

**CITY OF LEWISTON
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
1424 MAIN STREET,
LEWISTON COMMUNITY CENTER**

**AGENDA
January 21st, 2026 @5:00PM**

I. CALL TO ORDER

A. ROLL CALL

B. Introduction - Kristin Schmidt, Administrative Assistant

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: November 19, 2025

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

A. Department Staff Reports

a. The staff report was sent out to commission members for the month of November and December

B. Directors Report

a. An opportunity for the Parks and Recreation Director to provide update on ongoing projects within the department.

V. ACTIVE AGENDA

A. Review of remaining Neighborhood Priority List Updates

a. A final review of all suggested changes and amendments to the neighborhood list will be provided at the following mission.

VI. OLD BUSINESS

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

A. Wednesday, February 18th, 2026 - Lewiston Community Center at 5pm.

IX. ADJOURNMENT – Action Item

**CITY OF LEWISTON
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
1424 MAIN STREET,
LEWISTON COMMUNITY CENTER**

**Minutes
November 19th, 2025 @5:00PM**

I. CALL TO ORDER

- A. PRESENT: Kaitlyn Hinkley, Thomas King, Linda Glines, Chrissy Steen, and Larry Kopczinsky
- ABSENT: Bill Jenkins, Jill Carlson-Balmer

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.

None

III. CONSENT AGENDA

- A. MINUTES: October 22, 2025 - Motion to approve the minutes from the October 22nd, 2025 meeting was forwarded by Chrissy and seconded by Linda. Motion carries unanimously.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

- A. Department Staff Reports
 - a. The staff report was sent out to commission members for the month of October
- B. Recreation Programming Calendar
 - a. Department Staff led conversation of creating monthly distributed calendars that feature all current monthly recreation program dates, registration opening/closing dates, etc.,

V. ACTIVE AGENDA

- A. Review of remaining Neighborhood Priority List Updates
 - a. The Parks and Recreation Commission made slight progress in the updating of the Neighborhood list in the Parks and Recreation masterplan - with minor corrections made in Neighborhoods 4 and 5. Discussion and amendments to Neighborhood were tabled for the following commission meeting.
- A. Ongoing Department Project Updates
 - a. Parks and Recreation Director Justin Glenn provided a report of all ongoing department incentives and projects. The list and conversation included: The Opening of the Administrative Specialist Position, an RFP for the Columbarium and Pool Repair projects had been drafted, pending

review and approval before final submission for bids. The Development of a 3 on 3 Basketball Tournament in June in partnership with the Lewis Clark Valley Boys & Girls Club, upcoming Employee and Staff Development opportunities for all levels of employment, and the grant submission for America 250, a celebratory Bike Ride to commemorate the 250th anniversary of Paul Reveres' Midnight Ride.

VI. COUNCIL LIAISON COMMENTS

VII. NEXT MEETING

A. Wednesday, December 17, 2025 - Lewiston Community Center at 5pm.

VIII. ADJOURNMENT – Action Item



November 2025

PARK GROUNDS REPORT

Joe Broemeling & Kirby Meshishnek

MAJOR PROJECT(S)

Park Winterization.

Parking lot @ Fire Admin painted.

Picnic Table Repairs for all parks.

Removal of 9 trees from Brackenbury

Square, replacement pavers for 3.





November 2025
**COMMUNITY
CENTER**

Damian Glenn - Kaitlyn Hinkley



of Rentals :

63

Est. Attendance:

3260

Rental Revenue:

\$6295



November 2025
FENTON GYM



of Rentals:
47

Est. Attendance:
900

Rental Revenue:
\$3210



November 2025

RECREATION PROGRAMMING

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

Programs Open for Registration:

Youth Volleyball - 85 participants, \$4400

Futsal (New) - 73 participants, \$3600

Trip to Colfax - 10 participants, \$250

Youth Hockey - 18 participants, \$1800

Drill Team - 14 Participants, Still Open

Karate - 15 Participants, Still Open

Sports Skills Camp - 15 Participants

Programs Running

Adult Co-Ed Volleyball

24 total teams



NOVEMBER 2025 NORMAL HILL CEMETERY

Chad Hewett



Cremation Burials

2

PLOTS SOLD

2

Double Depth Casket

1

Single Casket Burials

1

Direct City Burials

2



December 2025 COMMUNITY CENTER

of Rentals:

54

Department Uses:

72

Est. Attendance:

3150

Rental Revenue:

\$4167



December 2025

PARK MAINTENANCE



PROJECTS COMPLETED:

