

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

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

October 16, 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; September 18, 2024

ACTION ITEM

IV. 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. Foundation for the Lewiston Parks and Recreation Update

D. Recap of the Bryden Canyon Golf Course CourseCo management presentation to city council

V. ACTIVE AGENDA

A. Bert Lipps Pool Project Update

i. The City Council and Staff Liaisons will discuss any progress or direction on this item since the September meeting

VI. OLD BUSINESS

A. Fiscal Year 2025 Projects

a. Facilities

i. Library Lighting Replacement

ii. Fire Station Diesel Particulate Mitigation

iii. Community Center HVAC

b. Golf

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

- i. Cart Barn Replacement
 - ii. Tee Box Upgrades
 - iii. Sand Trap Rehabilitation
- c. Parks
 - i. Community Park Basketball Courts and Fitness Area
 - ii. Pioneer Park Playground and ADA Parking – IDOC Grant

VII. CITY COUNCIL LIAISON COMMENTS

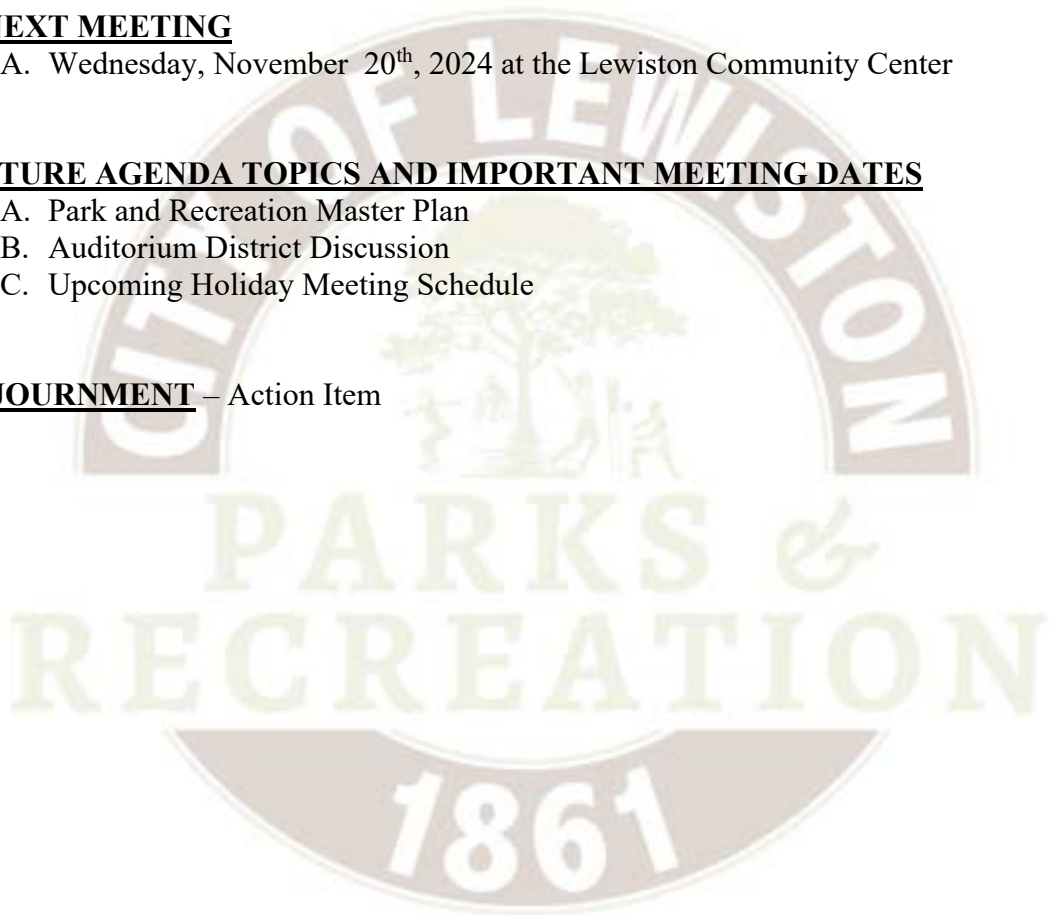
VIII. NEXT MEETING

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

IX. FUTURE AGENDA TOPICS AND IMPORTANT MEETING DATES

- A. Park and Recreation Master Plan
- B. Auditorium District Discussion
- C. Upcoming Holiday Meeting Schedule

