

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

**LEWISTON COMMUNITY CENTER
1424 MAIN STREET, LEWISTON, ID 83501**

September 17th, 2025 at 5pm

- I. CALL TO ORDER**
 - a. ROLL CALL:
 - b. Introduction of New Commission Members: Thomas King and Christine Steen

- 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 Recording Secretary at dglenn@cityoflewiston.org or (3) by calling (208) 746-2313 x6101 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: August 20th, 2025 ACTION ITEM

- IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE.**
 - a. Department Staff Report, August 2025
 - b. Golf Course fees
 - c. Recreation Programming: FY26 At-A-Glance

- V. ACTIVE AGENDA**
 - a. Master Plan Review - Neighborhood 2 & 3 Discussion and Review
 - b. Bryden Canyon & Airport Park Leases

- VI. OLD BUSINESS**
 - a. Volunteerism in Parks and Recreation

- VII. CITY COUNCIL LIAISON COMMENTS**

- VIII. NEXT MEETING**
 - a. Wednesday, October 15th at the Lewiston Community Center, 5pm.

- IX. ADJOURNMENT – Action Item**

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

**LEWISTON COMMUNITY CENTER
1424 MAIN STREET, LEWISTON, ID 83501**

August 20th, 2025 at 5pm

I. CALL TO ORDER

- a. ROLL CALL: Jill Carlson-Balmer, Linda Glines, Jim Jenkins. Also in attendance was Director Justin Glenn and Staff Liaison Damian Glenn.
- b. Absent: Kaitlyn Hinkley, Larry Kopczynski,

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.

No citizen comments were received.

III. CONSENT AGENDA

- a. Minutes: July 16th, 2025 ACTION ITEM
Motion was made by Commissioner Glines, seconded by Jenkins. Motion passed unanimously to approve the minutes from the July 16th minutes.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE.

- a. Dave Sinner - Parks and Facilities Manager Introduction: Director Glenn gave a quick introduction of the new Parks and Facilities Manager, Dave Sinner. Sinner has recently relocated his office to the cemetery maintenance shop where his hands-on approach and expertise have already provided cost-saving insights, particularly with the Fenton Roof Project.
- b. Department Staff Report, July 2025
The Parks and Recreation Commission provided the newly formatted department monthly reports. These new reports highlight significant measurable instruments (revenues, profits, participation numbers, and other related figures). Commissioners appreciated the new format and how it highlighted key projects and values.

V. ACTIVE AGENDA

- a. Master Plan Review - Neighborhood 1 Discussion and Review ACTION ITEM
The Commission review the Parks and Recreation Masterplan for Neighborhood 1 in connection with the City's *Envision Lewiston 2044* comprehensive plan. Discussion points included: recognition of improvements, including Penny's Memorial Dog Park, pedestrian bridge access, turf upgrades at ballfields, and the conversion of Pepsi Park area to green space. Concerns raised about unclear land ownership and the importance of verifying ownership before assigning priorities to those areas. The Commission agreed that outdated priorities, such as irrigation

**CITY OF LEWISTON
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MEETING AGENDA**

at the Lewiston Hill interchange and improvements to non-City-owned property, should be removed. The commission supported the continued development of a linear parkway connection between Steelhead Landing and Clearwater Park. The Parks and Recreation Commission, in a motion brought by Jenkins and seconded by Glines, unanimously approved the amended update to Neighborhood 1 Priorities.

VI. OLD BUSINESS

- a. Auditorium District
No new updates.
- b. Volunteer Program Development
Staff reported progress on expanding the volunteer program, including efforts to register and train coaches through the National Alliance for Youth Sports (NAYS).

VII. CITY COUNCIL LIAISON COMMENTS

No comments provided.

VIII. NEXT MEETING

- a. Wednesday, September 19th at the Lewiston Community Center, 5pm.

IX. ADJOURNMENT – Action Item

The meeting was adjourned unanimously at 5:03pm.



