

# PARKS & RECREATION COMMISSION



Cat Harner  
Chair  
[prc@ci.moscow.id.us](mailto:prc@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**  
**September 26, 2024**

**5:15 PM**

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

## WELCOME AND ATTENDANCE

## ANNOUNCEMENTS

## REGULAR AGENDA

1. **Approval of Parks and Recreation Commission July 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.

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. **Consideration of Corporate 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.  
  
During the July 25, 2024 Parks and Recreation Commission the commission approved the Chair of the Parks and Recreation Commission to draft a letter to the Mayor and Moscow City Council. The commission also limited the scope to corporate sponsorships for capital improvements to parks and recreational facilities.  
  
The draft letter is part of this meeting packet for consideration and approval by the Parks and Recreation Commission to provide the recommendations to Moscow City Council through the staff liaison.  
  
**PROPOSED ACTIONS:** Approve the draft letter to Moscow City Council providing recommendations regarding corporate sponsorships for parks and recreational facilities; or take other action deemed appropriate.

4. **Consideration of the Moscow City Council Annual Report (ACTION ITEM) – Cat Harner**

The Parks and Recreation Commission presents their annual report to Council each year. This year the annual report will be presented on October 7, 2024 in Council Chambers at City Hall at 7:00 P.M. by the Chair, Cat Harner. The Parks and Recreation Commission will review the draft 2024 Parks and Recreation Commission Annual Report.

**PROPOSED ACTIONS:** Approve the 2024 Parks and Recreation Annual Report; or provide staff with further direction.

#### **UPDATES/REPORTS**

1. **August 24, 2024 Farmers Market Recap - All**
2. **Recreation and Pool Update – Kirby Johnson**
3. **Parks, Facilities and Community Forestry Update – David Schott**

#### **UPCOMING EVENTS / MEETINGS:**

1. **Next Park and Recreation Meeting: October 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](mailto: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.

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**Thursday**  
**July 25, 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; Richard Gayler; Susan Steele; Jeff Pilcher; Robert Sproull, Ted Kisha.

STAFF: Kristie Ingham; David Schott; Kirby Johnson; Drew Davis, City Council Liaison

**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.

Pilcher moved to approve the minutes with corrections Kisha seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

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

None

### **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.

Palmer spoke about concerns brought to City Council this past summer about field use. This prompting an internal use group meeting. Schott presented the PRC with a presentation of history of the MSDCPF. In April of this year, groups presented to the Moscow City Council (MCC) and the Parks and Recreation Commission (PRC) with concerns about the field use. Shortly thereafter, city staff had internal staff meeting followed by meetings with the MSD. Common ground is that everyone wants what's best for the youth and sports. The Recreation Department is primary for scheduling of the field use. The Parks Department is determining if games are cancelled or fields are going to be closed. There is one person designated to communicate with the user groups from parks for this. A concern from the user groups was the

lack of storage. The city is trying to work with the groups to find an area to add storage or to put something somewhere out at MSDCPF to help with this. Moscow Parks and Recreation (MPR) is also working to have more communication with coaches during the year and keeping an open door of communication. Another topic of concern from user groups was getting field tarps. After doing research from other cities around the area, they too do not use them. The AED is now in the crowd's nest. Batting cages are budgeted for FY2025. Vending machines were another topic brought up so the City will be installing a bottle filler going out by the water fountain. Hayes would like to see the AED put in one of the restrooms not in the scoreboard. Hayes would like to see one at Mountain View Park and Ghormley Fields as well.

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

Gayler motion to accept report, Pilcher second

**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 the 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 the City Council through the Staff liaison will need to be drafted. The drafted letter would come back for consideration and approval by the Parks and Recreation Commission to the provide recommendations to the Moscow City Council through the staff liaison.

Pilcher referred to handout in PRC packet. Pilcher feels that Lewiston Parks and Recreation is the best to use for our guidelines as well. PRC will need to draft a letter from the Chair to the Mayor and Moscow City Council. Pilcher would like the letter to City Council to state that any funds raised would go to capital improvement funds instead of it going towards signs in a park.

Palmer expressed that staff could draft a letter for Harner to review and make any changes if necessary.

**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.

Heinlein moved to approve Schott to draft a letter to Moscow City Council providing recommendations regarding corporate sponsorships for capital gains funds in which the Chair of the PRC will proof it before sending to City Council. Hayes seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion Carried

## **Pilcher 6:20**

### **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.

Greene suggested having a stack of Parks and Recreation brochures to take and do fall programs. Harner suggest to also have flyers and talk about getting people to volunteer as coaches. Hayes could be present from 9am-11am. Johnson will be there all day along with Kisha and Greene. Greene asked about getting name tags, which Ingham stated she would make for PRC members that will be present.

