



CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E. MULLAN AVENUE
COEUR D'ALENE, IDAHO 83816-3964
208-769-2252 – FAX 208-769-2383

PARKS & RECREATION COMMISSION MINUTES

March 15, 2021 – 5:30 p.m.
COMMUNITY ROOM - LIBRARY

MEMBERS PRESENT:

Scott Cranston, Chair
Jim Lien
Ginny Tate
Bridget Hill

MEMBERS ABSENT:

Mike McDowell
Christie Wood
Eleanor Tenbrink, Student Rep

STAFF PRESENT:

Bill Greenwood, Parks & Recreation Director
Melissa Brandt, Transcriptionist
Monte McCully, Trail Coordinator

GUEST:

Kim Golden

CALL TO ORDER: Commissioner Cranston called the meeting to order at 5:32 p.m.

1. ROLL CALL

Four members present, resulting in a quorum.

2. PLEDGE OF ALLEGIANCE

Commissioner Tate led the Pledge of Allegiance.

3. CONFLICT OF INTEREST

None.

4. APPROVAL OF MINUTES – *Action Item*

Commissioner Tate made a motion to approve the minutes of February 22, 2021. Commissioner Hill seconded the motion, there being no discussion and all being in favor, motion passed unanimously.

5. STAFF COMMENTS

Director Greenwood: Third and fourth grade basketball program will be wrapping up, we kept numbers down due to COVID. More than 700 kids are registered for the soccer program. Swimming lessons going on with some restrictions on numbers of students, and limiting the number of people who can be in the pool area. New mini music makers program with the music conservatory, kids 18 months to 6 years old. Adult softball registration has started; outside programs doing very well. Internally we hired Barry Porath as a new lead worker overseeing the Atlas waterfront area. Adam Korytko is finishing up the CXT restroom in City Park, hopeful to have the sidewalk poured the first week in April. NIC has not scheduled Memorial yet for their softball program. The restroom facility will be open and available once the sidewalk is complete. The CXT building has dressing room facilities for home and guests. On

Tubbs Hill there was extensive windstorm damage with more than 50 trees down. We have 8 staff members working on the hill to remove the trees that will be taken to the mill with the money going to Tubbs for maintenance and operations. The cemetery vault carrier was modified to pull the logs up to the fire road. Jeff Erickson suggested use of the carrier it moves very slowly and we modified it to become a log carrier. Staff have been chipping limbs and leaving the chips. Timing was an issue to get this done to mitigate bark beetles taking up residence. The logs are taken to the fire road and will be hauled off. We have a wood-mizer at our shop that is being used to mill wood from fallen trees from the windstorms over the past 6 months or so, we are using the material to build benches. The lumber will also be used to build a porta-potty structure in a pocket park on Sherman. A maple tree was taken down in City Park due to failure. The wood will now be used to make benches for other areas. We have very talented staff.

Commissioner Cranston: Spring sport season, large youth soccer sign-up and adult softball, how are our facilities? Fields are in good shape; irrigation will be turned on in the next few weeks. Met today with the Chamber of Commerce regarding a two-day event this year for the Fourth; Saturday, July 3 and Sunday, July 4. Will include carnival rides.

Commissioner Cranston: Any news on the shade covering at Riverstone for the concert series. Arts Commission has received most of the funds needed, and will include an ask to ignite complete the project. Naming opportunity will be brought back to PRC for approval. Private donation and ICCU both coming through with most of the funds needed. Will be a good addition to the park and we will be involved in the installation and ongoing maintenance.

6. COMMISSIONER COMMENTS

None.

7. PUBLIC COMMENTS

None.

8. PEDESTRIAN & BICYCLE COMMITTEE BYLAWS – Action Item

Commissioner Cranston read the staff report for the record.

Kim Golden, Ped/Bike Committee Member: Staff report does a great job outlining the background. Eighteen years working off city code, in addition, there were some items that kept coming up that weren't included in the city code. The bylaws are written exactly like the ordinance. Provides operational assistance. A struggle to keep 15 members and have a quorum. Roles and responsibilities have not changed. Monte McCully: The sub-committees help do more in-depth focus on needs in the community. Officer attends periodically to give safety stats. Ad-hoc committees help cover items needed for bike friendly application, etc.

Commissioner Cranston: What are your current numbers? Nine.

Commissioner Tate made a motion seconded by Commissioner Lien to recommend City Council adopt the changes to the Ped/Bike city code and adopt the Ped/Bike committee bylaws. Motion passed unanimously.

9. INDEPENDENCE POINT CONCESSION – Action Item

Commissioner Cranston read the staff report for the record.

Director Greenwood: Scott Cranston, Jeff Erickson, and he scored each submission independently then came together to compare. The Buoy, LLC put together a well-done packet, touched on all things asked for. There were up to 20 points possible per five different areas.

Commissioner Tate: This will be a separate agreement from the Harbor House location? Yes.

Commissioner Cranston: The proposals were looked through thoroughly. The packet included proposed menus, approach to being a vendor at this location, quite a bit of detail.

Commissioner Hill: Will they be cooking onsite? We have put in a better power supply, better domestic water supply, a pad is there now, there will be a truck or trailer with some food prepared onsite and some prepared off-site. The menu includes noodle bowls, wraps, lighter than the Harbor House location. More grab and go type meals.

Commissioner Lien made a motion seconded by Commissioner Hill to recommend to the General Services Committee the food concession agreement with the Buoy, LLC, for the 2021, 2022, and 2023 seasons at Independence Point. Motion passed unanimously.

10. PARKS & RECREATION COMMISSION BYLAWS – Information Item

Director Greenwood: Discussion regarding proposed changes to the bylaws, given the difficulty in getting a quorum, and student reps aren't available in the summer, would like to make a change. Review the bylaws and get any comments back via email. We will get into the details at the April workshop with a recommendation forwarded to Council in April.

Commissioner Cranston: Modify the draft so that Part A includes seven members and Item 4 includes four residents of the city instead of three.

Commissioner Cranston: We have one open position when Christie Wood became the city council liaison, her former position is open. We need to fill open position.

11. MEETINGS / ADJOURNMENT

Commissioner Cranston asked for any additional comments. April workshop agenda will include shade structure at Riverstone, an update on the Sherman pocket park, and the PRC ordinance and bylaws.

Upcoming meeting dates:

- Tuesday, April 6, 2021; 11:30 a.m., Workshop; Conf Rm 6 City Hall
- Monday, April 19, 2021: 5:30 p.m., Meeting; Library Community Room

Commissioner Hill made a motion to adjourn the meeting with Commissioner Tate seconding the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:26 pm.