

PARKS & RECREATION COMMISSION



Cat Harner
Chair
pre@ci.moscow.id.us

Regular Meeting
~Agenda~

David Schott / Kirby Johnson
Staff Liaisons
208-883-7098 / 208-883-7088

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

Thursday
July 25, 2024

5:15 PM

Hamilton Indoor Rec Center
1724 E F Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

1. **Meet and Greet: Kirby Johnson, Recreation Manager – Kirby Johnson**

REGULAR AGENDA

1. **Approval of Parks and Recreation Commission May 23, 2024 Minutes (ACTION ITEM) – Cat Harner**

Presentation of minutes for approval.

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

2. **Public Comment and Response to Previous Comments (limited to 15 minutes)**

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

3. **Athletic User Group Report (ACTION ITEM) – David Schott / Kirby Johnson / Tyler Palmer**

The City of Moscow received concerns from athletic field user groups during the April 15, 2024 Moscow City Council meeting and subsequently at the April 26, 2024 Parks and Recreation Commission meeting. The concerns regarding the Moscow School District Community Playfields (MSDCPF) had not gone unheard. In response, the City hosted a series of meetings internally, with the Moscow School District, and ultimately with the athletic field user groups on June 3, 2024.

Staff will present a summary report of concerns and actions based on these meetings.

PROPOSED ACTIONS: Accept report; or take other action deemed appropriate.

4. **Consideration of Corporate Sponsorships for Parks (ACTION ITEM) – David Schott / Cat Harner / Jeff Pilcher**

The Parks and Recreation Commission advises the Mayor and City Council on matters pertaining to public playgrounds, athletic fields, recreation facilities, and other recreation activities on any property owned or controlled by the City. Staff has heard the desire to look into the possibility of corporate sponsorship for parks. Staff has also heard this from the public as well.

To begin the process, staff requested commission members to conduct comparable research. Parks and Recreation Commission member, Jeff Pilcher, was assigned to this task during the May 23, 2024 meeting.

The City of Coeur d' Alene has limited sponsorships for the recreation leagues in the amount of \$200. The City of Clarkston does not have a sponsorship program. The City of Pullman has a sponsorship program but geared mainly towards recreational event sponsorship. However, the City of Pullman does have a donation program for Veteran's Memorial Park. Finally, the City of Lewiston provided two examples of corporate sponsorship programs for parks. The first is P1FCU Field at Hereth Park. P1FCU sponsored the resurfacing of the infield to a synthetic surface in the amount of approximately \$170,000 under the Lewiston Parks and Recreation Facility Naming and Memorial Placement Policy. The City of Lewiston has also shared a sponsorship proposal with Idaho Central Credit Union for the Sunset Ball Field Reconstruction Project in the amount of \$300,000, again under their naming policy. The City of Post Falls did not reply to the request.

The City of Moscow does have donation policies in place for trees and benches. Moreover, Resolution No. 2004-19 established a formal policy and process for naming public park lands and recreational facilities. However, the policy does not include corporate sponsorships rather different criteria for naming a park or recreational facility. The criteria related to a financial contribution specifies a person and must have contributed significantly to the acquisition or development of the park or recreational facility.

Should the Parks and Recreation Commission wish to pursue this further, a letter from the Chair to City Council through the staff liaison will need to be drafted. The draft letter would come back for consideration and approval by the Parks and Recreation Commission to provide recommendations to Moscow City Council through the staff liaison.

PROPOSED ACTIONS: Draft a letter to Moscow City Council providing recommendations regarding corporate sponsorships for parks by the Chair of the Parks and Recreation Commission; or take other action deemed appropriate.

5. Consideration of the August 24, 2024 Farmers Market (ACTION ITEM) – Cat Harner

The Parks and Recreation Commission will discuss their participation in the August 24, 2024 Farmers Market. The commission will discuss the theme, line out staffing, and determine any support needs from staff.

PROPOSED ACTIONS: Approve theme, staffing, and support for the August 24, 2024 Farmers Market; or take other such action deemed appropriate.

STAFF REPORTS

- 1. Recreation and Pool Update – Kirby Johnson**
- 2. Parks, Facilities and Community Forestry Update – David Schott**

UPCOMING EVENTS / MEETINGS:

- 1. Next Park and Recreation Meeting: August 22, 2024**
- 2. Parks and Recreation Commission Farmers Market: August 24, 2024**

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at

adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

PARKS & RECREATION COMMISSION



Cat Harner
Chair
pre@ci.moscow.id.us

Regular Meeting
~Agenda~

David Schott / Greg Morrison
Staff Liaisons
208-883-7098 / 208-883-7088

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

Thursday
May 23, 2024

5:15 PM

Hamilton Indoor Rec Center
1724 E F Street

The meeting was called to order at 5:15 pm

PRESENT: Cat Harner, Chair; Gretchen Hayes, Vice Chair; Mark Heinlein; Sally Greene; Susan Steele; Jeff Pilcher; Ted Kisha.

STAFF: David Schott

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Parks and Recreation Commission April 25, 2024 Minutes (ACTION ITEM) – Cat Harner

Presentation of minutes for approval.

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

Greene moved to approve the minutes Heinlein seconded. Roll Call vote: Ayes: Hayes, Heinlein, Greene, Steele, Pilcher Nays: None. Abstain: Kisha. Motion carried

2. Public Comment and Response to Previous Comments (limited to 15 minutes)

None

3. Consideration of Pickleball Courts at Mountain View Park (ACTION ITEM) – Cat Harner / David Schott

Pickleball is very popular nationwide. Moscow is no different with the construction of pickleball courts at Ghormley Park. The Palouse Pickleball Club and City staff have been in discussions about future pickleball courts and where these may be located. Mountain View Park between the two parking lots makes sense, has ample parking, and is away from housing for any noise impacts. The first step to future pickleball court would be to program the courts into the City of Moscow Capital Improvement Plan

PROPOSED ACTIONS: Approve the inclusion of future pickleball court at Mountain View Park in the Capital Improvement Plan; or take other action deemed appropriate.

Schott informed PRC that he and the none profit local pickleball association have been looking at more areas to possibly put pickleball courts. They looked at the area between the parking lots at Mountain View Park. This would likely be five to ten years down the road in the CIP. This would help to get grants and funds for it. Greene would like to know how many possible courts

could be put in. Schott looked at this years ago and would like to maximize the amount put out there between four and six. Harner asked if this area is a flood plane or not. Schott explain that when this area flooded years ago it was the fields that flooded the most. Pilcher would like to know the cost of putting the pickleball courts in. Schott let PRC know the Ghormley Park pickleball courts were approximately \$180,000. Greene is on the pickleball board and would like to help get grants for this once this does get on the CIP. Harner is wondering if there is a way to put chalk lines out somewhere else for more courts in the mean time? Greene let her know there are lines marked at Mountain View at the basketball courts you bring a portable net. Schott said that Anderson Frontier Park has them as well.

Greene moved to approve the inclusion of future pickleball court at Mountain View Park in the Capital Improvement Plan; Pilcher seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

4. Consideration of Sponsorships for Parks (ACTION ITEM) – Cat Harner / David Schott

The Parks and Recreation Commission advises the Mayor and City Council on matters pertaining to public playgrounds, athletic fields, recreation facilities, and other recreation activities on any property owned or controlled by the City. Staff has heard the desire to look into the possibility of sponsorship for parks. Staff has also heard this from others as well. To begin the process, staff would ask commission members to research this out by means of comparable research. Is it allowed? How much revenue is generated? Is this one-time revenue or ongoing? What are some of the obligations required? This will culminate in a letter from the Chair to City Council through the staff liaison, who will bring it through the City system. Staff does note, the draft letter would come back for approval by the Parks and Recreation Commission.

