of government. This has caused local jurisdictions to either reduce the quality and range of community services offered or to seek alternative revenue sources to finance these services, or both.

In many municipalities the primary alternate source of revenue to the property tax is user fees and charges. Although Lewiston looks to supplement property tax revenues with state, federal, and private revenues; the need for user fees and charges clearly prevails if we plan to continue offering a high level and expanded variety of recreation programs along with continued improvement and expansion of open space, park and recreation facilities.

Sections:

- I. Statement of Philosophy
- II. Definitions of Fees and Charges
- III. Types of Fees and Charges
- IV. Commercial Use of Facilities
- V. Evaluation of the Policy and the Schedule

I. STATEMENT OF PHILOSOPHY

The underlying principle of the Lewiston Parks & Recreation Department's fiscal program must be to efficiently offer the most diversified recreational services possible, ensuring that all citizens of Lewiston have equal opportunity and choice in participation and access to public facilities. However, since the demand placed upon the department to provide services is greater than the public's ability or willingness to appropriate public funds to support that demand, it has become an economic necessity to charge certain fees for these services. However, fees and charges for the Lewiston Parks & Recreation Department services provide only one source of financing for the public agency. Fees must be thoroughly evaluated prior to inception to integrate them into the fiscal matrix supporting public parks and recreation services, a matrix which includes general fund appropriations, capital improvements funds, grants-in-aid, and special gifts and donations. The City Council as the policy body of Lewiston must determine the amount of general fund support versus user fees.

The goal of this fees and charges policy analysis is to establish a written operating philosophy and a consistent policy statement that will be formally adopted by the Parks and Recreation Advisory Commission and the Lewiston City Council.

A. GENERAL PHILOSOPHIES

IT IS THE GOAL OF THE CITY OF LEWISTON TO:

1. Improve the quality of life for each individual within Lewiston through recreation programs, parks, and other open space;
2. Provide and maintain safe and clean recreation and park facilities for use by the general public of Lewiston and our visitors;
3. Provide trained and qualified staff for supervision and instruction of participants in recreation programs and activities;
4. Involve the public in the planning, design, operation and evaluation of recreation and park programs, activities and facilities;
5. Provide the opportunity for residents of Lewiston to participate in recreation programs and activities and to utilize the facilities of the department and those of our partnering agencies;
6. Establish user fees that should not discourage the use of the Lewiston Parks & Recreation department facilities and recreation programs;
7. Establish user fees that do not create a restrictive or exclusionary effect. The key principle in establishing Lewiston Parks & Recreation Department user fees is the principle of equity. It is the principle that "public goods" should be paid for out of general fund revenues while "private consumption" should be charged for;
8. Maintain the principle of accessibility for all user groups and to encourage everyone to actively participate.

B. SPECIFIC PHILOSOPHIES

IT IS THE POLICY OF THE CITY OF LEWISTON THAT:

1. Basic Park and Open Space Services Should Be Free

Such fundamental services are those which purchase, develop, preserve and maintain park and open space facilities and promote physical and mental well being and patron safety. Therefore, public funds should be used for acquisition of lands, improvement of property and facilities, management, maintenance and basic services.

Other park and recreation services and facilities should be free except where one or more of the following circumstances exists:

- a. Cost per hour of the service or operating facility is expensive.
Examples include:
 - The service uses consumable materials;
 - The service requires a facility with high capital, operating or maintenance costs;
 - The service requires special preparation or clean-up;
 - The service requires special instruction at extra cost.
- b. The expansion of activity needs. (However, the extension of these services should be based upon community needs and not primarily on the revenue producing potential of the service).
- c. Use of the service or facility is limited to a relatively few individuals or special interest groups of a private character.
- d. Public property is used for private economic gain.
- e. Admission to special events where profits are used to extend the activity or cover the cost of the event.
- f. Imposition of a fee serves an independent function such as:
 - (1) Rationing limited facilities among a large number of users;
 - (2) Aiding in discipline and control;
 - (3) Promoting respect for the activity and/or service.
- g. The utility costs associated provide for an exclusive use.

2. Special Considerations must be given

The Lewiston Parks & Recreation Department fees and charges policy must be flexible for certain individuals and groups. These include, but are not limited to the following:

a. Special Needs Individuals and Groups

Reduced or no-fee rates shall be available to residents who by virtue of an identified disability, restricted wage earning power or ability to pay. Upon application, residents who meet the criteria established by the Department may be granted reduced or no-fee rates for given programs, activities or facility use.

b. Special Interest Groups:

Special consideration should not be granted to special interest groups or individuals in the form of reduced fees or no-fee charges. Exceptions may be granted to groups who are sponsored by the Department or provide in-kind volunteer services or revenue donations to the Department.