X. ADJOURNMENT – Action Item



**CITY OF LEWISTON
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY SEPTEMBER 18, 2024**

I. CALL TO ORDER:

PRESENT: Commissioners Jill Carlson-Balmer, Linda Glines, Jim Jenkins, Jim Kirk, Larry Kopczynski, Bill Rowland. Also in attendance were Council Liaison John Spickelmire and Parks and Recreation Director Tim Barker.

ABSENT: Sammy Andrews, Larry Kopczynski

II. CITIZEN COMMENTS

No citizen comments.

III. CONSENT AGENDA

Commissioned Balmer asked for a motion to accept the Minutes from August 14, 2024 as presented, Commissioner Rowland made a motion to accept minutes from August 14th, 2024, Commissioner Glines seconded the motion, all approved.

IV. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

- A. Department Staff Reports:
 - a. Commissioners were sent the monthly report for July 2024, there were no follow up questions. Commissioners were sent the monthly report for August 2024, there were no follow up questions.
- B. Fall "Living Lewiston" Magazine
 - a. Commission received the fall magazine and discussed future ideas for the magazine and the importance the magazine holds with its outreach in the community.
- C. Senior Nutrition Update
 - a. No Senior Nutrition Update.

V. ACTIVE AGENDA

- | | ACTION ITEM |
|--|---|
| A. Bert Lipps Pool | |
| i. | Council Liaison Spickelmire recapped the council work session discussion on the survey results, prompting the commission to discuss their views of the budgeting options for the project. Commission President Balmer discussed the importance of the pool, and how community has grown in correlation to the pool's location. Commission discussed reaching out to consultants to assess the pools to create a detailed evaluation report of options for the pool. |
| ii. | Commission President Carlson-Balmer will take on looking over the Master Plan and how the pools were featured in such, while Director Barker will focus on the federal funding/options with the pool. |
| B. Parks and Recreation Department Interim Leadership Plan | |
| i. | Parks and Recreation Director Tim Barker discussed the current plans for the Director position once it becomes vacant after October 4 th . |

- i. Operations Supervisor will overlook the department, with Department Leaders (Valerie, Corky, Ray) continuing their focuses over their respective departments. Director Barker will reach out to the commission prior to the next meeting date on who the Department Liaison will be.

VI. OLD BUSINESS

A. Fiscal Year 2024 Projects

- i. Facilities
 - a. Library Lighting Replacement: Moving forward
 - b. City Hall West Windows: Postponed
 - c. Carnegie Library Exterior: Project Completed
 - d. Police Training Center Roof: Project Completed
 - e. Traffic Control roof: Project Completed
 - f. Fire Station Diesel Particulate Mitigation: Project Continuing

B. Golf

- i. Cart Barn Replacement

Staff have been working on design options to possibly include a new maintenance shop as well as space for the addition of golf simulators that would bring in lease revenue from an operator of the simulators.
- ii. Driving Range Improvements

Additional/replacement poles and the netting have been installed and the project has been completed
- iii. Equipment Purchases: Tractor, Greens Mower, Surrounds Mower

All equipment has been ordered and we are awaiting delivery of some of the items. We were able to buy a few gently used items which allowed us to purchase all equipment initially requested with the funding provided in fiscal year 2024, which also included a fairway mower and a pull behind aerator.

C. Parks

- i. Community Park Basketball Courts and Fitness Area

Director Barker met with the owner of Living Waters to discuss a landscape plan for the parking lot area and future landscaping around the amenities. That work would begin this coming fall and then conclude once the amenities are installed in 2025. Additionally, Barker made a request to the City Council at their budget work session on Monday, May 20th to incorporate remaining FY '22 funding to complete all of the work that was approved that fiscal year.
- ii. Pioneer Park Playground and ADA Parking – IDOC Grant

There was a bid opening for the parking lot stalls and the lowest bid came in at \$77,000.00. Public Works assessed the project and determined they can make the changes to the park within the budget. Project will be completely funded by IDOC Grant.