AUGUST 2025

CUSTODIAL MONTHLY REPORT

**Thomas Fischer, Kelvin Goodson,
Dan Groesclose, Rachel Ellenwood**

MAJOR PROJECT(S)

**Pressure Wash City Hall Exterior
- Cobweb & Moss removal**

**Refinished floors in 3 Lewiston
Community Center Rooms**





AUGUST 2025

PARK GROUNDS REPORT

Joe Broemeling & Kirby Meshishnek

MAJOR PROJECT(S)

2" valve removals across parks



**Chemicals Used in
Right-of-Way**

80gal

ACRES MOWED:

170/wk

GARBAGES EMPTIED

480

**Chemicals Used in
Right-of-Way**

36gal

PAINT USED

5 gal

SPRAY CHEMICALS USED

210 GALLONS



JULY 2025
**SENIOR
NUTRITION**

Scot McGee & Ashlea Shope



Operating:

\$13,698.64

Drivers:

\$840.70

MEALS:

\$563.00

DONATIONS:

125

TO GO MEALS:

\$10

COOKIE SALES:

-

**MEALS
SERVED/DELIVERED:**

1597

COST TO SERVE:

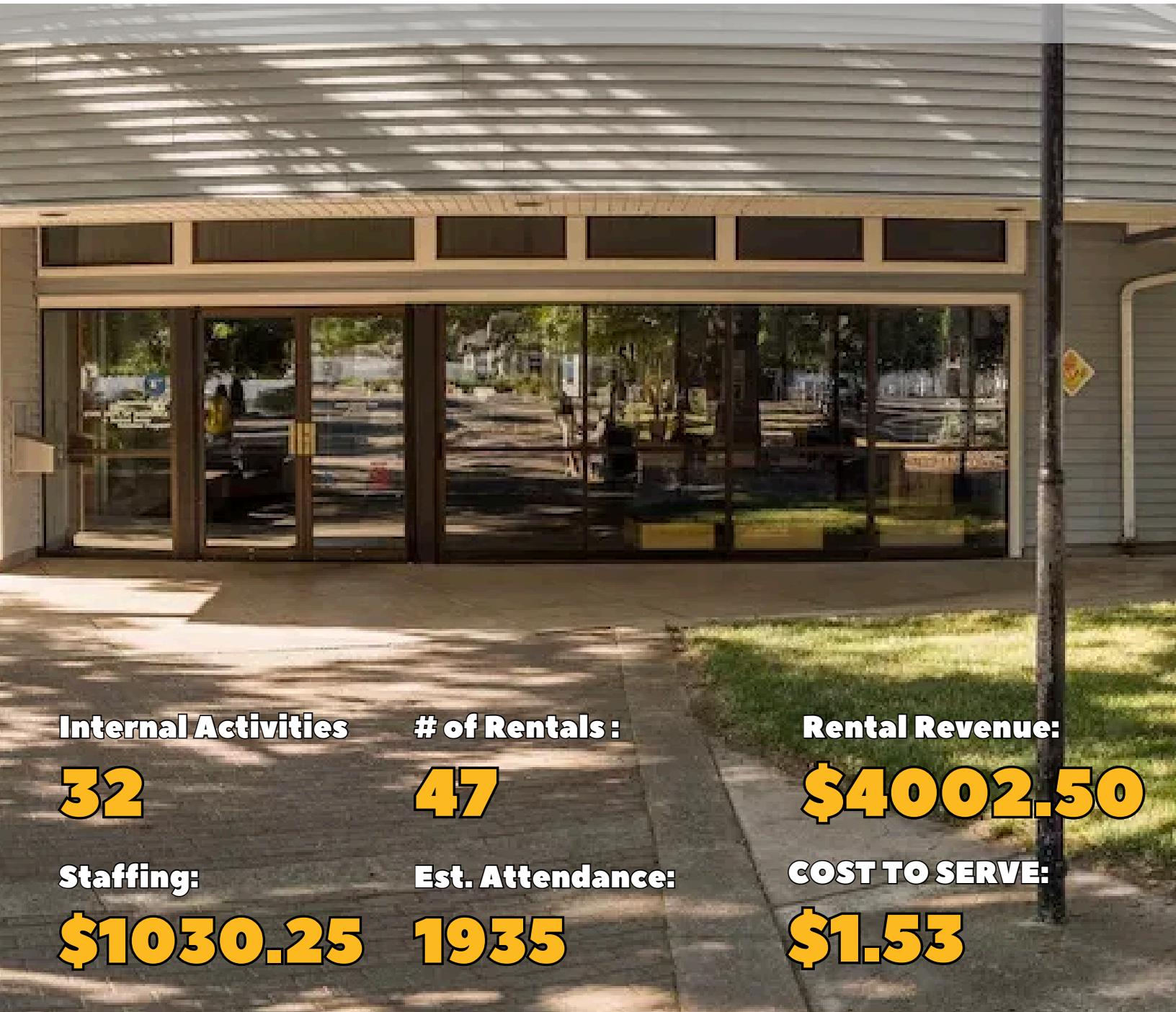
\$8.67



August 2025

COMMUNITY CENTER

Damian Glenn - Kaitlyn Hinkley



Internal Activities

32

of Rentals :

47

Rental Revenue:

\$4002.50

Staffing:

\$1030.25

Est. Attendance:

1935

COST TO SERVE:

\$1.53



August 2025

RECREATION PROGRAMMING

**Damian Glenn, Kaitlyn Hinkley,
Scott McClure**

Programs Open for Registration: Programs Open for Registration:

Youth Basketball

Youth Hockey

Palouse Falls & Pie Safe Bakery Trip

Total Revenue:

\$5870.00

Programs Running

Adult Co-Ed Softball

25 total teams



AUGUST 2025
**NORMAL HILL
CEMETERY**

Chad Hewett



Revenue:

\$9179.00

Cremation Burials

4

PLOTS / NICHE SOLD

2

Double Depth Casket

1

Monument Stakings:

2

Single Casket Burials

2

Direct City Burials

3

Schedule C: Parks and Recreation

