



# CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E. MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83816-3964  
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## PARKS & RECREATION COMMISSION MINUTES

April 19, 2021 – 5:30 p.m.  
COMMUNITY ROOM - LIBRARY

### **MEMBERS PRESENT:**

Scott Cranston, Chair  
Jim Lien  
Ginny Tate  
Bridget Hill  
Mike McDowell  
Eleanor Tenbrink, Student

### **STAFF PRESENT:**

Bill Greenwood, Parks & Recreation Director  
Melissa Brandt, Transcriptionist

### **GUEST:**

Ali Shute, Arts & Cultural Alliance

### **MEMBERS ABSENT:**

Ginny Tate

**CALL TO ORDER:** Commissioner Cranston called the meeting to order at 5:30 p.m.

### **1. ROLL CALL**

Six members present, resulting in a quorum.

### **2. PLEDGE OF ALLEGIANCE**

Commissioner Hill led the Pledge of Allegiance.

### **3. CONFLICT OF INTEREST**

None.

### **4. APPROVAL OF MINUTES** – *Action Item*

Commissioner Hill made a motion to approve the minutes of March 15, 2021.  
Commissioner Wood seconded the motion, there being no discussion and all being in favor, motion passed unanimously.

### **5. STAFF COMMENTS**

Director Greenwood: Registrations for swim classes were very successful offering various level lessons 3 days per week classes were nearly full within the first 2 hours we opened. Soccer has nearly 700 registrants and 72 teams. Softball ended registration down a little from normal. The local pickleball club will be offering beginner lessons with registration available through Rec. Jewett House picking up more and more weddings and other events in general, Adam Rouse has been more involved. Seven weddings are booked so far. Clean up on Tubbs continuing, logs have been picked up to get them off the hill, work will continue working on breaking up small limbs, chipping more every year as the weather permits during the off-season. Tubbs Hill Foundation has helped us with some of that work and they had seven volunteers

help us rebuild trails that were torn up when trees came down at the roots. In May, we have a group headed by Captain Crystal to provide Veterans ADA accessible balloon rides, we also connected them with the Disability Action Center. The tethered rides are free and go up 25 or 30 feet. They will be set up at the McEuen Plaza. The city purchased land on East Sherman, the larger location is at 17<sup>th</sup> and Sherman we will be turning into a pocket park. We will add sidewalk, pour a pad for a porta potty shelter utilizing the wood we have saved from downed trees. Grass will be planted, Street department will help do a lot of the work, there will be a small 15 x 20 stage, and some street lights refurbished from the downtown area to be installed by the street department. Flower beds and a variety of trees will be planted. All the work will be done inhouse. We currently have a staff shortage. We normally hire 23 seasonal workers, we've had 15 applicants, hired two and have had 4 returning seasonals. We have an open irrigation technician position, so staff are helping cover where possible. We are currently short 19 seasonal positions. We will continue to do some outsourcing utilizing contractors to clean restrooms along the downtown corridor. We will reallocate some staff to get better coverage and have assigned full timers to work some weekends. Work week will include a Saturday and a Sunday. Staff have been very agreeable and understand the need. We have a good crew. A lot of outsourcing can be done with contractors for non-park facilities. The seasonal budget will help cover outsourcing. We are permitting reoccurring annual, historical events, but we are not permitting any new events, we don't have the staff to manage them. Birthday parties, family barbecues, will continue. Large events with vendors, music, etc., will not get approval this year. We normally have 60% of our staff hired by this time. The CXT restroom that replaced the Bricks restroom at City Park isn't quite open yet, we hope to have it up and running this weekend, completing the electrical and plumbing.

Commissioner Wood: Suggested getting in touch with NIC for some support along the Memorial Field area. School district outsourcing with some of their staff in areas near schools. Limiting events makes sense with limited staff.

Commissioner Lien: Where do you advertise? Greenwood: Website, and the newspaper.

Commissioner Hill: What do you think the shortfall is? Greenwood: We've upped our rate to \$13 per hour, returning seasonals can make an additional 5%. Unemployment right now is paying up to \$600 per week for some.

Commissioner Cranston: Maybe have to do some recruitment so it doesn't continue to be a problem. Greenwood: Yes, we are looking at what can be done. Some of the outsourcing becomes a problem because the contractor can't find staff either.

Commissioner McDowell: Lots of work done at Northshire park last year on the pickleball courts but there seem to be some cracks. Greenwood: We have some fractures we may have blended the product we used too thick and it didn't pour in deep enough. There is another pourable product we plan to use the thinner material and touch up where repairs are made. We don't have the staff time to get it done right now, but it is on our radar.

## **6. COMMISSIONER COMMENTS**

None.

## **7. PUBLIC COMMENTS**

None.

## **8. PRC BYLAWS/ORDINANCE** – Action Item

*Commissioner Cranston read the staff report for the record.*

Greenwood: We've been talking about this for several years we came up with the conclusion of where we wanted the commission to go. Quorums are difficult when students are not able to attend in the summer and serve shorter terms. Believe the changes would be helpful. The wording has changed to include community education and changed the quorum from five to four. Student reps will no longer be part of the quorum, but will continue to vote and have input.

*Commissioner Lien made a motion seconded by Commissioner McDowell to recommend City Council adopt the amendments to the City Code with respect to the Parks & Recreation Commission. Motion passed unanimously.*

## **9. RIVERSTONE SHADE STRUCTURE** – Action Item

*Commissioner Cranston read the staff report for the record.*

Greenwood: The structure will provide a more pleasant experience for everyone who uses the amphitheater. No city funds are required to accept this donation and grant naming rights, although we will have some labor involved with the project management, installation, and maintenance. Staff will remove the shade covers, but the poles will remain after the season. Ali Shute, Executive Director, Arts & Cultural Alliance: The covering will be a great addition to the site. The pole by the pond we will have to repair the liner if it is breached. We will talk to ICCU regarding signage for their donation. The agreement similar to what was done with Kiwanis and Rotary here at McEuen, the Panhandle Parks Foundation is onboard to hold the funds.

Commissioner Wood: When do the concerts start? Shute: Concerts start on July 1, every Thursday in July and August and one Saturday concert on August 25. Headline bands start at 5:30. Before the headliner, local talent help open the series each Thursday.

Commissioner Hill: Is there an issue with wind and these shades? Shute: Play Creations provides the materials and engineers are involved in construction of the product, we are paying for product that can withstand the elements.

Commissioner Lien: Is it big enough to give cover as the sun comes down? Shute: The posts are behind where the seating is, the shade covers the whole audience.

*Commissioner Wood made a motion seconded by Commissioner Lien to recommend to General Services Committee that Council enter into a naming rights agreement with Idaho Central Credit Union (ICCU) for the Riverstone Park Amphitheater for a period of ten (10) years. Motion passed unanimously.*

## **10. MEETINGS / ADJOURNMENT**

Commissioner Cranston asked for any additional comments. Greenwood: May be bringing the Cancourse item to the workshop next month.

Upcoming meeting dates:

- Tuesday, May 4, 2021; 11:30 a.m., Workshop; Conf Rm 6 City Hall
- Monday, May 17, 2021: 5:30 p.m., Meeting; Library Community Room

*Commissioner McDowell made a motion to adjourn the meeting with Commissioner Lien seconding the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:12 pm.*