VII. COUNCIL LIASION COMMENTS

VIII. NEXT MEETING

- A. Wednesday, October 16th, 2024 at the Lewiston Community Center (TBD)

IX. FUTURE AGENDA TOPICS

- A. Parks and Recreation Master Plan
- B. Auditorium District Discussion
- C. Upcoming Holiday Meeting Schedule

X. ADJOURNMENT

There being no further business Commissioner Jim Jenkins made the motion to adjourn the meeting. Commissioner Bill Rowland seconded, all approved. Meeting was adjourned at 5:45 PM.

Damian Glenn

Recording Secretary

September 18, 2024

Date

SEPTEMBER 2024

MONTHLY REPORT

ADMINISTRATION

- Pioneer Park ADA Parking lot bids were rejected due to bids being over 2 times the anticipated budget. The department worked with Public Works to convert the project to an internal project and it will be completed predominantly by the Public Works Department staff with assistance from Parks saving the city over \$30,000 of the grant funds that can go towards the replacement of the playground.
- Director announced that he will be leaving the city after 17 years to be the Director of Parks and Recreation for the City of Bremerton, WA. His last day in Lewiston will be on Friday, October 4th.
- Director participated in an event with the Modie Park Conservancy to recognize volunteers and donors that had supported the park over the past year.
- Director worked with the city's PIO and the Urban Forestry and Cemetery Commission to create a survey that has gone out to the community to gather feedback on what to do with the undeveloped land on the south side of the cemetery. The survey will close on October 15th and the commission has invited the public to their October 30th meeting to provide additional in-person feedback if interested. The commission will then share their recommendation and the results of the study with the City Council at their November work session as part of a discussion on the cemetery.

CEMETERY

- Assisted in planning a full casket burial
- Performed 2 cremation burials
- Performed 8 monument stakings



PARKS

- Completed playground repair and installation at Sunset.
- Completed planting 22 trees.
- Staff worked on 2 main valves at the Rose Garden.
- Repaired 4 valves at the Cemetery.
- All of Clearwater Park and Pepsi Park were over seeded.
- Completed river rock installation at Police Training Center.
- Completed large rock installation at D Street Parking.
- Completed sidewalk repair at D Street Parking.
- Completed sidewalk repairs at Historical Parking Lot.
- Completed Sunset outfield fence.
- Removed tree at Pioneer that blew over.
- Mowed Highway Interchange.
- Reapplied herbicides to ROW.
- Worked with Leone to remove pavers for Winter Spirit.
- Repaired door at Baldwin Falls that were damaged by vandalism.

RECREATION



Programming:

- Completed the Coed Softball Season. League winners were Taproom, Bat Intentions, Misfits, and Sweetwater Junction
- Took a group of seniors to the Elgin Train Depot as part of our Senior Activities.
- Began our Youth Basketball Program. This 6-week program includes 2-Saturday clinics followed by 4 weekday game nights. There is a 4 and 5 year old age group and 6 and 7 year old age group. We have 102 participants signed up between the two age groups.
 - We completed the first two Saturday clinics this month. The LCSC Men's Basketball Team provided the clinic with coaching and instructions.
- Started Registration for Fall Coed Volleyball. This 10-game league takes place on Sunday and Monday evenings at Fenton Gym, the local Middle School Gyms, and Boys and Girls Club Schwitzer Clubhouse Gym and runs from October through early December.
- Registration for our Youth Hockey Program is ongoing. This program offers three different 5-week programs (October, November, and February). Sessions take place at the LC Ice Arena in North Lewiston on Saturday mornings.
- Registration for our Youth Volleyball Program is ongoing. This program offers 5-week of instruction from the LHS Volleyball team and is open to grades 4-6. Sessions take place at the Local Middle School Gyms on Saturday mornings. The program begins the first week of November.