PROPOSED ACTIONS: Assign commission members to begin research on the subject of parks sponsorships; or take other action deemed appropriate.

Schott let PRC know that we need to get comparables first before the Chair of the Parks and Recreation Commission sends a letter to City Council through the staff liaison. Schott would like a few PRC members to look into comparables and do some research, bring it back to PRC, then Harner would need to send a letter to City Council through the staff liaison. Kisha would like to know if there is a time frame in which this needs to be done. Schott said there is no time frame just when people would like to get this done. Hayes suggests that PRC do this as a presentation instead of a letter. Schott let PRC know that the letter is how the process would begin and it needs to go through the system. A presentation might be able to eventually happen. Harner would like to know if anyone has ever reached out to other PRC in areas around us. Schott said that would be part of the research for this would be to reach out to other PRC and find out how they went about doing such things in their towns. NRPA is another great resource that PRC could use as well. Harner would like to know who would like to volunteer to be the point of contact that other commission member could send information to and put it all together.

Green moved to assign Pilcher as the point of contact to send research information gathered by other PRC members to for parks sponsorships Hayes seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

5. Consideration of the June 8, 2024 Farmers Market (ACTION ITEM) – Cat Harner

The Parks and Recreation Commission will discuss their participation in the June 8, 2024 Farmers Market. The commission will discuss the theme, line out staffing, and determine any support needs from staff.

PROPOSED ACTIONS: Approve theme, staffing, and support for the June 8, 2024 Farmers Market; or take other such action deemed appropriate.

Harner opened up discussion by asking the PRC if anyone had ideas of what they would like to do for Farmers Market this year. Pilcher suggested to focus on the two ideas that are of topic which are pickleball and the parks. Heinlein suggest to have a flyer for pickleball and other summer activities such as the pool and sports. Schott suggests to get more of the small flyers Ochoa made with dates of activities and sign up dates to hand out. Hayes suggested to also put out that pickleball courts are first come first serve. Greene would like to take lead on making handout about pickleball information. Harner will contact Ochoa to see about making a poster board for summer sports and programs with Green making handout for pickleball information. Greene asked commission if it would be a conflict of interest having pickleball club members there as well to help answer any questions. Harner would be able to be there the whole time, Hayes would be able to be there from 9am-10am, Kisha would be able to be there the whole time, Greene from 8am-10am along with seeing if other pickleball club members to be present to help answer any questions.

Pilcher moved to approve the summer activities theme for June 8, 2024 Farmers Market table
Greene seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

6. Consideration of the 2024 Parks and Recreation Commission Annual Tour – Cat Harner

Each year the Parks and Recreation Commission goes on a tour of the parks. Last year this was on July 27, 2023. Typically, the tour is during a regular meeting. The commission will discuss the date of the tour and generate a list of sites to visit.

PROPOSED ACTIONS: Approve the annual tour date and sites to visit; or take other such action deemed appropriate.

Schott let PRC know that next couple of dates for upcoming meetings are June 27, July 25 and August 22. PRC travels to parks and checks out what parks the commission would like to look at. Hayes would like to do the June date. Schott asked PRC for suggestions of what they would like to tour and see. Kisha suggested Ghormley Park, Hayes suggested Milton Arthur Park if the playground is installed, Kisha suggested Lola Clyde, Harner suggested MSD Playfields, Schott suggested the West Palouse River Drive Property, Kisha would like to see Anderson Frontier Park as well. If others would like to see anything else Schott would like them to send him an email with the suggestion.

Hayes moved to approve the PRC annual tour date of June 27, 2024 Kisha seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

7. Update: West Palouse River Drive Property Study – David Schott

In 2002, the City purchased a 44-acre property located on West Palouse River Drive for the development of athletic playfields. The City worked on development plans for the property but decided not to pursue the project in 2011 due to the approximately \$8 million development cost of the site. In 2013, the City and Moscow School District agreed to jointly fund and develop athletic playfields on the District's 22-acre property located at the intersection of Joseph Street and Mountain View Road, now known as the Moscow School District Community Playfields. That project included the joint construction of one baseball field, three softball/youth baseball fields, and two soccer/lacrosse fields on the property. Through the development of the Community Playfields project, the District retained the right to construct an elementary school on the southern soccer field if needed by the District in the future.

The Moscow School District anticipates the need to construct a new elementary school in the future and is currently considering where it may be located. The District would like better distribution of elementary school locations in the community to serve surrounding neighborhoods. Currently, both Lena and McDonald Elementary Schools are located in East Moscow and near the Community Playfields site, which makes the playfield site less desirable for a future elementary school. The City and District have discussed the potential of locating a future elementary school on the City's West Palouse River Drive Property in conjunction with the potential development of a City park and additional athletic fields.

Staff has prepared a Memorandum of Understanding for City Council consideration for the City and District to jointly fund a planning study to assess the feasibility of developing the property for a future elementary school, park, and athletic playfields. It is anticipated the study will assess pedestrian access, vehicular access and circulation, site grading, building, parking, park, and athletic facility development to determine the suitability of the site for the proposed uses and help inform future decisions regarding the property. The study would be exploratory and would not bind the City or District to any further obligations or actions. It is anticipated that the study would cost under \$50,000, which would be shared equally by the City and the District.

Schott updated the PRC with the above information.

PROPOSED ACTIONS: No action, update.

STAFF REPORTS

1. Parks, Facilities and Community Forestry Update – David Schott

Schott updated PRC that the City did receive the new Milton Arthur Park structure but the new one is bent as well just like the last one we received. Indian Hills restrooms will be installed with help from multiple City Departments. On June 11th MPC will be doing their annual bike tour that will start at Mountain View Park Shelter at 5pm riding the bike path in the loop that circles the old Good Sam.

UPCOMING EVENTS / MEETINGS:

1. Parks and Recreation Commission Farmers Market: June 8, 2024
2. Next Park and Recreation Meeting: June 27, 2024

ADJOURN 6:15 pm

RESOLUTION NO. 2004 - 19

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ESTABLISH A FORMAL POLICY AND PROCESS FOR NAMING PUBLIC PARK LANDS AND RECREATIONAL FACILITIES IN THE CITY OF MOSCOW; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the City of Moscow desires to establish a formal policy and process for naming public park lands and recreational facilities in the City of Moscow; and

WHEREAS, the City believes a sound policy can add meaning and significance that embodies the value and heritage of this community; and

WHEREAS, City desires to provide name identification for individual parks; and

WHEREAS, City desires to provide name identification wherever appropriate for public recreational buildings, structures, facilities, and specified areas; and

WHEREAS, City desires to provide for citizen input into the process of naming parks and recreational facilities as enumerated above; and

WHEREAS, City desires to ensure appropriate control of the naming process for parks and recreational facilities by the City Council through the recommendations of the Parks and Recreation Director and the Parks and Recreation Commission; and

WHEREAS, City believes the Moscow Parks and Recreation Commission should be responsible for recommending to the City Council the naming of all public parks and recreational facilities in the City of Moscow; and

WHEREAS, City believes there should be some mechanism to provide recognition to community members for significant contribution to the community; and