Category	FY2025 Fee	Proposed FY2026 Fee	
Community Center Room Rentals (Per Hour)			
Steelhead Room	\$35.00	\$35.00	0.00%
Kokanee	\$30.00	\$30.00	0.00%
Sturgeon	\$30.00	\$30.00	0.00%
Salmon	\$25.00	\$25.00	0.00%
Cutthroat	\$25.00	\$25.00	0.00%
Chinook	\$20.00	\$20.00	0.00%
Kitchen	\$65.00 / flat	\$65.00 flat	
Steelhead/Salmon	\$50.00	\$50.00	0.00%
Steelhead/Salmon/Cutthroat	\$65.00	\$65.00	0.00%
Entire Building	\$130.00	\$130.00	0.00%
Projector / Speakers	\$40 / flat	\$40 / flat	
Ball Fields			
Game (5 hours)	\$100.00	\$100.00	0.00%
Tournament (10 hours)	\$155.00	\$155.00	0.00%
Extra Hour	\$20 per hour	\$20 per hour	
Concession Stand	\$40 flat	\$40 flat	
Ball Field Lights	\$15 per hour	\$15 per hour	
Shelter Reservations for Kiwanis, Airport, Hereth, or Sunset Park			
Small Group: Less than 100 people	\$70.00	\$70.00	0.00%
Medium Group: 100 to 249 people	\$80.00	\$80.00	0.00%
Large Group: 250 to 499 people	\$140.00	\$140.00	0.00%
Extra Large Group: 500 or more people	\$235.00	\$235.00	0.00%
Reservation for Band Shell at Pioneer Park			
Small Group: Less than 100 people	\$90.00	\$90.00	0.00%
Medium Group: 100 to 249 people	\$100.00	\$100.00	0.00%
Large Group: 250 to 499 people	\$165.00	\$165.00	0.00%
Extra Large Group: 500 or more people	\$250.00	\$250.00	0.00%
Miscellaneous Park and Recreation Fees			
Small Inflatable	\$50 per hour + \$15 per additional hour	\$50 per hour + \$15 per additional hour	
Cancellation Processing	\$20.00	\$20.00	0.00%
City Sponsored Event Vendor Fees			
1-5 vendors	\$50.00	\$50.00	0.00%
6-10 vendors	\$75.00	\$75.00	0.00%
10+ Vendors	\$100.00	\$100.00	0.00%

