

PARKS & RECREATION COMMISSION



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

Regular Meeting
~Agenda~

David Schott
Staff Liaison
208-883-7098

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

Thursday
March 27, 2025

5:15 PM

Hamilton Indoor Rec Center
1724 E F Street

WELCOME AND ATTENDANCE

1. Welcome Alyssa Knight to the Parks and Recreation Commission

ANNOUNCEMENTS

REGULAR AGENDA

1. **Approval of Parks and Recreation Commission January 23, 2025 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 the FY2026 Parks and Recreation Commission Budget Request (ACTION ITEM) – David Schott**

The Parks and Recreation Commission will review the FY2025 budget and discuss the FY2026 upcoming budget request. FY2026 will begin on October 1, 2025 and end on September 30, 2026.

PROPOSED ACTIONS: Approve submittal of the FY2026 Parks and Recreation Commission proposed budget; or take other action deemed appropriate.

4. **Consideration of the 2025 Parks and Recreation Commission Farmers Market Tabling Request (ACTION ITEM) – David Schott**

The Parks and Recreation Commission will discuss upcoming Farmers Market dates to host a Parks and Recreation Commission table. In 2024, the commission opted for June 8 and August 24. The commission will also discuss an alternate date. Finally, the commission will discuss a general theme for each Farmers Market.

PROPOSED ACTIONS: Approve dates and theme for the upcoming Farmers Market season; or take other action deemed appropriate.

5. Consideration of the 2025 Pesticide Free Park (ACTION ITEM) – David Schott

Parks staff will present the 2025 pesticide free park for 2025. To date, the following parks have been designed pesticide free since the inception of the pesticide free park program.

- 2024: Triangle Park
- 2023: Kiwanis Park
- 2022: Anderson Frontier Park

Staff recommends Morgan's Orchard Park as the 2025 pesticide free park.

PROPOSED ACTIONS: Approve Morgan's Orchard Park as the 2025 pesticide free park; or take other action as deemed appropriate.

UPDATES/REPORTS

1. Recreation and Pool Update – Tyler Ochoa
2. Parks, Facilities and Community Forestry Update – David Schott

UPCOMING EVENTS / MEETINGS:

1. Next Park and Recreation Meeting: April 24, 2025

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
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
January 23, 2025

5:15 PM

Hamilton Indoor Rec Center
1724 E F Street

The meeting was called to order at 5:15pm

PRESENT: Cat Harner, Chair; Gretchen Hayes, Vice Chair; Mark Heinlein; Ted Kisha; Susan Steele; Richard Gaylor.

STAFF: Kristie Ingham; David Schott; Kirby Johnson; Tyler Ochoa; Hadley Cabitto; Hailey Lewis, City Council Liaison

1. Introduction of Hailey Lewis – Cat Harner
2. Introduction of Hadley Cabitto – Kirby Johnson
3. Round Table Introductions – Kirby Johnson

Johnson would like each commissioner to please just explain why PRC was of interest for them to participate in. Kisha joined with hopes of starting a community garden. PRC helped to start it, and we now have one at the HIRC. Heinlein joined when his children were younger. He wanted to get involved in Parks and Rec involving the youth. Now that his children are older, he wants to continue helping to improve parks and recreation in our community. Gaylor joined for his interest in recreation. He wants to help with what is best for recreation for all ages in our community. Steele joined because of her interest in youth sports. She was part of the baseball association. She was in PRC and had a big involvement in the original planning of the West Palouse River Drive property. Hayes has four young children that all play youth sports. She would like to see more for children and for new parks. Hayes travels to towns in the area and sees some great things that are available in parks and would like to see some of these things put into our parks. Harner loves being involved. Sports saved her in her youth and wants to be able to help the youth to have the same outlook about sports that she grew up with. She too has young children involved in sport.

ANNOUNCEMENTS

REGULAR AGENDA

1. **Approval of Parks and Recreation Commission December 12, 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.

Gayler moved to approve the minutes. Hayes seconded. Roll Call vote: Ayes: Unanimous Nays: None. Motion carried

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

None

3. Consideration of the FY2026 Parks and Recreation Commission Budget (ACTION ITEM) – David Schott

The Parks and Recreation Commission will review the FY2025 budget and discuss the FY2026 upcoming budget request. FY2026 will begin on October 1, 2025 and end on September 30, 2026.