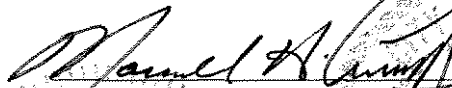
WHEREAS, City believes names should provide some form of individual identity related to the geographic location of the facility, an outstanding feature of the facility, the adjoining subdivision, commonly recognized historical event, group or individual, an individual or group who contributed significantly to the acquisition or development of the individual facility, and/or an individual who provided an exceptional service in the interest of the City or parks and recreation system as a whole.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

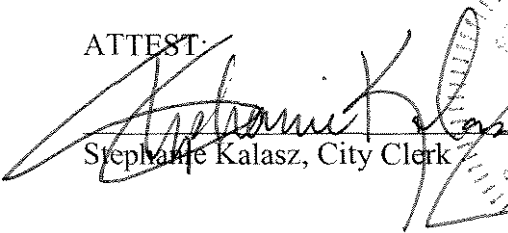
1. At the time the park land or recreational facility is acquired but before development occurs, the Parks and Recreation Director will assign a nondescript temporary working name to the area or facility.
2. In the event that someone wants to recommend naming the parks or facility after a person, several criteria should be met.
3. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or recreational facility, to the parks and recreation system overall, or the community.
4. The recommended name must be accompanied by a biographical sketch which provides evidence of contributions to the park, recreational facility, overall parks and recreation system, or community.
5. Once development is initiated, the Parks and Recreation Director will receive naming applications in writing for review by the Parks and Recreation Commission.
6. After a name is decided upon by the Parks and Recreation Commission, public notice of the recommended Qualifying Name will occur twice during a sixty (60) day period in the City's official newspaper. Citizen comments and recommendations must be in writing to the Director of Parks and Recreation and be postmarked within the sixty (60) day public-notice period.
7. After the sixty (60) day public notice period, the Parks and Recreation Director, with the approval of the Parks and Recreation Commission, will submit the recommended Qualifying Name to the appropriate City Council Committee, and then on to the City Council for final approval.
8. Parks and recreational facilities donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Parks and Recreation Commission and City Council.
9. Facilities within parks (i.e., playgrounds, picnic shelters, etc.) can be named separately from the parks and recreational facilities they are in, subject to the general approval policies in Section V of this document.
10. All plaques, markers, and memorials are subject to the same naming criteria as specified in Section V of this policy.
11. Because of their vulnerability to vandalism and because of maintenance problems, plaques, markers, and memorials should be used sparingly.
12. A principal recognition display is to be established and utilized to control the proliferation of plaques, markers, and memorials in the park areas.

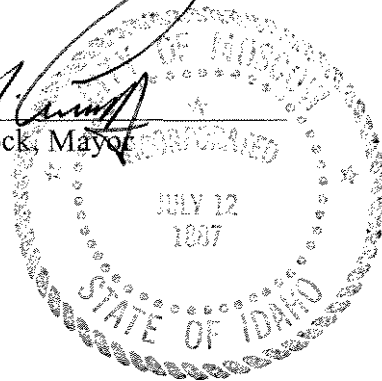
13. The Parks and Recreation Commission, subject to approval by the City Council, will establish the style, size, and placement of all plaques, markers, and memorials.
14. The Parks and Recreation Commission shall decide upon all markers that are exceptions to the requirements listed above on a case-by-case basis.
15. That this Resolution shall become effective as of October 6, 2004.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 4th day of October, 2004.


Marshall H. Comstock, Mayor

ATTEST:


Stephanie Kalasz, City Clerk





CITY COUNCIL MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE Naming Rights for P1FCU Field at Hereth Park		AGENDA NO. _____ AGENDA DATE _____ CONSENT: ☐ ACTIVE: ☐	1ST READING _____ 2ND READING _____ 3RD/ADOPTION _____
ORIGINATING SOURCE Parks and Recreation Department Date: <u>12-6-21</u>		FUNDING CERTIFICATION (IF APPLICABLE) Date: _____	
DIVISION MANAGER REVIEW (If applicable) Date: _____		DEPARTMENT MANAGER REVIEW (If applicable) Tim Barker, Parks & Recreation Director Date: <u>12-6-21</u>	
RECOMMENDED FOR COUNCIL ACTION	CITY MANAGER Date: _____		
ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY) The Parks and Recreation Facility Naming and Memorial Placement Policy was created and approved by City Council at their 1-24-11 City Council meeting as Resolution 2011-04. The Parks and Recreation Commission (PRC) felt it to be necessary to construct a standard for naming rights of parks, their amenities and facilities for current and future projects within the department so it was not decided upon on a case by case basis and that there were standards and guidelines that could be followed by staff and the requestor. The policy has been created to provide a guideline for community members that are interested in naming or placing memorials within our park system which bases the ability to do this by donation, volunteerism or a combination of the two.			
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources. The Parks and Recreation Commission (PRC) unanimously approved the attached recommendation to City Council at their 10-20-2021 meeting to name the ballfield at Hereth Park, "P1FCU Field." In reference to the approved Lewiston Parks and Recreation Facility Naming and Memorial Placement Policy, the Commission makes this recommendation based on a cash donation by Potlatch No. 1 Financial Credit Union (P1FCU). The section of the policy which this recommendation is based on is under "III. Procedure, Naming of City Park Properties, Park Amenities or Park Facilities (5)(B)(1)." The PRC notes the project cost to resurface the infield to a synthetic surface to be approximately \$170,000. The city's cash obligation relative to the rebuild is \$0. P1FCU has agreed to fully cover the cost of the turf which represents 100% of the City's cash obligation of the estimate. P1FCU has also pledged additional funding towards signage for the facility as required in the policy. This facility will be a model for what we would like to see done at Community Park for all of our ballfield developments and it will play host to many slow pitch and baseball games for years to come.			
ACTION PROPOSED Based on the recommendation from the PRC after their review of the supporting documents, staff recommends to City Council the approval of Resolution 2021-44, providing the name "P1FCU Field" to the rebuild of the ballfield at Hereth Park.			

RESOLUTION 2021-44

A RESOLUTION APPROVING POTLATCH NO. 1 FINANCIAL CREDIT UNION'S REQUEST TO NAME THE BALLFIELD AT HERETH PARK "P1FCU FIELD AT HERETH PARK" UPON THE INSTALLATION AND COMPLETION OF SYNTHETIC SURFACE AT THE BALLFIELD

WHEREAS, Patti Meshishnek, Executive Vice President of Potlatch No. 1 Financial Credit Union ("P1FCU"), requested to name the ballfield at Hereth Park "P1FCU Field at Hereth Park;"

WHEREAS, P1FCU has committed to paying for the costs of materials and installation of synthetic surface at the ballfield at Hereth Park, which costs are estimated at One Hundred Seventy-Thousand Dollars (\$170,000); and

WHEREAS, on October 20, 2021, the Parks and Recreation Advisory Commission considered such request, including the Parks and Recreation Director's recommendation to approve such request, and unanimously voted to recommend that the Lewiston City Council approve such request; and

WHEREAS, on December 20, 2021, the Lewiston City Council considered such request.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: In consideration of P1FCU's commitment, as described above, the Lewiston City Council hereby approves P1FCU's request to name the ballfield at Hereth Park "P1FCU Field at Hereth Park" upon the installation and completion of synthetic surface at the ballfield to the Parks and Recreation Director's satisfaction, which shall be made in writing.

SECTION 2: This resolution shall become effective upon its passage.