Bryden Canyon Golf Course Fees			
Annual Season Pass			
Annual Season Pass	\$1,125.00	\$1,275.00	13.33%
Young Adult (Under 39)	\$750.00	\$785.00	4.67%
Senior Pass (over 65)	\$1,150.00	\$1,195.00	3.91%
Junior Pass (17 & Under)	\$155.00	\$175.00	12.90%
College Student with ID	\$300.00	\$325.00	8.33%
9 Holes with Cart	\$1,150.00	\$1,195.00	3.91%
Players Card	\$125.00	\$135.00	8.00%
Family Pass	\$1,650.00	\$1,700.00	3.03%
Daily Fees			
Adult 18 Hole Green Fee	\$37.00	\$39.00	5.41%
Adult 9 Hole Green Fee	\$23.00	\$24.00	4.35%
Military (Tuesdays Only) with Cart	\$28.00	\$30.00	7.14%
College Student Rate	\$18.00	\$19.00	5.56%
Junior Rate (17 & Under)	\$13.00	\$13.00	0.00%
Junior Rate (17 & Under) with Paid Adult	\$1.00	\$1.00	0.00%
Players Card Daily Fee	\$22.00	\$23.00	4.55%
Yearly Cart Fees and Trail Fees			
Yearly Rental 2 Seats	\$1,150.00	\$1,175.00	2.17%
Yearly Rental 1 Seat (18 holes per day with \$10 replay)	\$800.00	\$825.00	3.13%
Yearly Trail Fee	\$200.00	\$225.00	12.50%
Daily Trail Fee	\$9.00	\$10.00	11.11%
Daily Cart Fees			
18 Holes (per seat)	\$20.00	\$20.00	0.00%
9 Holes (per seat)	\$13.00	\$13.00	0.00%
Pull Cart	\$5.00	\$5.00	0.00%
Daily Finn Scooter Fees			
18 Holes	\$25.00	\$25.00	0.00%
9 Holes	\$16.00	\$16.00	0.00%
Cart Storage Fees			
Old Barn with Electricity	\$500.00	\$525.00	5.00%
Portable Barnes with Electricity	\$600.00	\$625.00	4.17%
Parking Lot, Gas Carts Only	\$580.00	\$600.00	3.45%
Range Passes			
With Season Pass	\$200.00	\$230.00	15.00%
Without Season Pass	\$340.00	\$350.00	2.94%

Range Ball Fees			
Small Basket	\$6.00	\$6.00	0.00%
Large Basket	\$10.00	\$11.00	10.00%
Corporate Passes			
300 Individual Passes	\$3,750.00	\$3,950.00	5.33%
Daily Pass with Dates	\$3,000.00	\$3,000.00	0.00%

NEIGHBORHOOD #2: NORMAL HILL

CITY OF LEWISTON PARKS ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
Jewett Park	408 22 nd Ave	3 acres	Northwest Children's Home
Aylworth/DeMolay Park	1402 Prospect Ave	2 acres	City
Prospect Park	814 Prospect Ave	2 acres	City
Kiwanis Park	806 Snake River Ave	7 acres	City
Pioneer Park	203 5 th St	7 acres	City
Trevitt Park	501 8 th St	1.5 acres	City
Fenton Park	716 13 th ST	4 acres	City
Locomotive Park	2102 Main St	17 acres	Idaho Department of Transportation