**8 tons of fertilizer placed at
across city parks**

**22 Trees cleaned and removed
from Wind Storm**

Finished Cemetery Leaf Removal



December 2025

FENTON GYM

Drop-In Pickleball: \$420.00

Total Sessions: 9

Total Attendance: 89

of Rentals:

34

Total Uses:

87

Est. Attendance:

810

Rental Revenue:

\$3195*

***Total does not include payment from Snake River Juniors who pay in full at end of season.**



November 2025

RECREATION PROGRAMMING

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

Programs Running in December:

Adult Basketball

Programs Concluded in December:

Adult Co-Ed Volleyball

Futsal Session 1

December Karate

Registrations Held in December:

Drill Team

January Karate

Futsal Session 2

Ready, Set, Run!

Sports Skills Camp



December 2025

A VERY MERRY COMMUNITY NIGHT

Tickets Sold: 105

Revenue: \$1050



Sponsorships:

10, \$100 value, sponsorships donated.

\$500 room sponsorship – from ICCU.



December 2025 SENIOR NUTRITION

**Holiday Meal:
Sponsored by P1FCU.**

MONTH END TOTALS:

MEALS: \$738.50

OPERATING: \$6534.11

TO-GO: \$10

DRIVERS: 1295

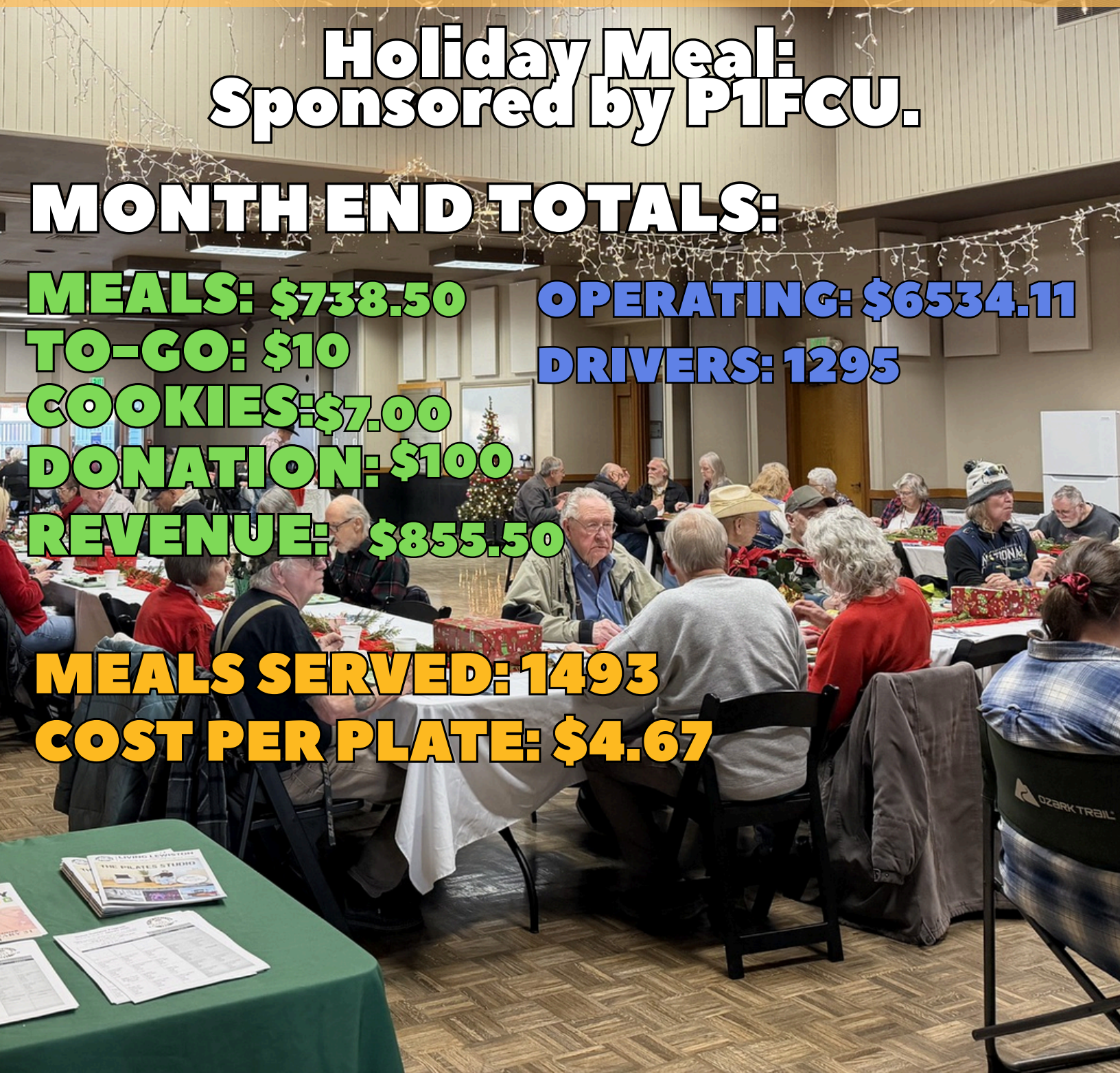
COOKIES: \$7.00

DONATION: \$100

REVENUE: \$855.50

MEALS SERVED: 1493

COST PER PLATE: \$4.67





December 2025
**NORMAL HILL
CEMETERY**

Chad Hewett



Cremation Burials

1

Niche Sold

1

Double Depth Casket

1

Monument Stakings

5

Single Casket Burials

2

Direct City Burials

1

Quit Claim Transfer

1

NEIGHBORHOOD #6: CENTRAL ORCHARDS

CITY OF LEWISTON PARKS IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
Hereth Park	1534 Powers Ave	20 acres	LOID
Orchards Pool	1305 Airway Ave	2 acres	City

FUTURE PARKS IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
Powers Park	1324 Powers Ave	18.56 acres	Dallas Howard
Warner Community Park	1365 Warner Ave	245.47 acres	Howard Family & City

SPECIAL USE AREAS IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
Fairgrounds	1303 Burrell Ave	18 acres	Nez Perce County
Smith Complex	1321 Airway	33.55 acres	Independent School District #1

FUTURE SPECIAL USE AREAS IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
NONE			

OPEN SPACES IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
Warner Property	14 th St & Warner Ave	20 acres	City

FUTURE OPEN SPACES IN CENTRAL ORCHARDS			
Name	Location	Size	Ownership/Maintained
NONE			