Intentionally left blank

PASSED this _____ day of _____ 2021.

CITY OF LEWISTON

By: _____
Michael G. Collins, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

October 21st, 2021

Lewiston City Council
City of Lewiston
PO Box 617
Lewiston, ID 83501

Dear Council:

The Lewiston Parks and Recreation Commission unanimously approved the recommendation to name the ballfield at Hereth Park, "P1FCU Field" at their October 20th, 2021 meeting. In reference to the approved Lewiston Parks and Recreation Facility Naming and Memorial Placement Policy, the Commission makes this recommendation based on the cash donated by P1FCU to cover the cost of converting the ballfield from a dirt infield to synthetic.

The Commission notes the project cost of the field conversion was estimated to be around \$180,000 by a professional turf company. P1FCU has agreed to pay for the turf expense in full with the prep work and base material to be provided by the City of Lewiston and volunteer crews.

P1FCU has also pledged additional required funds for signage onsite once the project is completed and has coordinated with the Parks and Recreation office for that design work.

The Commission also wants to share our appreciation of P1FCU's willingness to participate with the City in this worthy project and for their longtime support of the department and an advocate for healthy active lifestyles. Once installed, the turf will essentially eliminate the need for any daily prep work to go into the field and it will make the field more playable in the event of rain. It is our hope that we will be able to expand this type of cooperative experience to other non-governmental entities and individuals in an effort to finance future Park and Recreation improvements and developments.

Sincerely,

Jill Carlson-Balmer, Chair
Lewiston Parks and Recreation Commission

Lewiston Parks and Recreation Facility Naming and Memorial Placement Policy

Sections:

Purpose

Definitions

Procedure Naming of City Park Properties, Park Amenities or Park Facilities

Procedure, Renaming of City Park Properties, Park Amenities or Park Facilities

Procedure, Naming Memorials

Deviations from Policy

I. Purpose

The purpose of this policy is to describe conditions and establish criteria for placement of memorials on City park property, and naming of city parks and their facilities.

II. Definitions

(1) “City Park Property” means a parcel of land owned and operated by the City of Lewiston for park and recreation purposes.

(2) “Facility” means a building or structure located on a City park property, including but not limited to, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports such as tennis courts, basketball courts, and skateparks.

(3) “Amenity” means a smaller support structure located within a larger City park facility, such as benches, picnic tables, conference rooms, playgrounds, drinking fountains, decorative or water play fountains, gardens, gazebos or vegetation.

(4) “Memorial” means a facility or amenity placed within a City park facility or on City park property in remembrance of a particular person or event. For the purposes of this policy, “memorials” also include features designated for purposes such as celebrations, or other special recognition. Memorials are divided into two categories:

(a) “Minor Memorial” means an amenity or facility proposed for use as a memorial with a value of less than \$5,000.

(b) “Major Memorial” means an amenity or facility proposed for use as a memorial with a value of more than \$5,000.

The value of a memorial will be determined based on the costs attributable to the project.

(5) “Plaque” means a marker used to identify a City park amenity or facility as a memorial.

III. Procedure, Naming of City Park Properties, Park Amenities or Park Facilities

(1) Consideration of the following in naming city park properties, amenities or facilities is strongly encouraged:

(a) Historical significance;

(b) Geographical identifiers; and

(c) Natural characteristics, including flora and fauna that are characteristic of the Lewiston area.

(2) All requests to name or re-name a City park property, amenity or facility shall be made in writing to the Parks and Recreation Director. Such requests may be submitted

after a two-year waiting period following an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.

(3) Requests to name or re-name a City park property, amenity or facility shall be evaluated by the LPRC, along with a staff recommendation. The LPRC shall make a recommendation to the City Council for approval of the name. A denial by the LPRC may be appealed to the City Council. The decision of the City Council is final.

(4) Generally, the naming of a City park property, amenity or facility shall occur before or during development, and be the product of a public participation process.

(5) For purposes of evaluation and recommendation, the naming of a City park property, amenity or facility shall be divided into two categories:

(A) Service and Non-Monetary Contribution. A City park property, amenity or facility may be named to honor a person, living or deceased, Lewiston organization or business in recognition of that person's extraordinary volunteerism, employment, leadership or similar service or non-monetary contributions to the mission and purpose of parks and recreation in the City of Lewiston. The applicant should submit a letter providing a summary and examples of the significant contributions to the mission and purpose of parks and recreation in Lewiston, with supporting documentation such as newspaper clippings, letters of support, or other relevant information.

(B) Financial Contributions.

1. A City park property, amenity or facility may be named for a person, Lewiston organization or business that has given or offered to give an appropriate and significant financial contribution to acquire, construct or otherwise enhance a park and recreation facility. For the majority of projects, a significant contribution means a donation of 25% of the cost of the acquisition, construction or improvement of the City park property, amenity or facility requested for naming.

In lieu of 25% of the cost, the LPRC may consider the following:

- a) the total cost of the project where 25% may be prohibitive;
- b) the amount of grant monies received;
- c) the percentage of the donation in respect to other amounts donated;
- d) in-kind donations; and/or
- e) a combination of service and volunteerism (see A) in addition to a financial contribution.

2. Signage costs will be the responsibility of the resident, organization or business selected. Signage dimensions will follow City of Lewiston codes and will be subject to City Council approval.

3. The LPRC may also recommend a naming rights time limit of 20 years. After such time, the name would be removed and the name of City park property, amenity or facility would be offered for a predetermined cost with the monies to be used for park improvements, additions and/or maintenance. The amount requested would be determined at the time of expiration with consideration of the original amount donated, service and volunteerism of the donator, costs of needed or recommended improvements, additions and/or maintenance.

IV. Procedure, Renaming of City Park Properties, Park Amenities or Park Facilities

Requests to rename must follow the procedure outlined above. The City of Lewiston Parks and Recreation department intends that the name on a facility be the permanent designation, except where described by 5.(B)3. under Procedure, Naming of City Park Properties, Park Amenities, or Park Facilities. Only after careful consideration will facilities be renamed.

V. Procedure, Naming Memorials

(1) All requests to place memorials on City park property shall be submitted in writing to the Parks and Recreation Director. Major memorial requests may be made after a two-year waiting period following an event, activity or occurrence that has generated the desire to create a memorial.

(2) Requests shall be evaluated as follows:

(a) Minor Memorials. The Parks and Recreation Director shall decide whether to approve or deny any minor memorial request in consultation with other City staff or individuals, as necessary.

(b) Major Memorials. Staff shall make a recommendation to the Lewiston Parks and Recreation Commission (LPRC) who shall review all major memorial requests. LPRC will forward a recommendation to the City Council for approval, or issue a denial, which can be appealed to the City Council. The decision of the City Council is final.

(3) In addition to the financial definition listed above, criteria to be used to evaluate a minor or major memorial request shall include, but not be limited to, the following:

(a) Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staff time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the City.

(b) Whether the memorial will interfere with the existing or planned design, function or intended user experience of the area in which it is to be located.

(c) Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision or appeal of any park facility or property.

(d) Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and un-usual circumstances shall existing memorials be replaced by another memorial.

(e) Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City park.

(f) Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality bronze material, and no more than 5" x 7" in size.

(g) Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.

(h) Whether the installation or construction of the memorial will be completed or over-seen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.

(i) Whether the requesting party agrees and understands that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that the memorial may be removed, at the City's sole discretion, if the Parks and Recreation Director were to find the removal to be in the public's best interest.