Commented [TB1]: This is an area where we currently charge a regular rate for non-profits to use the spaces. We also charge other city departments the cost of our staffing to have someone onsite in the evenings during their events. We need to decide if this is still an appropriate thing to do or should we modify the policy.

3. Exempt Programs:

Programs exempt for this policy include programs targeted for youth which have been funded at 100% of cost within the Recreation program budget. Programs which are fully funded by grants, sponsorships and matching fees for in-kind services are exempt. These programs are offered at no cost to the participant.

II. DEFINITIONS OF FEES AND CHARGES

A. Basic Services

Basic Services may be those as defined to promote both physical and mental well being, maintain clean and attractive parks and buildings, or provide recreation services to those persons with an identified disability, restricted wage earning power or ability to pay. Generally, basic services are offered to the public free. All costs for providing these basic services are paid from the appropriated division budget.

Examples of basic services

- park playgrounds
- use of City parks or Greenbelts for passive use
- general park and recreation administration services
- park and recreation facility development

Examples of basic facilities

- unscheduled, unlighted, unmarked sport fields
- unscheduled outdoor basketball facilities
- unscheduled tennis courts
- unscheduled pickleball courts

- unscheduled disc golf courses
- unreserved picnic tables and shelters
- unreserved band shelters
- parking lots either for general facility use or for special events
- trails, paths and restrooms
- unscheduled common rooms within the Community Center

B. Special Services

Special Services normally incur additional costs to the Department or are provided for the benefit of a particular individual or group rather than the general public. Program administrative costs (part-time, seasonal, and contracted labor plus related benefits if applicable) as well as the cost of the services and supplies associated with the provision of these specialized recreation programs shall be offset by the assessment of an appropriate fee. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, the established fee would provide for the recovery of all program costs directly incurred by the Department. Programs which require special instructional materials or additional personnel; use consumable materials; or require additional preparation, facilities, utilities or cleanup are classified special. For example, a ceramics class requires a qualified instructor, uses specialized materials, (slips, glazes and firing cones), needs either gas or electricity for the firing process, and usually also requires a special room for the various items of equipment and supplies. Participants in this program would normally be required to pay an additional fee for these special services. Since the benefits of these services and supplies accrue directly to the participants of these programs, the assessment of a fee to offset these costs fully is justified.

Examples of Special Services that should be self-sustaining are:

- All sports activities, payment of sports officials and/or league attendants to officiate in sports leagues
- Payment of recreation instructor for classes to special interest areas such as yoga, Thai Chi, karate, fly tying, gymnastics, flower arranging and rock climbing
- Payment of instructor for training and certification of sports officials.
- Purchase of athletic equipment, awards and trophies, printing and postage for tournaments, and team registrations with State/National associations.
- Provide commercial transportation and purchase admission tickets for trips to amusement parks, sports events, cultural activities, ski facilities, and museums.
- Rental of specialized facilities such as private gyms, banquet halls, sports facilities and lecture halls.
- Purchase of food items and refreshments for such events as Mother-Daughter Tea.
- Contract with a restaurant or caterer to provide banquet services.
- Reservations and reserved spaces.
- Preparation of sports fields for department sponsored programs and for non-profit or not-for-profit groups using parks for recreation programs such as Little League.

Commented [TB2]: Is this an item that should be charge as a service or is it something that is a community benefit and a service fee should not be charged? For example, Little League charges fees that cover the costs for their youth to participate in the program. A non-profit such as Special Olympics relies on donations for their members to be able to participate.

Examples of Special Facilities

- Scheduled use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Scheduled use of lighted and unlighted tennis courts
- Lighted sports fields
- Maintenance necessary for sports programs
- Swimming pools where lifeguards are provided
- Indoor and outdoor theater facilities
- Reserved band shell
- Reserved picnic tables and shelters

III. TYPES OF FEES AND CHARGES

The Lewiston Parks & Recreation Department will utilize six (6) basic fees and charges. They are:

A. Entrance Fee

A fee charged for entry into a park, or developed site, usually large, open area with controlled access/egress, such as a Zoo. At this time, the City does not have such facilities.