- Registration for our Girls Drill Team Program is ongoing. This program offers 6-week of instruction where participants learn basic drills and dance moves to music and is open to ages 5-14. The program begins on the second Saturday of January.
- Registration for Adult Basketball is ongoing. This 8-game league takes place Sunday-Thursday evenings (depending on gym availability) at the local Middle School Gyms and the Boys and Girls Club Schwitzer Clubhouse Gym. Registration will run through October. The season will run from November through February, with a break of games during the holidays.
- Staff set up a booth at the Health Fair hosted at the Community Center to advertise upcoming programs.

Meetings:

- Staff continued to meet with potential vendors, city staff, and other community members about involvement in a Cornhole tournament series that would be offered during December, January, and February.
 - Met with members of the City's P.R.I.D.E. committee about a Cornhole soft open/dry run in November for City Employees.

Ball Field Rentals

- There were 9 ball rentals this month.
 - Two included weekend tournaments
- Overall our Ball Fields were rented/utilized 20 of 30 days in September with heavy use at Sunset and Hereth/P1FCU field.

Fenton Rentals

- There were 65 Fenton Gym rentals this month

FACILITY MAINTENANCE



Projects:

- Completed Carnegie paint restoration.
- Completed a refresh painting of trim at Bell Building
- Completed painting of Orchards Pool.
- Completed painting of Library Awnings.
- Completed gutter repair at Fenton Gym.
- Completed new flat roof at Carnegie and Fire Station 2.
- Completed concrete work in the Community Center parking lot.

RESERVATIONS

Community Center Reservations:

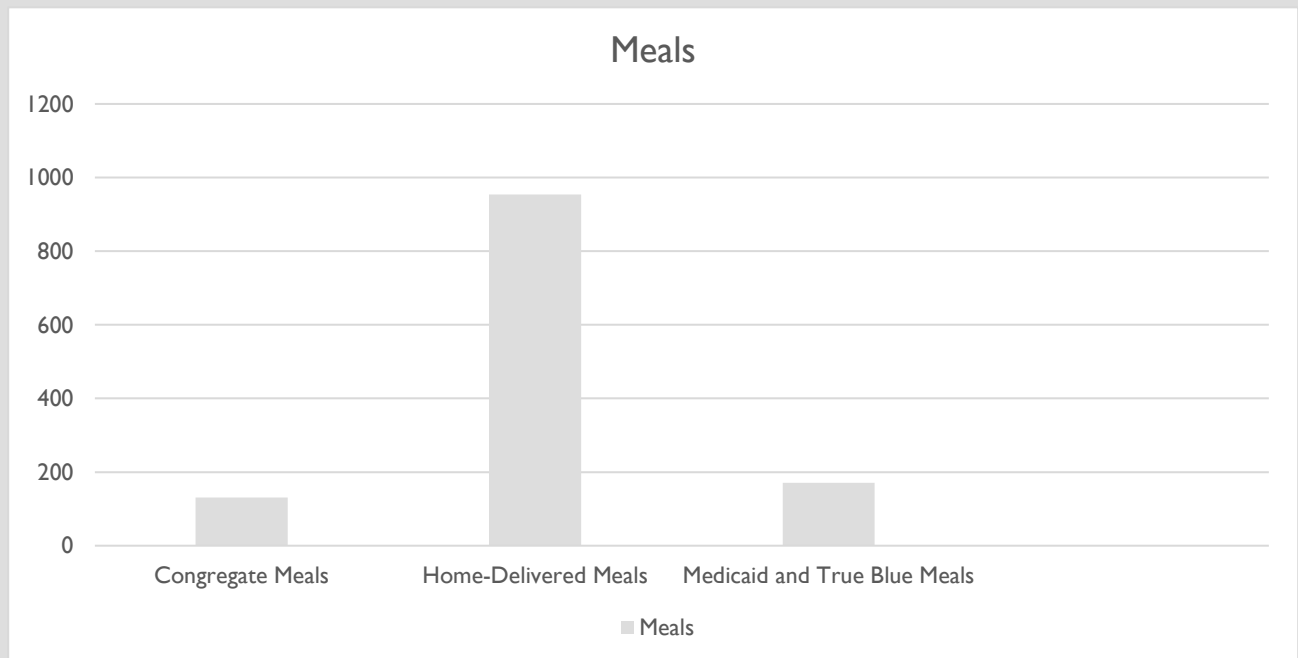
There were sixty six meetings and or events in the Community Center in September with approximately two thousand attendees including the Washington Idaho Volunteers Health Fair and another approximately one hundred drop ins.