Existing Neighborhood Park: None

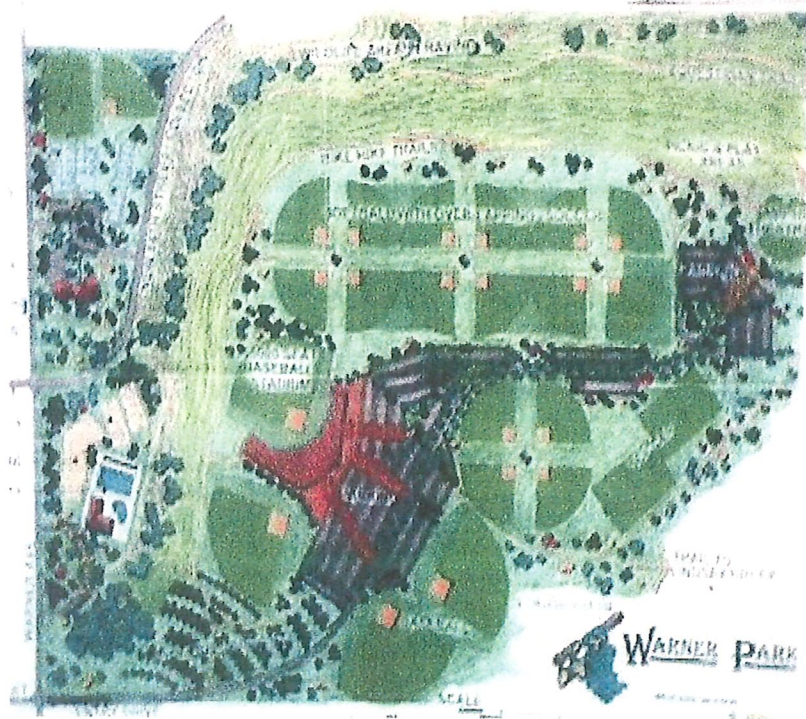


Hereth Park Softball Field



Orchards Swimming Pool

Future Warner Park Site



Neighborhood #6: Central Orchards	Action	Priority			Completed
		1	2	3	
	1. Acquire Howard property or Shafer property (18.66 acres) at 1324 Powers for neighborhood park	X			
	2. Develop site plan for city property at 14 th Street & Warner Avenue	X			
	3. Construct new restroom at Hereth Park		X		Y
	4. Provide connecting bike/trail pathways between Hereth and Powers Park to Warner Community Park and Tammany Creek Trail		X		
	5. Install water line along 11 th Street within Community Park	X			
	6. Construct 11 th Street roadway with access to Community Park lands	X			
	7. Construct sewer lines from city mainline to Community Park areas	X			
	8. Construct Community Park Trail Phase III along Warner with connection to Park Avenue	X			
	9. Assist Lewiston Little League with development of fields in Community Park	X			
	10. Assist soccer associations with development of fields in Community Park	X			
	11. Develop outdoor performance amphitheater at Community Park		X		
	12. Develop Dog Park at Community Park		X		
	13. Develop group picnic and playground areas within Community Park		X		
	14. Develop ancillary use areas such as volleyball and basketball courts and horseshoe pits within Community Park		X		
	15. Continue to provide tree and landscape enhancement along trail system and other Community Park facilities		X		
	16. Acquire LCSC property for future development		X		

	17. Complete trail looping around LCSC property		X		
	18. Provide connecting bike/trail pathways from Hereth to Warner Community Park and to Tammany Creek Sub-Community Park		X		
	19. Develop various skate spots throughout Community Park		X		
	20. Construct informational kiosks that include history, health, geological and environmental subjects		X		
OTHER COMPLETED PROJECTS NOT IN ORIGINAL MASTER PLAN					
	1. Installed new softball field lights at Hereth Park				
	2. Constructed new parking lot at Hereth Park				
	3. Constructed new picnic shelter at Hereth Park				

NEIGHBORHOOD #7: EAST ORCHARDS

CITY OF LEWISTON PARKS IN EAST ORCHARDS			
Name	Location	Size	Ownership/Maintained
NONE			

FUTURE PARKS IN EAST ORCHARDS			
Name	Location	Size	Ownership/Maintained
Lutes Park	3725 18 th St B	5.74 acres	Lewiston Vista Inc.

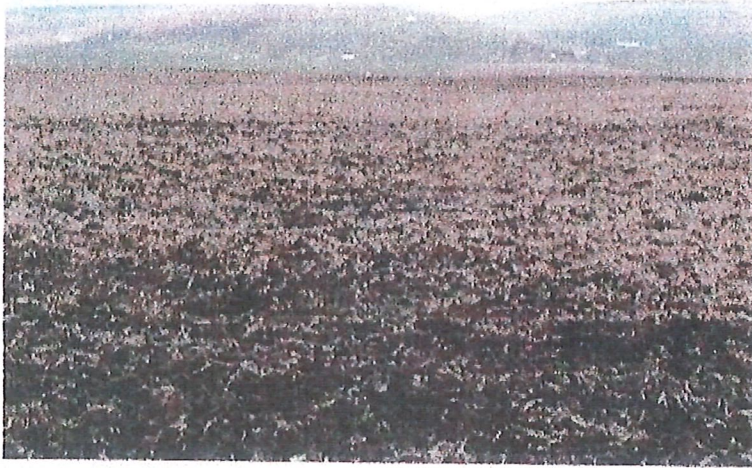
SPECIAL USE AREAS IN EAST ORCHARDS			
Name	Location	Size	Ownership/Maintained
NONE			