FUTURE PARKS ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
Modie Park	2124 Broadview Dr	16.86 acres	Idaho Foundation for Parks and Lands
Bryden Canyon Park	250 23 rd Ave	21.22 acres	City
Eaves Property	1901 8 th St Grade	7 acres	City
8 th Street Grade Park	1904 8 th St Grade	2.85 acres	City
Gateway Park	2022 Gateway Dr	0.85 acres	City

SPECIAL USE AREAS ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
Skateboard Park	D St	0.06 acres	City
Interpretive Center	101 Bypass	13.6 acres	Corps of Engineers
Levee Park	501 Bypass	51 acres	Corps of Engineers
Boat Ramp	Snake River Ave	36 acres	Corps of Engineers
Snake River/Southway Intersection	Snake River Ave	0.56 acres	Corps of Engineers
Interpretive Center Parking	001 D St	7.89 acres	Corps of Engineers
Levee Ponds	101 Snake River Ave	4.31 acres	Corps of Engineers
Normal Hill Cemetery	1122 7 th St	40 acres	City
Prospect Stairs	211 3 rd Ave		City
Pioneer Park Stairs	201 5 th St		City
5 th Street Stairs	205 5 th St		City
Trevitt Park Stairs	1113 Trevitt Ln		City
9 th Street Stairs	226 9 th St		City

6 th Street Stairs	266 6 th St		City
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FUTURE SPECIAL USE AREAS ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
Osborn Interpretive Center	1903 8 th St	2.0 acres	Idaho Foundation for Parks and Lands

OPEN SPACES ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
8 th Street Grade	1904 8 th St	2.85 acres	City
Bridge Approach	106 Main St	2.21 acres	City
Brackenbury Square	605 Main St	0.5 acres	City
Rettig Park	117 12 th St	0.8 acres	City
City Hall Lawn	1136 Main St	0.53 acres	City

FUTURE OPEN SPACES ON NORMAL HILL			
Name	Location	Size	Ownership/Maintained
NONE			

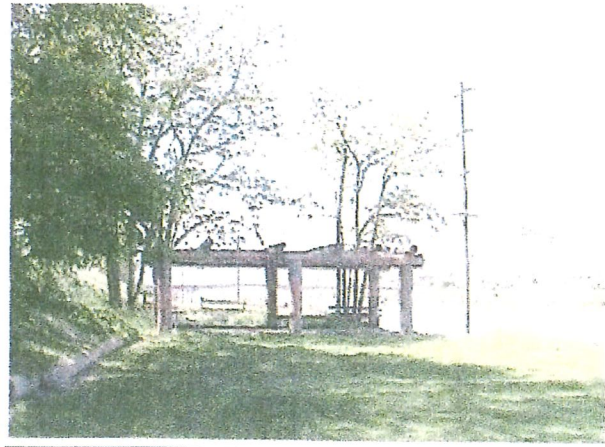
Existing Neighborhood Park: Pioneer Park

