



# CITY OF COEUR D'ALENE

## PARKS DEPARTMENT

CITY HALL, 710 E. MULLAN AVENUE  
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### PARKS & RECREATION COMMISSION MINUTES

March 18<sup>th</sup>, 2013 – 5:30 P.M.  
COMMUNITY ROOM - LIBRARY

#### **MEMBERS PRESENT:**

Scott Cranston, Chair  
Mike McDowell, Vice Chair  
Ginny Tate  
Bridget Hill  
Mike Kennedy  
Addison Johnson, Alt. Student Rep.

#### **STAFF PRESENT:**

Doug Eastwood, Parks Director  
Steve Anthony, Recreation Director  
Chenoa Dahlberg, Administrative Secretary  
Monte McCully, Trails Coordinator

#### **MEMBERS ABSENT:**

Dave Patzer  
Jim Lien  
Mason Patzer, Student Representative

#### **GUESTS:**

Kim Stearns, Panhandle Parks Foundation  
Dan Taylor, Panhandle Parks Foundation

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

#### **1. ROLL CALL**

Six members were present, resulting in an official quorum.

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

Commissioner Johnson led the Pledge of Allegiance.

#### **3. APPROVAL OF FEBRUARY 25<sup>TH</sup>, 2013 MEETING MINUTES**

Commissioner McDowell made the motion to approve the December meeting minutes. Commissioner Kennedy seconded the motion. All were in favor, motion passed.

#### **4. CONFLICT OF INTEREST**

There were no conflicts of interest.

#### **5. STAFF COMMENTS**

Doug Eastwood explained that the pump station at the 3<sup>rd</sup> St. Boat Docks had been removed due to the Harbor House construction. He added that a new one would be going in thanks to a grant that Kootenai County was able to obtain. He added that the Notice to Proceed was issued for the McEuen Park project, and that Contractor's Northwest was mobilizing and should begin working soon. Doug spoke about the donation for Phippeny Park and that there were requests to upgrade the picnic shelter and that this was being worked on at this time. He spoke about the Geese returning to McEuen Park and that the Osprey were only a few weeks behind them, and the excitement this creates. He added that the new osprey poles and nests had been installed, and thanked Jacobsen Tree Service for putting the nests in. Doug read an article from American Cemetery magazine regarding walking tours. He added that tour booklets were available in the parks department and that QRC signs would be put up

for those with smart phones. There were questions of the commission about the pump station replacement timeline.

Steve Anthony spoke about the successful year for basketball. He added that the Recreation Department was taking late registrations for Soccer ages K – 8<sup>th</sup> grade. He added that the 2<sup>nd</sup> – 7<sup>th</sup> grades would be having a Soccer Festival on April 13<sup>th</sup>. He went on to discuss the spring break events that would be taking place during Be Outside and Active week. 14 different activities are planned. He added that the next swim registration would be on April 1<sup>st</sup> and that Softball season was in full swing. On April 6<sup>th</sup> there will be a free agent game and hopefully the chance to form a new team, or allow other teams to recruit new members. He mentioned the social that would be after the event at Paddy's. He spoke about the interview he and the Mayor did with Sports Event magazine and read the article and the fun facts.

There were no questions of the commission for Steve or Doug.

**6. COMMISSIONER COMMENTS**

None

**7. PUBLIC COMMENTS**

None

**8. NAMING OPPORTUNITIES AGREEMENT WITH PANHANDLE PARKS FOUNDATION**

Commissioner Cranston read aloud the staff report. Doug spoke about the various groups and people that want to help out, but can't afford to pay the entire amount in full up front, but rather can do it over a period of time. He added that various service clubs and entities have shown interest in this type of set-up. He explained that someone is needed to follow up on the payments and agreements. He added that the naming opportunity is not for a lifetime, but would be renewable. Our best option for accomplishing this is to utilize the Panhandle Parks Foundation. He explained that this allows for opportunities we have now, and that will come up in the future. Doug explained that he had drafted a Memorandum of Understanding for the Commission to review tonight. There were questions about the administrative fee and how the Parks Foundation would do the accounting. Kim Stearns answered these questions of the Commission. Doug stated the goal is for the City to be able to contact the Parks Foundation for funds to be used for park improvements and acquisitions in the future. Also gives us guidelines for the naming opportunities. Commissioner McDowell added that this provides the opportunity to donate for the individuals who wish to do so. Doug added that the Parks Foundation does have information on estate planning for folks who want to donate that way. Commissioner Kennedy likes that the donations are tax deductible and make it easier on individuals and groups. Doug added that the Parks Foundation is a 501 c (3) and more people are comfortable with that.

Commissioner McDowell made the motion to recommend to General Services that City Council adopt the Naming Opportunities Memorandum of Understanding. Commissioner Hill seconded this motion. All were in favor, motion passed unanimously.

**9. ONLINE PICNIC SHELTER RESERVATIONS & QRC CODES**

Doug spoke about the process of other communities going to online reservations over the past few years and about the process he had gone through with the cities IT. department to develop a system that will be launched on Monday April 1<sup>st</sup>. He added that the Online Reservation system would be set-up for picnic shelters only, and that larger events and groups would still need to contact us directly for trail, Bandshell or amphitheater event reservations. Doug also spoke about the "QRC Codes" that will be posted throughout the Parks system to provide information on various things. Doug introduced Chenoa Dahlberg,

who gave the tutorial on utilizing the website. Doug spoke about the FCFS versus reservations. There were no further questions of the Commission.

#### **10. MEETINGS**

The next commission workshop will be held on Tuesday April 2<sup>nd</sup>, 2013 at JB's Restaurant.

The next regularly scheduled meeting will be held on Monday April 15<sup>th</sup>, 2013 in the Community Room at the Library.

Motion was made at 6:20 p.m. by Commissioner Tate to adjourn the meeting. Motion was seconded by Commissioner Hill. Motion passed.