



CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E MULLAN AVENUE
COEUR D'ALENE, IDAHO 83814
208-769-2252 FAX: 208-769-2383

Mission Statement

To actively strive to provide a quality park system that offers a diverse range of experiences, preserves local resources, and provides a safe, pleasant, and enjoyable environment.

Parks & Recreation Commission Meeting Community Room - Library

AGENDA

September 18, 2023 – 5:30 pm

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) “Conflict of Interest” Declaration
- 4) Approval of July 17, 2023 Minutes – *Action Item*
- 5) Staff Comments
- 6) Commissioner Comments
- 7) Public Comments (Comments limited to **3** minutes)
- 8) Third Street Mooring Dock Bid Contract Award - *Action Item*
- 9) Next Meeting / Adjournment:
 - Monday, October 16, 2023-5:30 pm, Meeting-Library Community Room

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact the Parks Department at (208)769-2252 at least 72 hours in advance of the meeting date and time.



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PARKS & RECREATION COMMISSION MINUTES

July 17, 2023 – 5:30 p.m.
COMMUNITY ROOM - LIBRARY

MEMBERS PRESENT:

Scott Cranston, Chair
Mike McDowell
Warren Bakes
Bridget Hill
Jim Lien
Ginny Tate

STAFF PRESENT:

Bill Greenwood, Parks & Recreation Director
Melissa Brandt, Transcriptionist
Adam Korytko, Building Superintendent

ABSENT:

Christie Wood

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 McDowell led the Pledge of Allegiance.

3. CONFLICT OF INTEREST

None.

4. APPROVAL OF MINUTES – *Action Item*

Commissioner Bakes made a motion to approve the minutes of May 15, 2023. Commissioner Tate seconded the motion, there being no discussion and all being in favor, motion passed unanimously.

5. STAFF COMMENTS

Director Greenwood: A new program started by Adam Rouse with the Coeur d'Alene public golf course offering a golf camp generated a lot of interest and we expect to expand to include more kids. This weekend at City Park there was a concert in honor of Chris Guggemos. A tree was planted with a plaque in memory of Chris. Experiencing a great deal of vandalism continues on playgrounds and buildings costing nearly \$30,000 in repairs. Costs are much higher and when sprinkler heads are damaged, they are \$80 to \$110 each to replace. Complaints from citizens regarding closed restrooms at Bluegrass, unfortunately, when opened, they are vandalized again. Volunteers helped paint the Bluegrass restrooms and they were immediately damaged again. They may remain closed through the season. Cars were

also vandalized in that neighborhood. Bluegrass by far has been damaged the most, then Landings Park and the skatepark. Well-lit areas haven't been a deterrent. In early spring Thorco field and the trail were also tagged with graffiti. Parks and trails are being tagged with spray paint, restroom damage includes tearing dispensers off the walls, toilets beaten with rocks and plugged up, and fires lit in trash cans. Most damage happens at night, but not always. Trail cameras have been installed at some locations. Restitution doesn't cover the expense from the damage. We continue to clean up the messes and make the repairs. Employee Bill Andrews has been with us since the mid-90's as a seasonal, then a full-time employee in the early 2000's; he is retiring on August 1. The new Harbor Center docks are very busy. Mooring dock improvements are out for bid, deadline is July 26, 2023, and a completion date of May 2024. A business has been operating pontoon rental on the mooring docks. Explained they cannot operate a business on the docks, their website lists the mooring dock as their address. They have been told they are to cease and desist. The Riverstone shade has had numerous delays but should be up by the first weekend in August. Rebuilding the Jewett House garage has been challenging. After working through some insurance issues, we will be able to rebuild at market value, and hopefully complete before snow.

Commissioner Cranston: Have you seen any relief at 3rd Street docks with the completion of the Harbor Center Docks? Greenwood: Yes, it is better.

6. COMMISSIONER COMMENTS

None.

7. PUBLIC COMMENTS

None.

8. COEUR D'ALENE ON ICE OWNERSHIP CHANGE – *Action Item*

Commissioner Cranston read the staff report for the record.

Director Greenwood: The Murrays came in earlier this year letting us know they wanted to sell their business to Kent Layden, their onsite manager. Operations will be the same. Everyone is enjoying the rink. The Murrays will help set up for this season.

Commissioner McDowell made a motion to recommend transfer of the existing five-year renewable Lease Agreement with JMurray Enterprises LLC to VMC Northwest, LLC, d/b/a Coeur d'Alene on Ice, to operate a seasonal ice-skating rink in McEuen Park. Commissioner Hill seconded the motion, there being no further discussion, and all being in favor, motion passed unanimously.

9. LIBRARY LIGHTING LED & CITY WIDE ACCESS CONTROL UPGRADES – *Action Item*

Director Greenwood: Agenda correction; Items 9 and 10 have been packaged as one item, not two.

Commissioner Cranston read the staff report for the record.

Adam Korytko: Lighting at library is very mismatched and antiquated by today's standards. Very beneficial to upgrade the lighting for the savings from Avista and the aesthetic would be better.

Commissioner McDowell: Both are worthy projects, why is the request outside the budget process? Korytko: Urgency of getting these done with the lighting rebate, and the prospect of a server failure creates urgency to get this done before the next budget cycle.

Commissioner Bakes: What is the savings for the lighting? Korytko: Savings will amount to about \$6,000 a year.

Commissioner Tate made a motion to recommend City Council approve the financing for library lighting upgrades in the amount of \$20,689 and for citywide access control upgrade in the amount of \$13,500 outside the current budget. Commissioner Bakes seconded the motion, there being no further discussion, and all being in favor, motion passed unanimously.

10. NEXT MEETING / ADJOURNMENT

Commissioner Cranston announced next meeting date.

Next meeting date:

- Monday, August 14, 2023: 5:30 p.m., Meeting; Library Community Room

Commissioner McDowell made a motion to adjourn the meeting Commissioner Tate seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:10 pm.

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

DATE: 9/18/2023
FROM: Monte McCully, City of Coeur d'Alene Trails Coordinator
SUBJECT: **Third Street Mooring Dock Bid Contract Award** *(action required)*

DECISION POINT

The Parks Department is asking for a recommendation to council to accept the bid for the Third Street Mooring Dock Replacement Project from R & R Northwest LLC.

HISTORY

In 1999/2000, the Parks Department received a grant to build mooring docks in McEuen Park. Over the next 20 years, the docks were heavily used by the boating public and have seen a lot of use. They are also made of wood and only have a limited life span. Last year, the Parks Department applied for a Waterfront Improvement Grant through the Idaho Department of Parks and recreation and was approved this year.

FINANCIAL ANALYSIS

The original estimate to rebuild the docks was \$511,500 with the city committed to paying a 32% match. The project went out to bid and R & R Northwest LLC was the lowest bidder at \$483,823.75. The city's match at 32% would then be \$154,823.60.

The funds for the Third Street Mooring Dock Replacement Project will come from the following sources:

State WIF Grant Funds	\$329,000.15
Parks Department WIF	<u>\$154,823.60</u>
Total:	\$483,823.75

PERFORMANCE ANALYSIS

Accepting this bidder will allow the City to rebuild the Third Street Mooring Docks with better materials that will provide the boating public with a safer and longer lasting dock at 3rd Street.

DECISION POINT/ RECOMMENDATION

Recommend council accept the bid for the Third Street Mooring Dock Replacement Project from R & R Northwest LLC.