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

Greene moved to approve the Fall programs and staffing for the August 24 Farmers Market Sally Hayes. Roll Call vote: Ayes: Unanimous Nays: None. Motion Carried

## **STAFF REPORTS**

### **1. Recreation and Pool Update - Kirby Johnson**

Johnson spoke about HLAC team and working closely with them to build a great communication with them. Summer season coming to an end and evaluating equipment over at the HLAC. For example, lifejackets as they don't have expiration date, but now we have a 3 year expiration on ours that we will get a few new ones every year. T-ball got their first cancellation last night for lightning and ending their season. Coach pitch last games are tonight.

### **2. Parks, Facilities and Community Forestry Update - David Schott**

Schott updated PRC that there are 27 part time workers in the Parks Department for this summer. The Indian Hills Park concrete work for the new restroom is going out to bid. Milton Arthur playground again has been postponed and now the Parks Department is in charge of putting the playground together and installed. Staff is now just waiting on the tile glue to finish the install. The Carol Brink pathway is getting replaced. Schott has been busy inventorying the Downtown trees and is now able to value the trees and start data analysis.

## **UPCOMING EVENTS/MEETINGS:**

Next Park and Recreation Meeting: August 22, 2024

Parks and Recreation Commission Farmers Market: August 24, 2024

## **ADJOURN 6:40pm**



## Public Works & Services

Tyler Palmer, MPA  
Deputy City Supervisor

David Schott  
Parks and Facilities Manager

Jay Lewis  
Facilities Maintenance Supervisor

Calvin Macy  
Parks Supervisor

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Hearing Impaired (208) 883-7019  
City Hall (208) 883-7000

Arthur D. Bettge  
Mayor

Bill Belknap  
City Supervisor



September 26, 2024

Mayor Art Bettge and Moscow City Council  
206 East Third Street  
Moscow, Idaho 83843

Re: Corporate Sponsorships of Parks and Recreation Facilities

Dear Mayor Bettge and Moscow City Council,

The Parks and Recreation Commission recommends that Moscow City Council direct city staff to explore opportunities for corporate sponsorship for targeted parks and recreation facility projects. Please consider the exploration of corporate sponsorship as a means to augment capital improvement funds for targeted parks and recreation facility improvements.

With the support of the staff liaison, the Commission conducted a survey of cities in our region. The results showed a variety of approaches to corporate sponsorship.

1) The City of Lewiston was the only municipality to fully embrace corporate sponsorships to support parks and recreational facilities capital improvement projects. The City of Lewiston provided two examples. One, P1FCU Field at Hereth Park for \$170,000 to install artificial turf. Two, Sunset Ball Field Reconstruction for \$300,000 with Idaho Central Credit Union. Both these projects centered around sports fields and included naming rights for each project.

2) The City of Coeur d' Alene, City of Pullman, the City of Clarkston, and the City of Post Falls had limited programs, no sponsorships programs, or did not respond. Those that did have sponsorships programs were largely centered around event and recreational league sponsorships rather than capital improvement project corporate sponsorships.

According to the City of Moscow 2024 Capital Improvement Plan (CIP), to be included in the CIP, a project should generally require a total expenditure of at least \$25,000, have a functional life of over five years and/or extend the functional life or capacity of an existing capital asset.

Thank you for your consideration of this request.

