

PARKS & RECREATION COMMISSION



Cat Harner
Chair

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
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 MSD Play Fields. In April of this year, groups presented to the Moscow City Council (MCC) and the 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. One of the biggest concerns 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 MSDPF to help with this. 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 tarps. After doing research from other cities around the area they too do not use them. The AED is now in the crow's nest. Batting cages will be budgeted for 2025. Vending machines was 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 and Ghormley Fields as well too.

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 present this to City Council with tasks in which PRC will look further into it. Pilcher would like the letter to City Council to state that any funds raised would go to capital gains fund 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 has now fixed. 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, and 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 analyzing.

UPCOMING EVENTS/MEETINGS:

Next Park and Recreation Meeting: August 22, 2024

Parks and Recreation Commission Farmers Market: August 24, 2024

ADJOURN 6:40pm

Minutes Approved On

SEP 26 2024
Kristy Ingham
Clerk/Deputy Signature