VI. Deviations from Policy

The Parks and Recreation Director may allow minor deviations from this policy if they find that such deviation will further the goals and intent of this policy and will help further the mission of parks and recreation in the Lewiston community.

Proposal For:

Lewiston ID Infield – Hereth Park

AstroTurf Diamond Series



April 11, 2021

To Lewiston ID,

Coast to Coast Turf, an authorized distributor of AstroTurf, is pleased to submit the following budgetary proposal for approximately **25,600 square feet of AstroTurf Diamond Series Synthetic Turf** to be installed at **Hereth Park in Lewiston, ID**. Our quote includes all labor, materials, tools and equipment necessary to install in-place the synthetic turf applications referenced (in accordance with our published product specifications) and described as follows:

AstroTurf Diamond Series:	<u>\$170,100.00</u>
----------------------------------	----------------------------

Inclusions:

- Samples, submittal information, and shop drawings as required
- Mobilization
- Visual inspection of the sub-base
- Installation of **AstroTurf Diamond Series** by manufacturer-certified crews.
- **AstroTurf Diamond Series**
 - Rhino Blend 38 ounce – 2” Green Foul Areas
 - Diamond RootZone Blend 52 ounce – 2” Green Infield
 - Diamond Rootzone i 60 ounce – 1.5” Brown Infield
 - Diamond MTI 42 – 1.5” Brown Warning Track
 - ERA RootZone 90 ounce – 1.5” Brown inserts
- Inlaid Baseball Markings
- Synthetic Turf Game Mound with Velcro system and 6 inserts
- Batters and Catchers Box Velcro system and 4 sets of inserts
- All Infield seams and inlays to be hotmelt installed
- An infill of Sand and SBR rubber at manufacturer-approved weight and ratio for **AstroTurf Diamond Series**
- Wages as appropriate in the State of Idaho
- Idaho Use Tax
- **Astroturf’s Standard (8) Year Baseball Warranty**
- Cleanup and disposal of our debris



Exclusions:

- Any site work applications, including site demolition, drainage systems, sub-base construction, grading, concrete apron curb or attachment board applications. Our work commences directly on to the site contractor provided sub-base. On-going maintenance or repairs to the sub-base are the responsibility of the site contractor.
- Any survey, layout, certification, testing, or inspection costs, other than those associated with visual base inspection, G-Max Testing.
- State Sales Tax
- Payment or performance bonds. Bonds can be made available at an additional cost of 1.5% of total subcontract sum
- Any sports event, goals, sports netting, or any other athletic equipment applications
- Any Liquidated Damages surcharges.
- Any building permits or site inspection fees.

Proposal is valid for 30 days.

Regards,

Steve Webb

Owner - Coast to Coast Turf

Direct: (509) 953-1607

Email: steve@coasttocoastturf.com

Website: www.coasttocoastturf.com

AUTHORIZED DISTRIBUTOR OF ASTROTURF®







PARKS AND RECREATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY OCTOBER 20, 2021

I. CALL TO ORDER

PRESENT: Jill Carlson-Balmer, Larry Kopczynski, Jim Kirk, Bill Rowland, Jim Jenkins and Sammy Andrews also in attendance were Parks and Recreation Director Tim Barker
ABSENT: City Council Liaison Kevin Kelley.

II. CITIZEN COMMENTS

No comments.

III. CONSENT AGENDA

Commissioner Rowland made a motion for acceptance of the Minutes from September 15, 2021 as presented, Commissioner Kirk seconded the motion, all approved.

IV. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

A. Department Staff Reports:

Commissioners were sent the monthly report for September 2021. It was requested that the monthly reports be printed in color format, they are hard to read in the gray scale format.

B. Senior Nutrition Update:

Area Agency under Community Action Agency provides partial reimbursement for the meals the Senior Nutrition program provides for our senior population. Senior Nutrition staff was notified that Area Agency is having to reduce the funding for home delivered meals by about thirty percent. Staff is working with the City Manager to insure that the seniors that are currently receiving meals will continue to do so.

V. ACTIVE AGENDA

A. Naming Rights Requests (Action Item)

a. P1FCU Field at Hereth Park

P1FCU has been in discussion with Staff regarding the city's desire to go to synthetic infields for our ballfields at Community Park and they are supportive of the concept. Through those discussions the installation of a synthetic surface at Hereth Park ballfield to see how it goes before we begin developing fields at the new park was decided as the target location. P1FCU would cover the cost of the material and installation of the surface and the city would provide the excavation and prep work. The donation would be approximately \$170,000 and would be for a 20-year period. The donated amount covers the full cost to purchase the necessary materials for the project. Director Barker shared a mockup of what the turf would look like with the P1FCU logos in front of the 1st and 3rd base dugouts. Commissioner Andrews made a motion to approve the naming rights request for P1FCU Field at Hereth Park, Commissioner Rowland seconded the motion, all approved.

VI. OLD BUSINESS

A. Commission Page on the City of Lewiston Website

Staff have received the commission member bios for Commissioners Balmer, Kopczynski, Rowland, and Kirk. The others were asked to submit their photo and bio ASAP to get the commission webpage updated.

B. Community Park Development Parking Lot Phase 1 and Phase 2 Update

Staff reported that development at the site is underway. Contractors have currently graded both the Phase I and Phase II areas, completed the storm water runoff basins, installed the curb and gutter in the north parking lot, pathway from the west to the restroom and most recently installed the restroom on Monday. They will next get the curb and gutter installed to the south and then finish with concrete and painting. The project is on track to be completed sometime in early to mid-November.

C. Community Park Master Plan Update

City Staff completed a workshop with the consultants this past month which followed a site visit with Director Barker the day before. At the workshop, those present were able to take a look at 2 large conceptual maps and discuss items that have been rated by community members over the past 5-6 years through public input meetings. The next step will be to complete the stakeholder interviews and meet with staff again in mid-November. Following that meeting, the hope is to discuss the proposed layout with the Parks and Recreation Commission in November before meeting with City Council at their December Work Session to get approval to move forward with the preferred design so consultants can begin to put together both development and maintenance and operations costs. Once the preferred design is approved, the public input website will be completed and open to the public to provide their comments.

D. Tree Update to City Council

Director Barker and Grounds Maintenance Supervisor Fazio will be leading a discussion with City Council at their November 1st Work Session to discuss the history, funding and current roles and structure of the Urban Forestry Division. They will also be discussing their plan to review the surveying and analysis that has been completed by John Fisher over the past few months. Following that review, they will be working closely with the Urban Forestry and Cemetery Commission to identify the highest and immediate priorities that need to be addressed as well as long-term procedural and management changes that need to be implemented.

VII. COUNCIL LIAISON COMMENTS

Councilman Kelley was not in attendance, there were no Council liaison comments.

VIII. NEXT MEETING

Wednesday November 17, 2021 at the Lewiston Community Center 5:00 PM

IX. FUTURE AGENDA TOPICS

- A. Parks and Open Space Master Plan citizen and commission input sessions
- B. Community Park Design Presentation December City Council Work Session
- C. Naming Rights Policy
- D. Park Reservation Fund

X. **ADJOURNMENT**

Commissioner Kirk made a motion to adjourn the meeting, Commissioner Andrews seconded the motion. The meeting ended at 6:00 pm.