Pioneer Park during Hot August Nights 1998

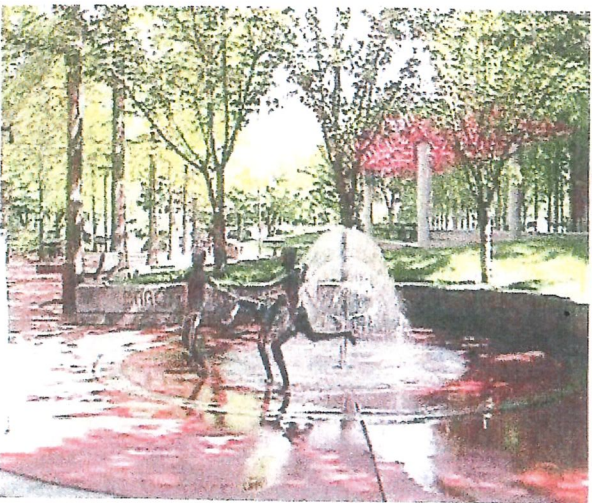




Jewett Park Playground Area



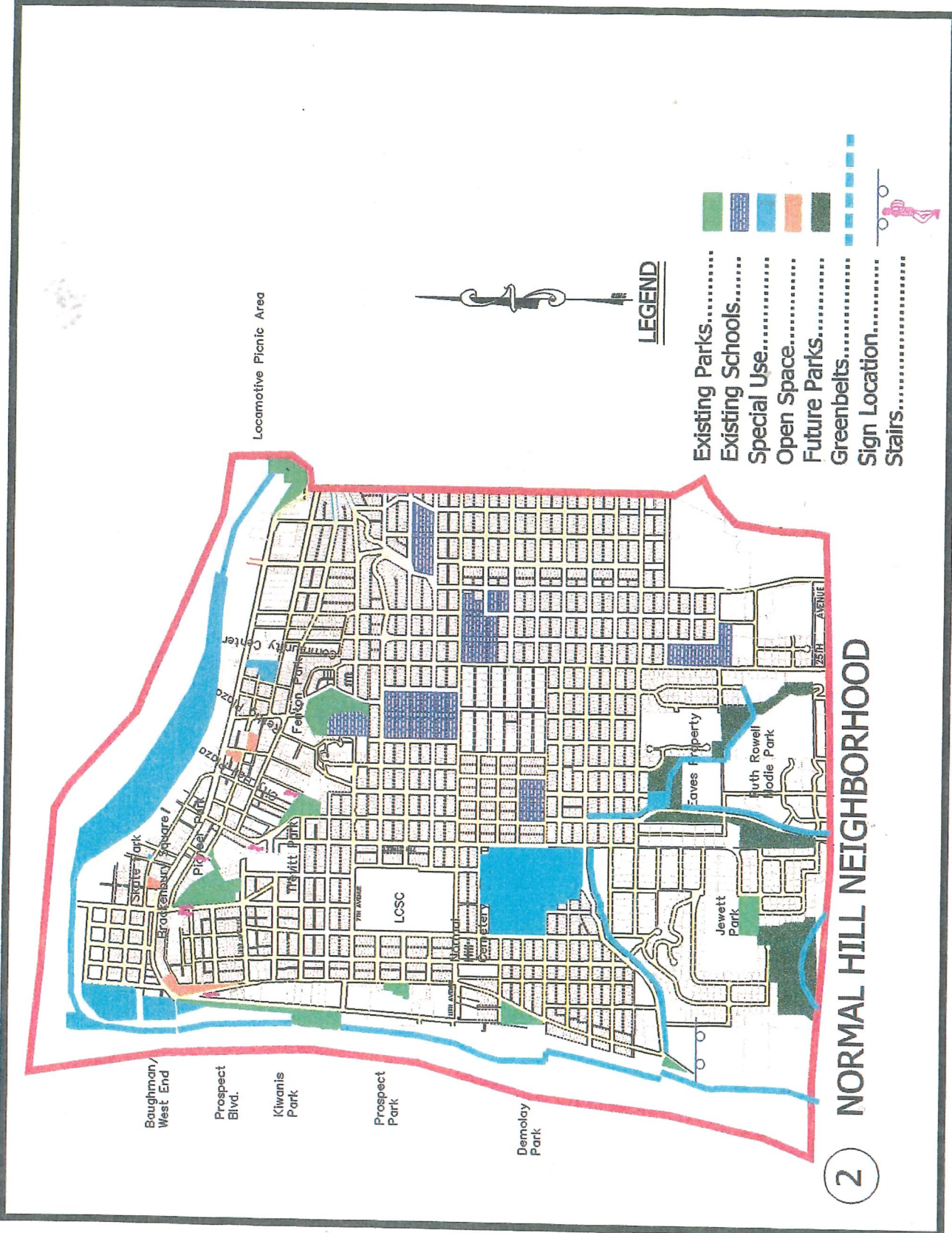
Aylworth/DeMolay Park



Brackenbury Square



Skateboard Park



LEGEND

- Existing Parks.....
- Existing Schools.....
- Special Use.....
- Open Space.....
- Future Parks.....
- Greenbelts.....
- Sign Location.....
- Stairs.....

