

PARKS & RECREATION COMMISSION



Robby Cooper
Commission Chair

~Agenda~

Dwight Curtis
Staff Liaison

prc@ci.moscow.id.us

208.883.7087

<http://www.ci.moscow.id.us/455/Parks-Recreation-Commission>

**Thursday
January 23, 2020**

5:15 PM

**Hamilton Indoor Rec Center
1724 E F Street**

Call to order

1. Approval of minutes from December 5, 2020 – Robby Cooper

ACTION: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

2. Public Comment Period – Robby Cooper

Only for items not listed on the agenda, including responses to previous comments/questions from the public.

Staff Reports

- a. **Parks and Facilities General** – Dave Schott
 - **Project Updates**
- b. **Pathways Commission** – Dave Schott
- c. **Tree Commission** – Dave Schott
- d. **Recreation Programs** – Karen Johnston & Dwight Curtis

ACTION: No Action

3. Consideration of Palouse Prairie School Physics Interpretive Sign for Mountain View Park – Dave Schott

ACTION: Commission will hear presentation on interpretive sign project proposal and make decision on approval.

4. Master Plan 2019 Actionable Items Update– Dwight Curtis

ACTION: Commission will receive update from the Director on the Parks and Facilities Standards project. No action.

5. Long-Range Capital Projects Plan Budget Process- Dwight Curtis

ACTION: The Parks and Recreation Director will present the CIP planning/budgeting process the City is currently developing. No action.

6. FY21 Budget: Commission Needs – Dwight Curtis

ACTION: City staff are working on the FY21 budget proposal. Discussion will take place among Commission members on any items specific to the Commission to be added to the budget proposal.

7. Open Discussion – All

8. Next Meeting Date: February 27, 2020.

Adjourn

NOTICE: Moscow City Council Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

PARKS & RECREATION COMMISSION



Robby Cooper
Commission Chair

~Meeting Minutes~

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**Thursday
December 5, 2019**

5:15 PM

**Hamilton Indoor Rec Center
1724 E F Street**

WELCOME AND ATTENDANCE

MEMBERS PRESENT: Damon Burton, Robby Cooper, Mark Heinlein, Ted Kisha, Susan Petersen, Susan Steele, Nancy Tribble, Sara Zaske (arrived at 5:18 pm)

MEMBERS ABSENT: Justin Minden

ALSO IN ATTENDANCE: Kristin Graham, Staff; Karen Johnston, Recreation Supervisor; Greg Morrison, Recreation Supervisor; David Schott, Parks and Recreation Assistant Director; Brandy Sullivan, Moscow City Council Member (arrived at 5:19 pm); Parks and Recreation Director Dwight Curtis, Staff Liaison

- 1. Introduction of Karen Johnston, Recreation Supervisor (Aquatics and Youth Programs) – Dwight Curtis.**

REGULAR AGENDA

- 1. Approval of Parks and Recreation and Parks Minutes Commission Oct. 24, 2019**

Presentation of minutes for approval. There was no September meeting.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Petersen
SECONDER:	Tribble
AYES:	Burton, Cooper, Heinlein, Kisha, Petersen, Steele, Tribble
ABSENT:	Minden, Zaske

- 2. Public Comment Period**

Only for items not listed on the agenda, including responses to previous comments/questions from the public. There were no comments.

3. Rotary Park Flag Installation Proposal (ACTION ITEM) – David Schott and Tom Thompson (Rotary Club)

PROPOSED ACTIONS: Receive presentation and proposal for installation of flag pole within Rotary Park and make recommendation for City Council consideration.

As part of the Rotary Club of Moscow's centennial celebration, the organization would like to install a flag pole in the concrete plaza area of Jim Lyle Rotary Park. The club will be working with Hodge and Associates and Reliant Engineering on the project. The pole would be approximately 25 feet tall and would feature lighting (possibly solar) and low-maintenance landscaping. The club would like to display both the United States flag and the Rotary Club flag, with a plaque at the base indicating the significance of the event. They are hoping to begin construction in spring 2020, with completion by the end of June 2020. Once the project is completed, the Rotary Club would turn it over to the City of Moscow.