Linda Rape
Recording Secretary

November 8, 2021
Date

Sponsorship Proposal

Sunset Ball Field Reconstruction Project Proposal:



**Idaho
Central[®]**
CREDIT UNION

CREATING
COMMUNITY
THROUGH
PROGRAMS,
PARKS,
AND
FACILITIES



Prepared by the Lewiston Recreation Team

LEWISTON PARKS & RECREATION



Idaho Central Credit Union,

Lewiston Parks and Recreation is looking to give our Sunset Ball Field an upgrade. We are looking to replace the current dirt infield with synthetic turf as well as push the current outfield fence back.

Sunset Park is one of our most popular and diverse parks as it has various amenities such as pickleball courts, a playground, a park shelter, a disc golf course, and a multipurpose field. The softball field is viewable from all of these amenities as well as all the surrounding areas which include residential housing, commercial and hospitality businesses.

This upgrade will not only enhance the aesthetics of the field but also enhance the playing experience and the opportunities to utilize the field. Currently, the Sunset Ball Field is used for our adult softball programs, adult flag football program, youth baseball practices, games and tournaments, and adult tournaments throughout the year. This past year the ball field was utilized 135 days out of 245 days from the months of March-October for our programming or reserved exclusively by an outside party. These numbers do not include the many community members that utilize the field for their practices, family get-togethers, and leisurely fun on a first come first serve basis.

A reconstruction of Sunset Ball Field to synthetic turf will open up opportunities for our programs and community members to utilize the field even more! It will allow us to utilize the field for multiple programs and multiple reservations on the same day as the time to prepare and maintain the field before each use will be little to none. There would be no need for us to cancel games due to being unable to prepare the field due to weather. This will allow the field to be available for more days during the year. The reconstruction and expanded field size will also allow us the opportunity to cater to an expanded clientele. Our valley plays host to various surrounding areas due to our mild winter. Surrounding high schools look to use our fields during the early spring for their baseball and softball games as their fields are still covered in snow. Travel ball teams and adult tournaments look to use our fields in the late fall as weather and temperatures drop around us making surrounding areas unplayable but still playable in the valley.

Thank you for your time and consideration in being part of this reconstruction project.

Sincerely,

Tim Barker, Lewiston Parks and Recreation Director



www.cityoflewiston.org/249/Parks-Recreation



www.facebook.com/LewistonParksRecreation



https://instagram.com/lewiston_parks_rec

LEWISTON PARKS & RECREATION



\$300,000 Sponsorship | What it Includes:

For \$300,000, you will receive naming rights of the field and promotions in several key areas around the community, including, but not limited to:

- your logo displayed on or around the field in multiple locations;
- your name and logo of the field published in the quarterly City of Lewiston Magazine; a copy gets distributed to every Lewiston Tribune subscriber along with an additional 400 copies that gets distributed throughout the community for each edition;
- your name associated with all the online and in person reservations and rentals made using the field;
- your name on all the schedules with programs and activities that use the field;

\$300,000 Sponsorship | What does it cover:

~\$210,000 for the turf and installation of turf

~\$45,000 for the prep work of the field before the installation of turf.

- Removal of dirt/grass of current field
- Filling of turfed area with gravel
- Compacting and leveling graveled area
- Materials and installation of turf fasteners strips around turfed area

~\$4,000 for sod and dirt around the outfield edge of the turfed area after turf is installed

~\$20,000 to remove the existing outfield fence and move it back

~\$21,000 for equipment needed for field after renovation is completed

- Bases and base anchors/plug for the multiple base length we can offer
- Portable mound to accommodate baseball field use

*Your Team
Members*



Tim Barker, Parks and Recreation Director

Email: tbarker@cityoflewiston.org

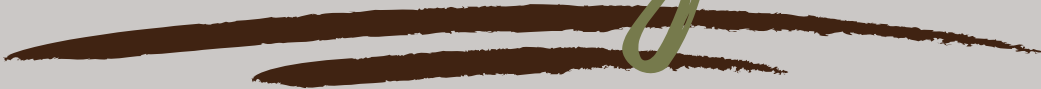
Phone: 208-746-2313 ext. 6107

Kirby Meshishnek, Park Technician

Email: kmeshishnek@cityoflewiston.org

Phone:

Thank you!



YOUR SUPPORT AND GENEROUS
CONTRIBUTION TO IMPROVING
THE LIVES OF YOUTH AND
FAMILIES IN OUR COMMUNITY
IS GREATLY APPRECIATED!

2024 Sponsorship Opportunities



Community Events 🌟
Programs 🌟 Parks

Dear Community Partner,

Pullman Parks & Recreation offers exceptional programs, events, parks, and paths that enhance the quality of life for all Pullman residents and builds community. Our programs, events, and facilities would not be possible without the support of local businesses, community organizations, and individuals. Community sponsors help keep programs and events affordable , and allows us to continue providing quality enjoyable activities for our community.

We invite you to read through our Sponsorship Packages, and explore the opportunities to sponsor, support, and collaborate with us in a combined partnership. Promote your organization or business as well as the City of Pullman's programs and events.

Sponsors will be recognized in a variety of ways, including but not limited to name and/or logo being printed on event posters, banners, and in our Activity Guide. Sponsors will also be mentioned on City of Pullman social media, recognized during events, and published on the City of Pullman website.

By taking advantage of a sponsorship opportunity and committing to the entire year, you will be able to maximize exposure and benefit from each event's marketing plan. Please let us know which package best fits you, your family, business, or organization.

Thank you to the 2023 Sponsors! What an incredible inaugural year of our sponsorship packages! We ask for your continued partnership to make 2024 even better!

We look forward to hearing from you and hope you will consider becoming our partner to continue to make Pullman your Recreation Connection...where we have something for everyone!

Best Wishes,
Megan Vining, Recreation Manager

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Egg Hunts

63rd Annual Egg Hunt Presented by Kiwanis Club of Pullman March 30, 10am - Kruegel Park

During the annual Egg Hunt, we fill Kruegel Park with over 7500 eggs! Over 1000 families attend each year with six different sections for kids from ages 1 to 9 years old.

Support from sponsors helps fill the Easter eggs with candy and prize coupons!

Pullman Aquatic & Fitness Center Underwater Egg Hunt, March 30, 2pm

Over 500 eggs will be "sunk" in the pool for children to retrieve. Over 80+ attendees attend this annual tradition and all ages are welcome.

Support from sponsors provides candy and prize coupons for participants.



Promotion! Your logo included in pre-event marketing materials, press releases, posters, flyers, and social media. Logo in the section you sponsor.

Mentions! Sponsors name announced several times during the event.

Information Booth! Set up your display at the event to promote your services or products (Tent, table, and chairs available on request).

Recognition! Your organization recognized in post event marketing materials.

**Age
Section
Sponsor
\$250**

**Egg Prize
Sponsor
\$25+**



National Lentil Festival Events



The Tase T. Lentil 5K is a fun run starting and finishing at the Pullman Depot Heritage Center. Over 200 racers participate in the event each year. Event proceeds support our Care to Share program which supported 144 scholarships totaling over \$8,100 in 2023.

Support from sponsors provides shirts, prizes, awards, and snacks for participants.



The 3v3 Hoop Classic is a youth basketball tournament for 3rd-12th grades. The tournament has 10 different grade and gender brackets and over 100 kids and families spend their day at the event.

Support from sponsors provides shirts for participants and prizes/awards for bracket champions.

Promotion! Your logo included in pre-event marketing materials, the Summer activity guide, press releases, posters, flyers, event banner, and social media.