2 NORMAL HILL NEIGHBORHOOD

Neighborhood #2: Normal Hill	Action	Priority			Completed
		1	2	3	
	1. Install playground equipment at Kiwanis Park	X			Y
	2. Construct Southway bike path between Snake River Avenue and 8 th Street		X		Y
	3. Develop small tree arboretum in area between Prospect Avenue and Snake River Avenue from DeMolay Park to Southway		X		
	4. Preserve 8 th Street corridor between Southway and Bryden Canyon Road		X		
	5. Develop City-owned Bryden Canyon property to serve that area south of 16 th Avenue. Design and develop a neighborhood park		X		
	6. Develop xeriscape arboretum in 8 th Street right-of-way across from Modie Park		X		
	7. Develop Corps of Engineers boat ramp property between Southway Bridge and Southway boat ramp		X		
	8. Enhance Normal Hill bluff from DeMolay Park to Locomotive Hillside (plant trees, shrubs, minimal grading, cleaning out underbrush and repair steps)		X		
	9. Construct new Skate Park in Kiwanis Park	X			Y
	10. Develop Corps of Engineers property between Southway Bridge and Country Club Drive	X			
	11. Construct West Lewiston Entrance enhancements to include trail along Snake River Avenue to Kiwanis Park, entrance sign, and artwork near Blue Bridge	X			Y
	12. Acquire adjoining land and develop additional trail connection from Modie Park south to Vineyard Drive	X			Y-land
	13. Continue Southway Corps property improvements with assistance from Rotary club (entrance arches, picnic shelters, volleyball courts)		X		

NEIGHBORHOOD #3: EAST LEWISTON

CITY OF LEWISTON PARKS IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
Sunset Park	2602 11 th Ave	23 acres	City
East End Park	2207 East Main St	2 acres	City/Idaho Dept. of Transportation/John Barkley

FUTURE PARKS IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
29 th Street Park	1605 29 th St	20.56 acres	Independent School Dist. #1

SPECIAL USE AREAS IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
Community Center	1424 Main St	2 acres	City
Police Training Center	2605 16 th Ave	2 acres	City
New Low Reservoir	1220 29 th St	2.56 acres	City
Idaho Army National Guard Armory	2707 16 th Ave	7.72 acres	State of Idaho Army National Guard

FUTURE SPECIAL USE AREAS IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
NONE			

OPEN SPACES IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
Ramada Slope (Red Lion)	2210 Main St	4.01 acres	Idaho Department of Transportation
Water Tank	1621 29 th St	5.4 acres	City

FUTURE OPEN SPACES IN EAST LEWISTON			
Name	Location	Size	Ownership/Maintained
NONE			