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

OPEN SPACES IN EAST ORCHARDS			
Name	Location	Size	Ownership/Maintained
NONE			

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

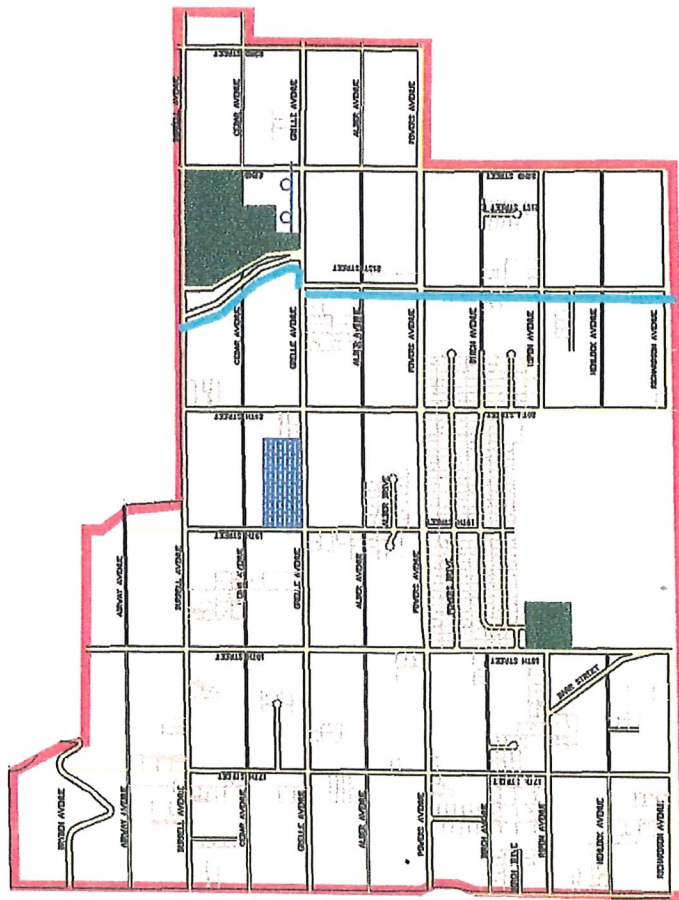
Existing Neighborhood Park: None



Future Lutes Park Site

21st Street between
Lindsay Creek and
Tammany Creek Roads





LEGEND

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

7 EAST ORCHARDS NEIGHBORHOOD

7

Neighborhood #7: East Orchards	Action	Priority			Completed
		1	2	3	
	1. The East Orchards is without a neighborhood park. A twenty-five acre park could be constructed on the east side of Lindsay Creek Road where it joins Grelle Avenue. The park could have a narrow entrance off Grelle Avenue. The parcel is owned by Dallas Howard	X			
	2. Acquire 5-10 acres for Lutes Park through City dedication ordinance or outright purchase	X			
	3. Develop a park area design for whichever site is chosen	X			
	4. Identify additional 5-10 acre parcel that might be available for future development		X		
	5. Develop bike/pedestrian trail along 21 st Street from Lindsay Creek Road to Tammany Creek Road		X		
	6. Identify a 5-10 acre parcel for purchase for Neighborhood Park utilizing LID process, develop site plan for new neighborhood park parcel, and identify grants available for acquisition and development	X			
	7. Develop bike/pedestrian trail along 21 st Street from Lindsay Creek Road to Tammany Creek Road			X	
	8. Construct informational kiosks that include history, health, geological and environmental subjects			X	
OTHER COMPLETED PROJECTS NOT IN ORIGINAL MASTER PLAN					
	NONE				

NEIGHBORHOOD #8: AREA OF IMPACT

PARKS IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
Hells Gate State Park	Snake River Ave	1015 acres	State of Idaho & maintained by Idaho Department of Parks and Lands

FUTURE PARKS IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
Warner Community Park	1365 Warner Ave	245.47 acres	Howard Family
Neighborhood Park 1	Undetermined	20+	N/A
Neighborhood Park 2	Undetermined	20+	N/A
Neighborhood Park 3	Undetermined	20+	N/A
Neighborhood Park 4	Undetermined	20+	N/A
Neighborhood Park 5	Undetermined	20+	N/A

SPECIAL USE AREAS IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
Roundup Grounds	Tammany Creek Rd	73.14 acres	Lewiston Roundup Association
Lewiston Gun Club	Southport Ave		Lewiston Gun Club
Blount Buffer Area	150 Southport Ave	262.2 acres	Blount