B. Admission Fee

A fee charged for entry into a building or structure. Some type of program, event, demonstration, or exhibit to attract visitors is usually offered. A swimming pool is an example of a facility where an admission fee may be required or the community center for concerts.

C. Rental or Reservation Fee

Payment for the exclusive use of a facility. The word exclusive is emphasized because the individual pays for the privilege of using the facility without interference. For example, if Kiwanis Park picnic shelter is reserved for a family reunion, the group has exclusive use during the rental period. Equipment, such as additional picnic tables, barbecues or staff time for set-up, take down or clean-up, could also be covered by the fee.

D. User Fee

A charge to an individual or team for participation in a program or activity or for non-exclusive use of a facility. Numerous participants are usually involved in the activity or facility at the same time. The registration fee for a child to take part in a swim lesson program or the fees charged for adult softball (players and team) are examples of user fees.

E. License or Permit Fee

A privilege to perform a particular action within a park or facility.

F. Special Services Fee

A charge for receiving extraordinary services beyond customary levels or for having the use of special equipment or facilities where the benefits are specific to the individual or group which requests the service. Preparation of sports fields are examples of special services for which fees could be charged.

IV. COMMERCIAL USE OF FACILITIES

Safeguards are necessary to ensure proper use of public facilities when requests are received by the Department to conduct commercial or promotional activities on park property or to utilize the names of public structures or facilities in advertising a product.

A. Requisites for Approval:

1. Commercial and promotional activities in parks and recreation facilities will be evaluated on a case by case request and authorized only if they provide a positive public service and/or would reflect positively on the community. Those events or activities not considered in the best interests of the City or pose a public security or safety risk shall be denied.
2. Commercial or promotional activities on Department property should be permitted only when they are clearly not in conflict with ongoing Department sponsored programs, or if the program can be conducted without restriction of public use for an unreasonable period of time.
3. Commercial or promotional use of public facilities including use of public names of structures should not be authorized if such use constitutes an expressed or implied endorsement of commercial products, services, or activities.
4. In some cases, the Department may establish a formal bid process for commercial uses such as food and/or beverage vendors.

B. Authorization to Approve Requests:

A request to conduct commercial or promotional activities at departmental facilities, to post forms of advertising on the premises, or to utilize the names of structures or facilities in advertising a product should be directed to the Parks and Recreation Director.

1. Approval should be granted by the Director or his designated representative for permission to post signs, banners, posters or any other forms of advertising on Departmental facilities. All materials of this type must be consistent with the overall aesthetic appearance of the park. Advertising materials for specific activities must be taken down upon completion of the event. Such items donated for permanent use at a park facility must meet all of the aforementioned requirements for approval.
2. Requests to utilize the names of public structures or facilities in advertising a product should be forwarded to the Parks and Recreation Director for approval.

C. Charges for Commercial Activities

All costs incurred by the Department resulting from commercial use of a park facility should be recoverable as a part of the special service fee.

1. Groups or organizations conducting commercial activities on park facilities must pay the prevailing commercial use rental rates for use of the facility.
2. Sponsors of profit-making, commercial activities conducted on park property must provide the Department with evidence of comprehensive general liability insurance sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificates of Insurance acceptable to the Director.

D. Charges for Charitable (non-sponsored) Activities:

1. Charitable, non-profit, community-serving organizations which conduct an event on park property for the purpose of raising funds, not sponsored by the Department, must pay the facility rental fees
2. Charitable, non-profit, community-serving organizations should also provide the Department with evidence of comprehensive general liability insurance sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificate of Insurance acceptable to the Director.

Fees collected by the Department from these fund-raising activities on Departmental facilities will be dedicated to the Park Improvement/Land Acquisition Fund for the Department (Park Reservation Account).

E. Charges for Charitable (sponsored) Activities:

Charitable, non-profit, community-serving organizations which conduct an event on park property for the purpose of raising funds for Department activities or projects, should not be required to pay facility rental fees, nor should they be

Commented [TB3]: Do we want to continue this or allow it to occur? Charge a nominal fee for staff time if we need to clean up or since it's a fundraiser, they pay full fees?

required to carry insurance. All revenues collected from these fund-raising activities on Departmental facilities will be dedicated to the park improvement/land acquisition fund for the Department

V. EVALUATION OF THE POLICY AND SCHEDULE

The Lewiston Parks & Recreation Department and its Advisory Commission shall review annually the Fees and Charges Policy and the Fees and Charges Schedule and make appropriate adjustments as reviewed by the Parks & Recreation Commission and approved by the Lewiston City Council.