Sincerely,

Cat Harner  
Chair, Parks and Recreation Commission

# PARKS AND RECREATION COMMISSION



Annual City Council Report - **DRAFT**

October 7, 2024

**PARKS &  
RECREATION  
COMMISSION**



# MEET THE PARKS AND RECREATION COMMISSION



Cat Harner (Chair)  
2022



Gretchen Hayes (Vice Chair)  
2022



Susan Steele  
2003

# MEET THE PARKS AND RECREATION COMMISSION



Ted Kisha  
2004



Mark Heinlein  
2013

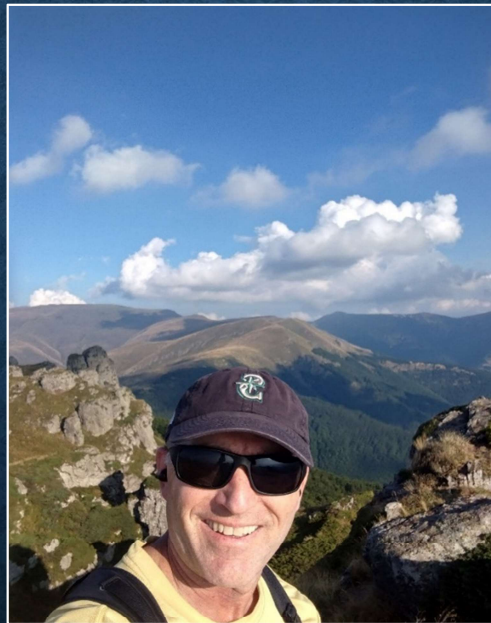


Richard Gayler  
2021

# MEET THE PARKS AND RECREATION COMMISSION



Jeff Pilcher  
2023



Robert Sproull  
2023



Sally Greene  
2024

# PURPOSE

- The 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.
- The Commission plans and recommends short and long-term improvements to provide for the recreation and cultural needs of the people.
- The Commission has the authority to make recommendations regarding Park and Recreation policies, programs, personnel and budget.





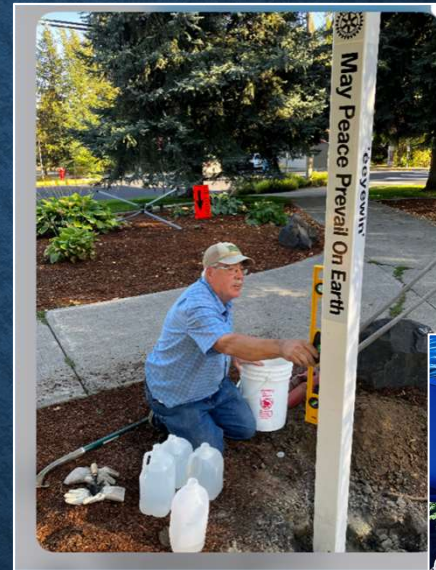
## OVERVIEW 2023 - 2024

- Bee City USA Volunteer Project at Harvest Park. March, 2024 Mark Heinlein and PCEI lead a volunteer project at Harvest Park to support Bee City USA by planting pollinator plants within the dogleg of Harvest Park.
- August 9, 2024 Bee City USA Subcommittee, Pubbin on the Patio at PCEI.
- Approved the 2023 Bee City USA Annual Report prior to submission.



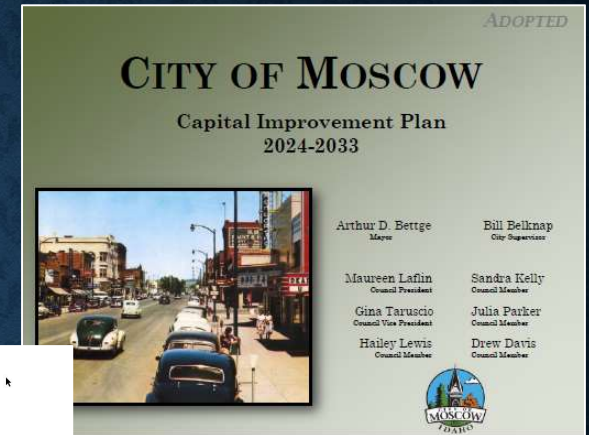
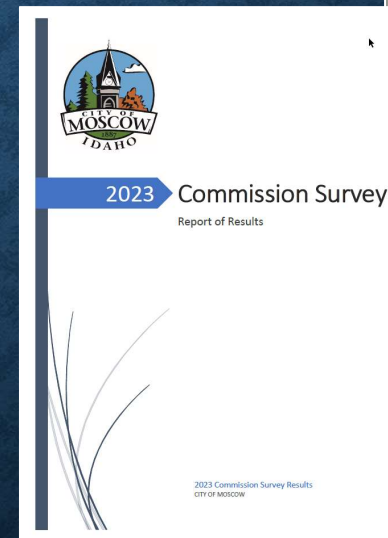
# OVERVIEW 2023 - 2024

- 2024 Pesticide Free Park: Triangle Park as the 2024 pesticide free park.
- Rotary Club of Moscow entered into an agreement with the City of Moscow to adopt the main landscape planter around the plaza at Jim Lyle Rotary Park. Installation of a Peace Pole in the plaza landscape area.
- June 8th and August 24<sup>th</sup> Farmers Markets.



# OVERVIEW 2023 - 2024

- Inclusion of future pickleball courts at Mountain View Park.
- Preparing a draft letter to Mayor and City Council regarding corporate sponsorships for Parks capital improvement projects.
- Conducted the 2024 Parks and Recreation Commission Annual Tour
- Accepted an athletic user group report by staff.
- Accepted the 2023 Commission Survey Report of Results.



## QUESTIONS AND COMMENTS