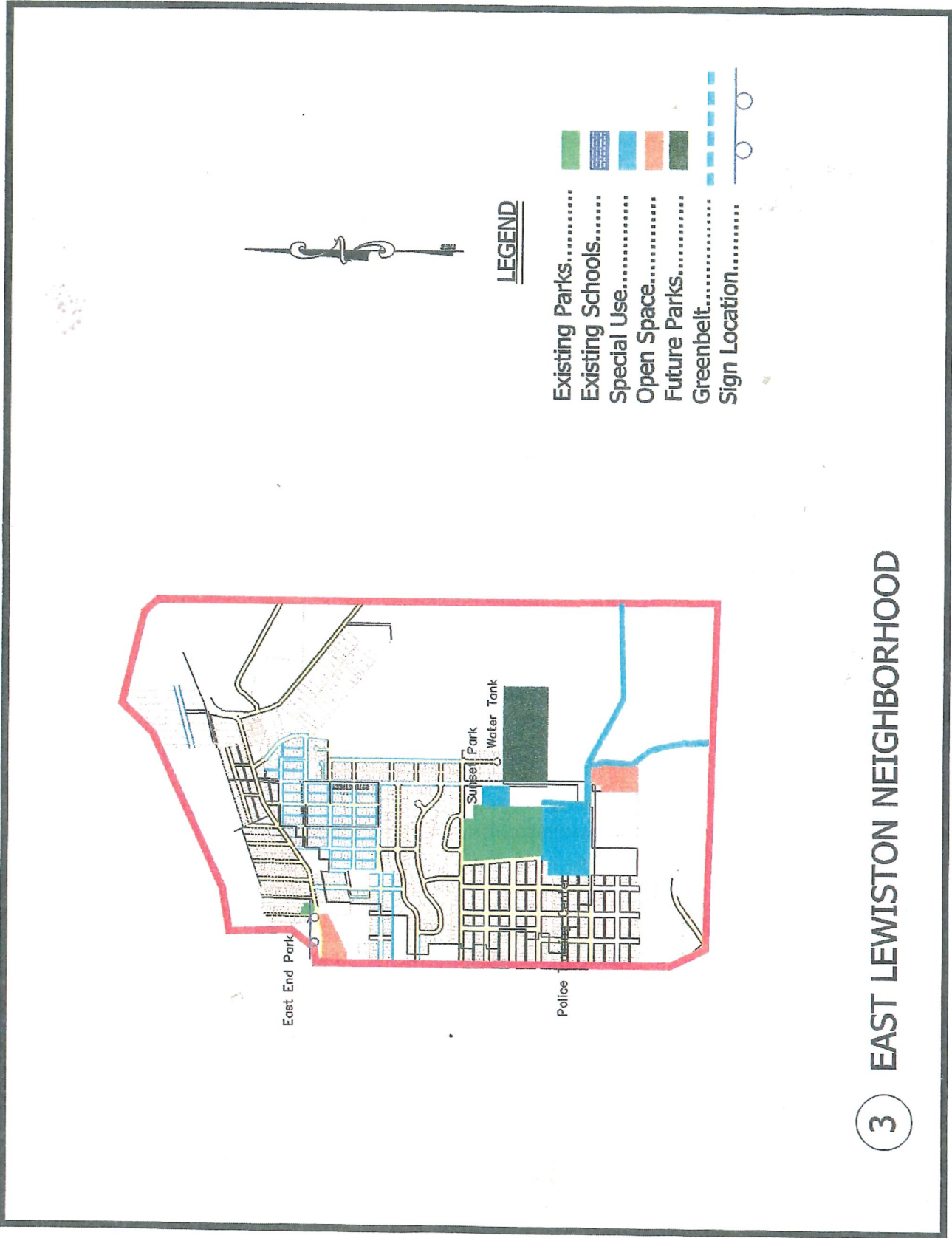
Existing Neighborhood Park: Sunset Park



Sunset Park Softball Field



Sunset Park Playground



3 EAST LEWISTON NEIGHBORHOOD

Neighborhood #3: East Lewiston	Action	Priority			Completed
		1	2	3	
	1. Install new playground equipment for Sunset Park	X			Y
	2. Repair tennis court lights	X			Y
	3. Picnic area development for South Sunset Park	X			Y
	4. Be alert to opportunities to enlarge Sunset Park (i.e. Mathewson property or school property)		X		
	5. Explore the acquisition of linear parkways (easements) adjacent to Gun Club Road (see map)		X		
	6. Develop parkland improvement on Lewiston School District property at 1605 29 th Street			X	
	7. Construct sidewalk along 11 th Avenue in Sunset Park	X			
	8. Construct curb and gutter along interior roadway of Sunset Park and expand the existing parking lot	X			Y
	9. Construct informational kiosks that include history, health, geological and environmental subjects		X		
	10. Provide a trail connection from East End Park to the levee system		X		
	11. Install irrigation system and park enhancements at East End Park			X	
OTHER COMPLETED PROJECTS NOT IN ORIGINAL MASTER PLAN					
	1. Constructed new Sunset Park restroom				
	2. Constructed new Sunset Park picnic shelter				