Questions were raised about the feasibility of using solar lights, the replacement of the flags when needed, and how much extra work would this cause for staff when the occasion dictates the flags be lowered and raised. Thompson said they will be conducting research into which lighting would be best suited for the installation; he also said it would be reasonable to request that the Rotarians be responsible for replacing the flags as needed. Curtis said that he did not feel that having an additional flag to lower and raise would add undue extra work for staff. Curtis said he is unsure whether there are any restrictions on displaying flags belonging to private agencies on City property, but he would check on it. Thompson said having the Rotary flag displayed is not a requirement for the project and they would continue with the project either way.

Schott advised that the commissioners could approve the request tonight or could request more information before deciding; Curtis added that even if they do approve the request tonight, it would come back before them before construction commenced.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Kisha
SECONDER:	Steele
AYES:	Burton, Cooper, Heinlein, Kisha, Petersen, Steele, Tribble, Zaske
ABSENT:	Minden

4. Election of 2020 Chair and Vice-Chair – Robby Cooper

PROPOSED ACTIONS: Nominations for Chair and Vice-Chair, discussion, vote.

Heinlein asked Cooper and Kisha if they were willing to serve again as Chair and Vice-Chair, respectively; both indicated they were. Petersen nominated Cooper for the position of Parks and Recreation Commission Chair and Kisha for the position of Parks and Recreation Commission Vice-Chair. No other nominations were made.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Peterson
SECONDER:	Tribble
AYES:	Burton, Cooper, Heinlein, Kisha, Petersen, Steele, Tribble, Zaske
ABSENT:	Minden

5. 2020 Commission Goals (ACTION ITEM) – Dwight Curtis

PROPOSED ACTIONS: Review 2019 goals and set 2020 goals for the Commission. This may include actionable items from the Parks and Recreation Master Plan Update 2019.

After some discussion, it was determined that Goal #1, Goal #2, and Goal #4 would be retained as-is; Goal #3 was replaced with “Provide input into the development of parks and facilities standards to match Moscow’s uniqueness and guide the Parks and Recreation Department operations into the future”, which incorporates the 2019 Goal #5 and Actionable Item #7 from the Parks and Recreation Master Plan Update 2019. The goals for 2020 are:

Goal #1: Maintain a full commission.

Goal #2: Review the Master Plan annually.

Goal #3: Provide input into the development of parks and facilities standards to match Moscow’s uniqueness and guide the Parks and Recreation Department operations into the future.

Goal #4: Investigate a location for a second community garden.

REPORTS

1. General Parks and Facilities Update - David Schott

In addition to preparing for snow season, the parks and facilities crews are working on FY2020 projects, including the replacement of the Rotary Park playground equipment and the possibility of constructing a pathway connecting Itani Park and Crestview Drive; Jay Lewis is also working on the ADA transition plan. Two new full-time employees, Gary McKinney and Patricia Anderton, have joined the parks team. Bids received for the City’s custodial contract will be going before committee and then to City Council soon.

Kisha asked about the removal of some of the trash receptacles at Mt. View Park, which he felt may contribute to an increase in dog waste on the fields. Curtis said he believed just one can is removed in the winter as its location makes it difficult for staff to service when the weather conditions are poor; Schott said he would check.

2. Moscow Pathways Commission Update - David Schott

Participation in this year’s bike tour was down from previous years, possibly due to it being held later than usual.

3. Moscow Tree Commission Update - David Schott

The Tree Commission will be recruiting for new members after the recent departure of two commissioners. The members are currently working on plans for Arbor Day 2020 and beyond, including choosing the trees to be given away for the next four years. The City attained enough points again this year to achieve the Tree City USA Growth Award.

4. Recreation Programs - Greg Morrison

Morrison reported that the Moscow Half-Marathon and 10K Run went well, with 120

participants; changes are already being planned for next year's event to make it even better. There are approximately 41 parade entries in tomorrow's Winter Carnival. The annual Breakfast with Santa event is coming soon, and letters to Santa Claus are already being collected. Due to low numbers, this year's 5th and 6th Grade Basketball was run as a co-ed league; Morrison said he is considering making changes to the age brackets to accommodate this shift in participation.

There was a bomb scare at Moscow Middle School recently, resulting in the students being evacuated to the Hamilton Indoor Recreation Center. Everything went well and students were reunited with their parents quickly; a mock run-through will be held in January in order to further refine and improve the process. Curtis added the using the HIRC as an evacuation site has been planned for a while, but this was the first time it has been used.

UPCOMING EVENTS / MEETINGS

The next Commission meeting is January 23, 2020.

ADJOURN

The meeting was adjourned 6:49 pm.

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