

**CITY OF LEWISTON
PARKS AND RECREATION COMMISSION
SPECIAL MEETING AGENDA
1424 MAIN STREET,
LEWISTON COMMUNITY CENTER**

**AGENDA
October 23rd, 2025 @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 can be made: (1) in-person, (2) by emailing the Staff Liaison dglenn@cityoflewiston.org or (3) by calling (208)746-2313 x1 and leaving a message. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Members of the public who wish to provide in person comment, but who are unable to secure a seat in the designated meeting space, will be rotated in and out in order to provide comment.

III. CONSENT AGENDA

A. Minutes from the September 17th, 2025 Meeting

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

A. Department Staff Reports

a. The staff report was sent out to commission members for the month of September, this is a time to ask any follow-up questions

B. Parks and Recreation Airport Park Lease Presentation

V. ACTIVE AGENDA

A. Neighborhood 4 and 5 Masterplan Updates – Action Item

VI. OLD BUSINESS

A. Facilities Upgrades

a. Bert Lipps Pool

b. Fenton Gym

c. Community Center

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

A. Wednesday, November 19th t 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**

September 17th, 2025 at 5pm

I. CALL TO ORDER

- a. ROLL CALL: Jill Carlson-Balmer, Thomas King, Christine Steen, Larry Kopczynski. Also in attendance: Recreation Coordinator Damian Glenn, Councilman John Spickelmire.
- b. ABSENT: Kaitlyn Hinkley, Jim Jenkins, Linda Glines..

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No citizen comments received.

III. CONSENT AGENDA

- a. Minutes: August 20th, 2025 ACTION ITEM
Minutes of August 20, 2025 were approved with the correction under “Next Meeting” to update the date from reading “September 19th” to “September 17th.” Forwarded by Commissioner Kopczynski and supported by King, the motion was approved by a unanimous vote.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE .

- a. Department Staff Report, August 2025
 - i. Councilman Spickelmire introduced a conversation of signage and/or easily accessible online direction for reporting park damage or maintenance needs.
- b. Golf Course fees
 - i. The Parks and Recreation Commission received an overview of updated FY2025 Golf Course fees. Discussion included interest in receiving golf course reporting in a format similar to other divisions.
- c. Recreation Programming: FY26 At-A-Glance
 - i. Coordinator Glenn introduced the annual programming calendar, highlighting goals for balanced youth, adult, senior, and new community events.

V. ACTIVE AGENDA

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

- a. Master Plan Review - Neighborhood 2 & 3 Discussion and Review
 - i. The Parks and Recreation Commission reviewed park listings, ownership, completed projects, and future priorities of the parks and open spaces defined in the existing Parks and Open Spaces Masterplan. The Parks and Recreation Commission approved the amended changes to the document in a single motion, passed unanimously.
- b. Bryden Canyon & Airport Park Leases
 - i. Bryden Canyon Lease was reported as signed; Airport Park lease is still under review.

VI. OLD BUSINESS

- a. Volunteerism in Parks and Recreation
Commissioner King discussed interest in tracking volunteer hours and partnering with the local Washington Idaho Volunteer Center for coordination and reporting.

VII. CITY COUNCIL LIAISON COMMENTS

Councilor Spicklemore provided general updates and support for ongoing parks planning efforts.

VIII. NEXT MEETING

- a. Wednesday, October 15th at the Lewiston Community Center, 5pm.

IX. ADJOURNMENT – Action Item

With nothing further to discuss, the meeting was adjourned by a unanimous vote at 6:15pm.



September 2025

RECREATION PROGRAMMING

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

Programming Started in September:

Youth Basketball:

**106 Participants (increase from 2024, 102).
Revenue: \$4,240. Expenses: \$2012.04
COST TO SERVE (CTS): \$21.02**

Youth Hockey:

**11 Participants (decrease from 2024, 13).
Revenue: \$1,100. Expenses: \$2734.24*
2 Sessions Remaining.**

Palouse Falls - Senior Trip

**6 Participants, New Trip.
Revenue: \$330, Expenses: 178.10. CTS: \$25.32**

Concluded

Adult Co-Ed Softball

25 total teams



SEPTEMBER 2025 NORMAL HILL CEMETERY

Chad Hewett



Total Fees Collected:

\$798

Cremation Burials

1

WILBERS O/C FEES:

-\$388

Grave Stakings

1

City Fees Collected:

\$410



SEPTEMBER 2025

PARK GROUNDS REPORT

Joe Broemeling & Kirby Meshishnek

MAJOR PROJECT(S)

**Replaced all Tumor Irrigation at Airport
Park**

6 Inch Irrigation Main Line Fixed

**Replacement of 4, 2 inch irrigation valves,
and 1, 4 inch irrigation valve.**

Spray Chemicals Used

260 gallons

ACRES MOWED:

720

GARBAGES EMPTIED

480

Full Tree Removals

3

Tree Stumps Ground

2