Advertising! Your logo on the FRONT of participant T-shirt and bracket champion awards.

Information Booth! Set up your display at the event to promote your services or products (Tent, table, and chairs available on request).

Mentions! Sponsors name announced throughout the event and in participant communications as well as recognized in post event marketing materials.

Naming Rights! Court & backboard or race mile marker named after sponsor. Logo to be placed on backboard or mile marker sign.

Advertising! Sponsor name on the BACK or SLEEVE of participant T-shirt.

Presenting Sponsor 3v3 - \$2,000 Race - \$1,000	Court/Basket or Race Sponsor \$250
★	
★	
★	
★	★
★	★
	★

Reaney Park Summer Events

Concerts in the Park

July 10 - August 14 @ Reaney Park



For six consecutive Wednesdays in the summer, hundreds of local people visit Reaney Park to listen to some of the best bands around in our free Concert in the Park Series.

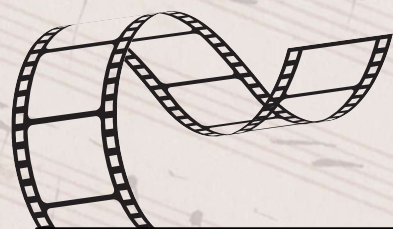
M^{OVIES} IN THE PARK

Four Fridays each summer it is family movie night at Reaney Park! From new releases to family classics, we invite all to come watch a free movie under the stars. Each movie night attracts over 600 people.

Support from sponsors helps cover band fees, movie licensing fees, and activities for families to participate in prior to the start of the events.

Seeking Food vendors to serve prepared hot or cold food for concerts and movies in the park events.

Email: megan.vining@pullman-wa.gov



Promotion! Your logo included in pre-event marketing materials, summer activity guide, press release, posters, flyers, and social media.

Mentions & Advertising! Name announced several times during the event. Sponsor logo on the event banner and on signage around town.

Information Booth! Set up a display at the event to promote your services or products (Tent, table, and chairs available on request).

Recognition! Your organization recognized in post event marketing materials.

Presenting Concert Sponsor \$1,000	Single Movie Sponsor \$400	Single Concert Sponsor \$400	Food Vendor
★			★
★	★	★	★
★	★	★	★
★	★	★	★

Competitive Youth Sport Programs

Our recreation program offers 3 competitive sports options for youth to compete in organized leagues. Financial support from sponsors helps keep these programs available for all youth in Pullman and supports equipment, jerseys/apparel, and awards.

Barracudas Swim Team

Children ages 5-18 compete in the Tri-County Swim League during the months of June and July at Reaney Park Pool.

*46 Swimmers in 2023

Girls Softball Teams

Girls in 3-5 & 6-8 grades compete in the Palouse Empire Girls Softball League and Pullman Parks & Recreation hosts the end-of-the-season tournament in Pullman.

*76 participants in 2023. Programs run April - June

Middle School Soccer Program

Middle school students get the opportunity to compete in a soccer program that prepares them for the next level of soccer competition. Currently three seasons, fall, winter (indoor), and spring.

*149 participants in 2023



Banner! Your logo displayed on site.
Advertising! Your logo on the team jersey and apparel.
Promotion! Your logo included in program marketing materials, press releases, posters, flyers, social media, and sports website.
Information Booth! Set up your display at events to promote your services or products (Tent, table, and chairs available on request).

Team Sponsor \$500	Tournament Sponsor \$400

Recreational Sport Leagues

Youth Sports

Over 800 children participate across 18 sports in our recreational sports leagues each year. We offer pee wee sports (3-5 year-olds), developmental programs, and elementary leagues. Our programs emphasize fundamentals, team play, and sportsmanship, all in a fun atmosphere.

Your partnership will give exposure to hundreds of players and family members each week and provide needed equipment and resources for the success of the programs.

You can choose from sponsoring the entire program to an individual sport.

Adult Sports

Our year-round adult sports programs provide hundreds of adults the opportunity to stay active and participate in sports. Throughout the year we offer multiple soccer, volleyball, basketball, softball, dodgeball leagues, and a variety of pickleball leagues and tournaments.

Support from sponsors helps keep programs accessible to a large number of participants, supply equipment for events, and contribute towards league awards for champions.

You can choose from sponsoring the entire program to an individual sport or pickleball tournament.



Promotion! Your logo included in pre-event marketing materials, activity guide, press release, posters, flyers, social media, banners, and sports website.

Advertising! Your logo on the back of the reversible jersey used for all K-5 grade sports or adult champion shirts and staff/officials shirts.

Information Booth! Set up your display at the event to promote your services or products (Tent, table, and chairs available on request).

Banner! Your logo displayed at the playing field.

Program Presenting Sponsor \$2,000	Youth Sport Sponsor \$250	Adult Sport Sponsor \$300
★	★	★
★		
★		★
★	★	★

Halloween Events

"Care to Scare" Halloween Carnival

The "Care to Scare" Halloween Carnival is hosted at the Pullman Recreation Center where children ages 3-10 can participate in carnival games and win Halloween prizes. Proceeds from the event support our Care to Share Scholarship Program. Over 125 families attended the event in 2023.

Support from sponsors provides candy and prizes to participants.



Pullman Aquatic & Fitness Center "Spooky Splash"

An in-water pumpkin patch for children, a spooky family movie and craft activities are provided. Over 80+ attendees attend this annual tradition and all ages are welcome.

Support from sponsors provides candy and prize coupons for all participants.



Promotion! Your logo included in pre-event marketing materials, press releases, posters, flyers, and social media.

Mentions! Sponsors name announced during pre-event radio adds. Sponsors name announced several times during the event.

Information Booth! Set up your display at the event to promote your services or products (Tent, table, and chairs available on request).

Recognition! Your organization recognized in post event marketing materials.

**Presenting
Sponsor
\$750**

**Event
Sponsor
\$150**



Pullman Beautification

Pullman Parks & Recreation appreciates donations to help support parks and green space upkeep, maintenance and enhancements.

- **Downtown Hanging Baskets**
- **Memorial Benches & Trees**
- **Lawson Gardens Rose Garden**
- **General Park Beautification**



Make a one time donation to help keep the parks green and beautiful or dedicate a tree/bench/rose to a special loved one.

Downtown Baskets
72 baskets and planters were planted along on main streets in 2023.

Memorial Bench
A style of bench with dedication plaque and concrete foundation.

Memorial Tree
A variety of tree planted with dedication plaque.

Lawson Garden Rose Garden
Plant a rose in dedicated memory. A plaque may be included.

