

PARKS & RECREATION COMMISSION



Robby Cooper

Regular Meeting

Dwight Curtis

Commission Chair

~Agenda~

Staff Liaison

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

Thursday

5:15 PM

Hamilton Indoor Rec
Center

April 26, 2018

1724 E F Street

Call to Order

1. Approval Of Minutes From March 22, 2018 – Robby Cooper

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

Documents:

[MINPRC20180322 DRAFT.PDF](#)

2. Public Comment (10 Minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. The Chair may include responses to previous comments/questions from the public. State your name and address for the record.

3. Staff Reports

- a. Parks and Facilities General – Dwight Curtis
- b. Pathways Commission – Dwight Curtis
- c. Tree Commission – Dwight Curtis
- d. Recreation Programs – Dwight Curtis

4. Annual Parks And Facilities Tour – Dwight Curtis

ACTION: Set date for annual parks and facilities tour

5. Service To Commissions Award Nominations – Dwight Curtis

Dwight will review the new City process for nominations.

6. Progress Report On Parks And Recreation Master Plan Update, 2019 – Dwight Curtis

Discussion item/information update.

7. Open Discussions - All

8. Next Meeting Date: May 24, 2018.

Adjourn

NOTICE: Moscow City Council and committee meetings are 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~
March 22, 2018

Dwight Curtis
Staff Liaison

208.883.7087

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

The meeting was called to order at 5:16 PM

MEMBERS PRESENT: Damon Burton, Robby Cooper, Mark Heinlein, Ted Kisha, Susan Petersen, Nancy Tribble, Sara Zaske

MEMBERS ABSENT: Justin Minden, Susan Steele

ALSO IN ATTENDANCE: Kristin Graham, Staff; Parks and Recreation Director Dwight Curtis, Staff Liaison

1. Approval of minutes from February 22, 2018 – Robby Cooper

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

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

Acclamation vote carried the motion.

2. Public Comment Period – Robby Cooper

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

3. Staff Reports – Parks and Recreation Department Staff

a) Parks and Facilities – Davis Schott

Parks staff have completed their annual playground inspections. Three benches have now been installed at the Blackbird Station site; donations are being sought for a fourth bench. The refurbished signs for the HIRC and Kiwanis Park have been reinstalled. City Council approved the purchase and installation of a wheelchair-accessible iSwing in East City Park; the swing has been ordered and delivery is expected in May, with installation taking place shortly after. The purchase of playground equipment for Morgan's Orchard was also approved by City Council and should arrive in late April. Work is starting on Itani Park, but due to some challenges caused by power line easements the playground has been moved to a different location on the property than originally planned; the change did not affect the size of the park or playground. The West Palouse River Drive property, which is currently being used as a cyclocross track, now has a gravel parking lot. The Alturas Park fountain's drainage issues have been repaired.

After three rounds of bidding, the bids for the replacement of the 1912 Building roof are still coming in high; staff will be recommending that City Council accepts the current bids for consideration. Once the roof repairs are finished, the exterior work on the 1912 Building will be complete. In addition, the water heater at the Hamilton-Lowe Aquatics Center has been replaced, and new LED lights have been installed in the HLAC parking lot.

b) Pathways and Tree Commissions – Dwight Curtis

The Pathways and Tree Commissions are working on their questions for the Master Plan surveys. The Pathways Commission is also preparing for their annual report to City Council. The Tree Commission is planning this year's Arbor Day event, which will be held at 1:00 pm on April 27th at Lena Whitmore Park; the entire Lena Whitmore Elementary School will be participating in the ceremony, which will include planting a red oak tree in the park. This is Moscow's 25th year as a Tree City USA; the City will also receive a Tree City USA Growth Award.

c) Recreation Programs – Dwight Curtis

Recreation Supervisor Kellisa Owens has been working on procedures and strategies to help rectify and prevent the issues encountered in 2017. She is organizing a Volunteer Day at the HLAC, where people can earn a free day pass to the HLAC by spending three hours helping to get the HLAC ready for the season. She is also preparing for the upcoming Moscow Rolling Hills Half Marathon and the Summer Break Kids' Kamp program. There is just one unrented plot, a raised bed, still available at the Hamilton Community Garden.