Park Reservations:

There were thirty four reservations in the parks in September with approximately eight hundred fifty people attending those events.

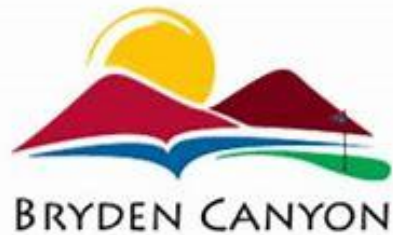
SENIOR NUTRITION

- Congregate Meals served this month = 131
- Home-Delivered Meals served this month = 954
- Medicaid and True Blue Meals served this month = 276
- Volunteer hours = 140, Volunteers = 7



Bryden Canyon Golf Course

2-Year Review



CourseCo



Founded in 1989

45 Golf Courses
8 States

CourseCo Core Values

Financial
Performance

Stakeholder
Communication

Community
Engagement

Environmental
Stewardship

Total Rounds Played

FY2022-2023

Public:	14,522
Tournament:	775
Passholders:	10,822
Total	26,119

FY2023-2024

Public:	14,112
Tournament:	1,403
Passholders:	11,895
Total	27,410

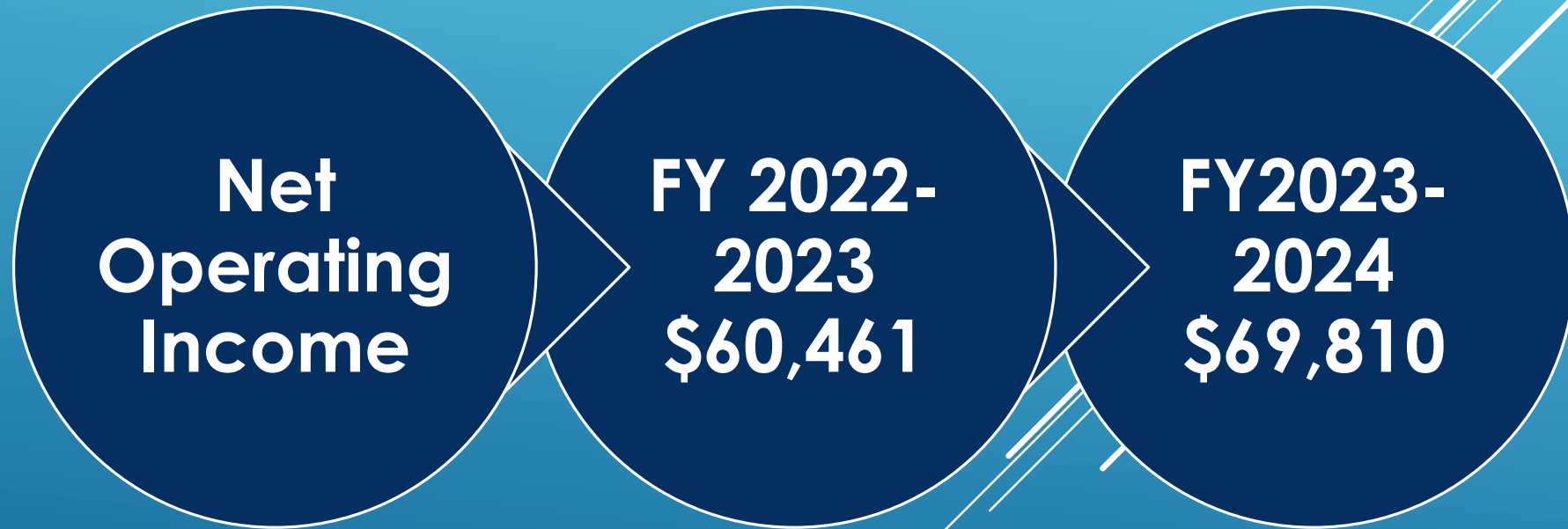
By The Numbers

Total Revenue



By The Numbers

Net Operating Income



Making a difference in the Community



Community



Community



Bryden Canyon JUNIOR GOLF CAMP

June 12, 2024 - July 3, 2024
9:00AM

Ages 4-8 \$175.00
Ages 9 and UP \$200.00

Ages 4-8 every Wednesday
beginning June 12th through July 3rd
9am-10:15am

Ages 9 & Up every Wednesday
beginning June 12th through July 3rd
10:30am to Noon

Camp will be 4 weeks long every
Wednesday. We will cover full swing,
putting, and chipping. On the last
day of camp we will all play 9 holes
@ 9am followed by a hot dog BBQ
and prizes



Register Here



or Call the Pro Shop
to sign up!
208-746-0863



COOKIE DECORATING

FREE EVENT

DEC 18TH 12 - 2 PM

COOKIES, SNACKS, & HOT COCOA INCLUDED



2 PERSON SHAMBLE



SUNDAY, APRIL 7, 2024 | 8:00AM SHOTGUN



BRYDEN CANYON GOLF COURSE

8:00AM SHOTGUN START