Full Sponsor
\$150

Half Sponsor
\$75

One Time Donation
\$50

Lamplighter Bench
\$3,600

Robinson Metal Bench
\$3,100

Lawson Gardens Concrete Bench
\$1,650

Tree w/ plaque
\$400

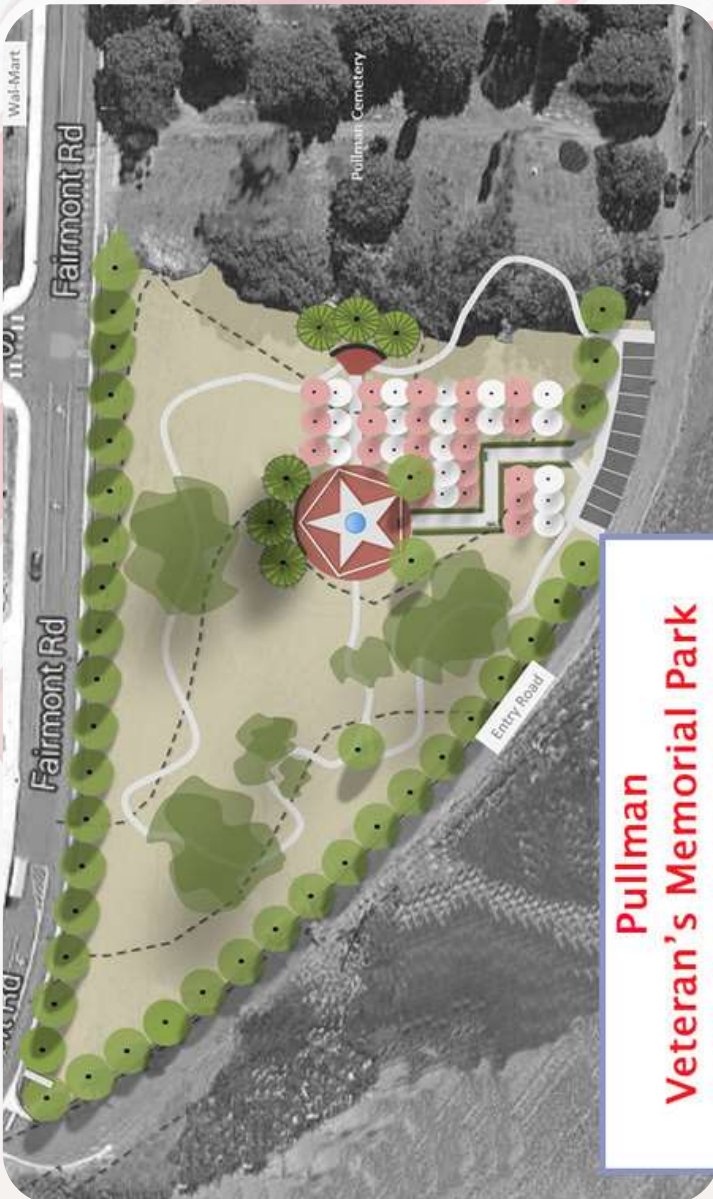
Small Tree w/ plaque
\$200

Memorial plaque
\$100

Rose with plaque
\$150

Rose without plaque
\$100

Rose Garden donation
\$50



**Pullman
Veteran's Memorial Park**

IN HONOR OF OUR VETERANS

Levels of donations:

- 
STAR LEVEL \$50,000-\$100,000*
- 
EAGLE LEVEL \$25,000-\$49,999*
- 
SILVER OAK LEAF \$10,000-\$24,999*
- 
GOLD OAK LEAF \$1,000-\$9,999*
- 
OTHER DONATION AMOUNT

*Donors will be permanently recognized on-site at Veteran's Park.

Still looking for a way to support? Consider donating to one of our community funds.

- Parks & Recreation
- Preschool
- Cemetery Fund

Care to Share Scholarships:

- Active Adults
- Preschool
- Swim
- Youth Summer Programs
- Youth Sports

Pullman Parks & Recreation appreciates donations to support our community. All monies donated stays in our community choose from helping children and senior adults participate in recreation activities, to purchasing supplies for our youth programs.



Thank you to our 2023 Sponsors



What our sponsors are saying.....



"WSECU is proud to sponsor the Pullman Parks & Recreation Concerts and Movies in the Park series again this year. The team is easy to work with and shares our goals of bringing people together. These events are a great opportunity to come together not just for the enrichment of music and movies, but also to reinforce the sense of togetherness and shared experiences that build stronger communities. We look forward to helping support these events and working with this great team!" – Cindy Tippet, WSECU



Gritman Medical Center in Moscow is proud to support numerous organizations and events throughout the year, including the 3-on-3 Hoop Classic as part of the National Lentil Fest activities. Thank you to the entire Pullman Parks and Recreation team for organizing such a fun tournament for children and families on the Palouse. We enjoyed having a courtside view to take in all the action!



Pullman Moose Lodge

Being a Pullman Moose Member we promise to look out for children, seniors, and our community. Without Pullman Parks and Recreations help, non-profit groups such as the Pullman Moose Lodge would not have the opportunity to reach out within our community and to live up to our promises. We have been so happy with the great diversity of choices they allow us to choose from. Some of our favorites have been: Easter Egg Hunt, Movie Night in the Park, Pickle-Ball Tournament, Sponsor a Youth Sports Team, and our Palouse Moose Fishing Derby.

We just want to say thank you to the Pullman Parks and Recreation Staff and Administration for having so many activities for us to choose from. Together we have been able to help our community with some great activities and had some fun along the way.

-Joe Fairbanks
Pullman Moose Member

Sponsorship Form

Egg Hunt pg3

- ☐ Section Sponsor (\$250)
☐ Egg Prize Sponsor (\$25-\$150)

Underwater Egg Hunt pg3

- ☐ Presenting Sponsor (\$250)
☐ Egg Prize Sponsor (\$25-\$150)

3 on 3 Basketball Hoop Classic pg4

- ☐ Presenting Sponsor (\$2,000)
☐ Court/Basket Sponsor (\$250)

Tase T. Lentil 5K Fun Run pg4

- ☐ Presenting Sponsor (\$1,000)
☐ Contribution Sponsor (\$250)

Concerts in the Park pg5

- ☐ Presenting Sponsor (\$1,000)
☐ Single Concert Sponsor (\$250)

Movies in the Park pg5

- ☐ Presenting Sponsor (\$1,000)
☐ Movie Sponsor (\$400)

Competitive Youth Sports Program pg6

- ☐ Team Sponsor (\$500)
☐ Tournament Sponsor (\$400)

☐ I would like to sponsor the program(s) checked above in the amount indicated. Please contact me to verify my contribution.

Recreational Sports Leagues pg7

- ☐ Program Presenting Sponsor (\$2,000)
☐ Youth Sport Sponsor (\$250)
☐ Adult Sport Sponsor (\$300)

Halloween Events pg8

- ☐ Presenting Sponsor (\$700)
☐ Event Sponsor (\$150)

Pullman Beautification pg9

- ☐ Hanging Basket (\$150-\$75)
☐ Bench Sponsor (\$3,600-\$1,650)
☐ Memorial Tree (\$400-\$100)
☐ Rose Garden (\$150-\$50)

Pullman Veteran's Memorial Park pg10

- ☐ Star Level (\$50,000-\$100,000)
☐ Eagle Level (\$25,000-\$49,999)
☐ Silver Oak Level (\$10,000-\$24,999)
☐ Gold Leaf Level (1,000-9,999)

Donations pg11

- ☐ Care-to-Share (Amt_____)
☐ Pullman Cemetery (Amt_____)
☐ Pullman Preschool (Amt_____)

Contact: _____

Phone#: _____

Business Name: _____

E-Mail: _____

Address: _____

Authorized Signature: _____

City: _____

Date: _____

State: _____ Zip: _____



Pullman Parks & Recreation
190 SE Crestview Street, Building B, Pullman, WA 99163
509-338-3227 www.PullmanParksandRec.com



The mission of the Parks and Recreation Department will provide opportunities for high quality recreation and skill development by focusing on dedicated leadership, program diversity, and response to the demands of our dynamic local community. We will strive to preserve, enhance, and protect our open spaces to enrich the quality of life, contribute to the vitality of the local economy, and promote a high quality of life for present and future generations in a safe and secure environment.