Winter sports are done for the season, and spring sports will be starting soon; however, the weather has prevented the fields from seeing much use yet this year.

Niels Dammon (122 East 6th Street, Moscow) asked whether any significant issues were discovered during the playground inspections; Curtis said nothing unusual was found, just the expected wear and tear resulting from regular use. Curtis added that the playgrounds are inspected on a regular basis year-round; this is just their official annual inspection.

ACTION: No action needed.

4. Lola Clyde Park Sign – Dwight Curtis

About 25 years ago, the Clyde family sold the Lola Clyde Park property to the City of Moscow with the stipulation that the park be named after Mrs. Lola Clyde. The playground for the park is scheduled to be installed in 2019, and staff have designed a sign for the park which displays a photo of Lola Clyde, as requested by the Clyde family. Because of this unique element, the sign will be more expensive than the typical park sign, which is why the proposed design is being presented to the commissioners for their approval. The sign will cost an estimated \$2000.00, which is approximately \$600.00 more than our usual park signs. The Clyde family is donating \$1700.00 toward the sign.

ACTION: Review park sign design and make recommendation to the City Council

After some discussion, all commissioners indicated their approval of the proposed design for Lola Clyde Park sign.

5. Parkland Dedication – Public Avenue – Dwight Curtis

ACTION: Discuss parkland dedication proposal and make recommendation to City Council

Curtis reminded the commissioners of the City of Moscow's Parkland Dedication Ordinance, which stipulates that whenever new development takes place in the City of Moscow, the developer must provide either land to be used for a new park or pay a fee in lieu of the land; it is the City's prerogative whether to accept the land or to accept the fee in lieu of. For the most part, the City has opted to accept land instead of money; however, on occasion accepting the fee in lieu of is a better option, such as when the site's topography is not suitable for use as a park or when the development is so small that the amount of property needed to meet the ordinance's requirements is not large enough to be used for a park. Such is the case in one of the City's new development, where the planned development is so small that the amount of land required to meet the ordinance's requirements would only be approximately .037 acres. However, accepting a fee in lieu of would result in approximately \$499.50 being added into the Parkland Dedication Fund, which could then be used toward the development of another park in the area such as Lola Clyde Park.

RESULT:	RECOMMEND ACCEPTING FEE IN LIEU OF
MOVER:	Petersen
SECONDER:	Burton
AYES:	Burton, Cooper, Heinlein, Kisha, Petersen, Tribble, Zaske
ABSENT:	Minden, Steele

Acclamation vote carried the motion.

6. Progress Report on Parks and Recreation Master Plan Update 2019 – Dwight Curtis

ACTION: Discussion item/information update.

Work has continued on the Master Plan Update, and the questions for the Master Plan Update surveys should be ready for review at the April meeting. They are still on track to meet the goal of presenting to City Council for approval and implementation by October 1.

7. Open Discussion – All

Curtis mentioned an article in a recent issue of the NRPA magazine which stated that in 2017 the State of Idaho had approximately \$442 million in parks-related economic activity, \$193 million in parks staff wages, and provided approximately 3700 parks-related jobs.

Curtis advised that the department has recently seen an increase in the number of requests for permits to serve/consume alcohol in City parks. These have included not only small-group barbeques but also organizations and groups planning larger community events. Curtis stated he is mentioning it to the commissioners as it could become an issue requiring action in the future.

Tribble reminded the commissioner of the annual parks tour and suggested they start considering a date for this year's tour.

The meeting was adjourned at 6:21 p.m. The next meeting is scheduled for April 26, 2018.

Robby Cooper, Chair(or stamped by Deputy City Clerk)

2018 Commission Goals

- Goal #1: Investigate partnerships toward the creation of a Parks and Recreation Foundation
- Goal #2: Maintain a full commission
- Goal #3: Review the Master Plan annually
- Goal #4: Encourage attendance at other commissions' meetings, review other commissions' agendas for topics impacting Parks and Recreation, and extend invitations to the members of other commissions to attend Parks and Recreation meetings
- Goal #5: Investigate a location for a second community garden
- Goal #6: Examine the options for incorporating innovative recreation facilities for all children in future parks

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.