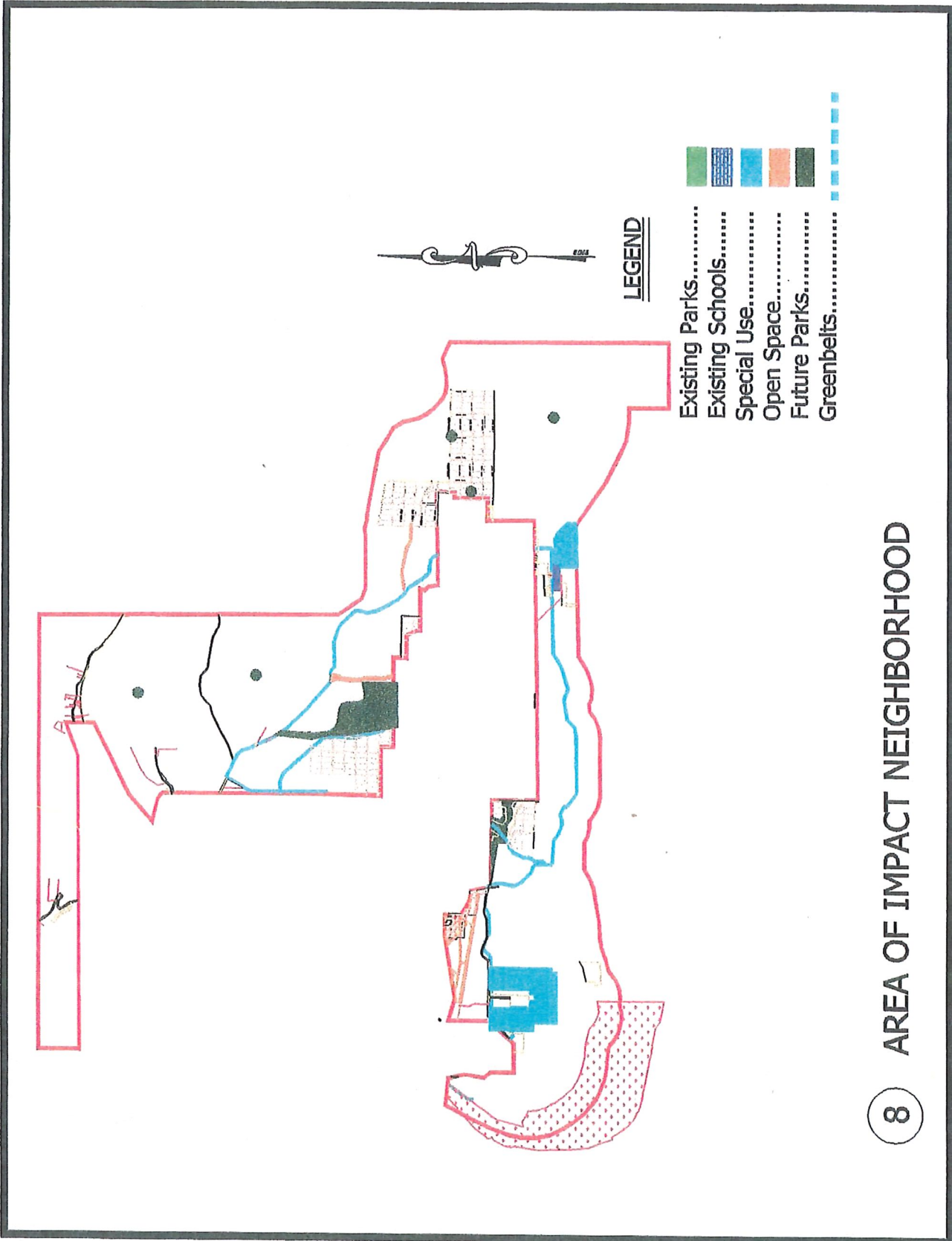
FUTURE SPECIAL USE AREAS IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
NONE			

OPEN SPACES IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
Lindsay East	2545 Lindsay Creek Rd	11.99 acres	Ross Howard
Pheasant Forever Habitat	Southport		Blount
Hells Gate Habitat Area	Tammany Creek Rd	262.2 acres	Corps of Engineers

FUTURE OPEN SPACES IN AREA OF IMPACT			
Name	Location	Size	Ownership/Maintained
NONE			

The Area of Impact is the area that Lewiston will grow into in the next twenty years. Planning for future parks and recreation areas is essential to accommodate this growing population.

Existing Neighborhood Parks: None



8 AREA OF IMPACT NEIGHBORHOOD

Neighborhood #8: Area of Impact	Action	Priority			Completed
		1	2	3	
	1. Acquire 200 acres for a community park off Warner Avenue	X			Y
	2. Acquire park land for neighborhood parks numbered 1 through 5 as shown on the parks map		X		
	3. Acquire and develop trails to connect neighborhood parks and open space		X		
	4. Locate a linear parkway parallel to Lindsay Creek Road		X		
	5. Locate a linear parkway parallel to Lindsay Creek from Grelle Avenue to West Main Street		X		
	6. Locate a linear parkway parallel to Tammany Creek from 21 st Street to Hells Gate State Park		X		
	7. Develop a trail between Community Park and Lindsay Creek Road		X		
	8. Assist other agencies in the connection of trail systems from the City to other County corridors		X		
	9. Acquire/identify property for downhill bicycle single-track course		X		
	10. Construct informational kiosks that include history, health, geological and environmental subjects				
OTHER COMPLETED PROJECTS NOT IN ORIGINAL MASTER PLAN					
	1. Constructed Park Trail Phase I & II				
	2. Installed irrigation and planted trees along Trail Phase I				
	3. Constructed Park Avenue roadway with utilities pathway, irrigation, and planted trees				

***Community Park land has now been annexed into the City and future action plans will be included in Neighborhood #6