Join us for a 2 player scramble! There will also be a side skins game with cash payouts, followed by a delicious lunch (our new Smash Burger served with french fries!).

Pricing:

\$40 per player, plus green fees
Annual passes and players cards apply!

JOIN US!



Call the Pro Shop
to Sign Up!
208.746.0863



208.746.0863



www.playbrydencanyon.com



POLAR BEAR TOURNAMENT

February 24, 2024 | 10:30am

\$50 for Non Annual Pass Members

\$40 for Annual Pass Members

Join us for an Individual Stroke Play Event,
followed with a Steak Lunch served with
Mashed Potatoes and Ceasar Salad.

Meal is included in price.

Gross & Net Payouts!



Call the Pro Shop to
Sign Up:
208.746.0863

Capital

Pro Shop

Paint
Carpet
Pro Shop Heat Pump
Public Address System
New Scoreboards
New Rental Clubs
New Pull Carts
Repaved Entranceway



Restaurant

Kitchen Remodel
Kitchen Mini Split
Bar Top
Glass Shelves
Walk In Cooler



Cart Barn

New Fleet of Golf Carts
Cart Barn Rewired
Private Sheds Rewired
Cart Parking Painted
Cart Wash Bay Installed



Capital

Golf Course

Driving Range Netting
#3 Tee Box Renovation
Small Putting Green
Renovation
Removal of Debris Pile
New Sand in Bunkers
New Stairs on Tee Boxes
New Tee Signs
Wash Bay-- Maintenance
Yard
New Stairs On Tee boxes

Equipment

Tractor
Top Dresser
Aerator
Fairway
Mower
Greens Mower
Trim Mower



Customer Service

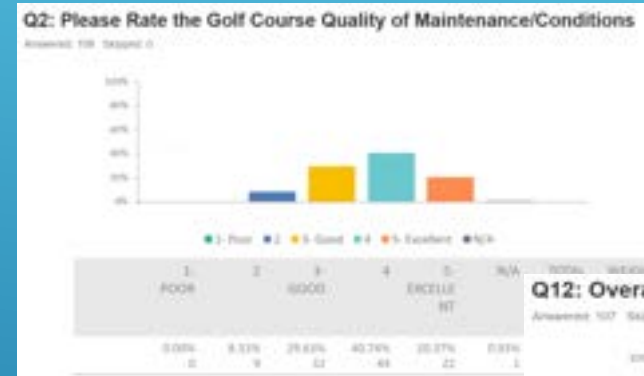
Customer Survey Results

Golf Course Conditions

FY2022-2023	3.29
FY2023-2024	3.74

Overall Experience

FY2022-2023	3.73
FY2023-2024	4.07



Customer Service

Secret Shopper Reports

FY2022-2023
92.05 Avg Score



FY2023-2024
100.0 Avg Score



Bryden Canyon Named Inland NW Best Golf Course in the Community Choice Awards 2023



Questions?



BRYDEN CANYON



COURSECO