Schott presented the PRC with the FY2025 budget for PRC review. Schott then presented them with the proposal for the FY2026 budget that PRC would continue to keep the budget set at \$300 or if there are any ideas for need to increase this budget. Kisha proposed to get badges or shirts made for PRC to wear at the Farmers Market for PRC to be more recognizable to the public. Heinlein would like a blackboard. Lewis suggested talking to Amanda Argona in Community Events. Argona uses display banners for the market and Art Walk. Schott suggested using banners that MPC or MPC use. The banners these commissions use are only for that point in time. These commissions usually update their banners every couple of years. Gayler suggested to table this action item until next month, so that PRC could come up with suggestions and bring them to the next month's meeting. Schott can put it on next month's agenda but would like to try and get it done next month as he is actively working on the budget. Harner would like PRC to email Schott with suggestions prior to next month, so they can be presented. Schott said he would take the suggestions and categorize them for the February meeting. Hayes would like to get T-shirts. Heinlein would like sandwich boards. Harner will price name tags and shirts

4. Consideration of the 2025 Parks and Recreation Commission Officers (ACTION ITEM) – Cat Harner

Each year the Parks and Recreation Commission elects a Chair and Vice Chair for each calendar year. The Parks and Recreation Commission will elect officers from the membership of the Parks and Recreation Commission for 2025.

ACTION: Elect the Chair and Vice Chair positions.

Kisha moved to appoint Hayes as Vice Chair. Heinlein seconded. Roll Call vote: Ayes: Unanimous. Nays: None. Motion carried.

Hayes moved to appoint Harner as Chair. Gayler seconded. Roll Call vote: Ayes: Unanimous. Ayes: None. Motion carried.

UPDATES/REPORTS

1. Recreation and Pool Update – Kirby Johnson

Johnson looking back on this past year in recreation with some numbers. We had 36,315 people attend the HLAC for the season. That is about the population of Latah County. We had 18,446 people come into the HIRC during open gym hours. Open gym hours are those people that sign into use the gym outside of paid activities. We had 1,182 programs such as basketball, NFL Flag Football to dog obedience. Johnson and Ochoa have been looking at when registration should open for sports and programs. Johnson is looking into when is the best time of the year to run each program. Our volleyball season has shifted this year and will start earlier. This way P&R is not competing with other volleyball programs happening at the same time. Johnson and Ochoa are working on improving marketing as well. NFL Flag Football is moving from fall to summer this year. Again, not wanting to compete with other programs at the same time.

2. Breakfast with Santa Update – Tyler Ochoa

Ochoa updated PRC that this year's Breakfast with Santa was a near sell out and almost at max capacity. He had a new Santa in attendance at this event in which he was a great help. Ochoa plans to use him for this event for the next few years as well. There was a great group of volunteers this year. Ochoa will now be over sports and is transitioning into taking over for these. Youth basketball is currently going with youth volleyball up next followed by micro soccer.

Hayes enjoy receiving emails over zoom meetings for parent coaches' meetings to start the seasons of sports.

3. 2025 Catalog Preview – Kirby Johnson

Johnson updated the PRC that the past brochures have come out every four months. Now recreation is moving forward in releasing a yearly catalog for families to be able to plan ahead. This is released at the start of each year and promotes the things coming up next through Facebook, Instagram and the City webpage. Johnson would like everyone to look at the Recreation page on the city webpage when they get a minute. It has been receiving a face lift and still is. Registering is still the same program that has been used in the past. This was a project Cabitto completed when joining the team full time. Johnson pointed out the red banner section at the bottom in youth sports. At the beginning of this year, recreation will no longer be taking request for teams, except for sibling's requests. We are looking to encourage playing sports with others. Requests can stack teams and can cause problems with parents and other children. Every sport has two weeks of practice leading up to the games which there are eight of. This allows for late registration kids to integrate with the team. Hayes likes this not taking requests. As a coach this will prevent having stacked teams which she thinks is awesome. Harner has been on the opposite end where people request her as a coach not knowing they do so. Harner feels like this is a good idea as well. Hayes has an autistic child and likes that she can request on base by base with her son to see each season how her child is doing with others at that time.

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

Schott updated PRC that both vacant openings in both Parks and Facilities have been filled. Both staff members will start in February. Every three years, custodial bid are issued for all the City buildings. These agreements end September 30th. Schott is working on getting the bids together. Schott is working on sending out contractor and tree worker letters to renew their licenses. The fence at the Damon Burton Pickleball Courts has been damaged in windstorm. Parks have been working to get it repaired. Stakeholder groups have been working on the East City Park stage.

UPCOMING EVENTS / MEETINGS:

1. Next Park and Recreation Meeting: February 27, 2025

ADJOURN: 6:15pm



City of Moscow
Parks and Recreation

Memo

To: Tyler Palmer, Deputy City Supervisor – Public Works & Services

From: David Schott, Parks and Facilities Manager

Date: March 13, 2025

Re: Parks and Recreation Commission FY2026 Budget Request

On behalf of the Parks and Recreation Commission, please consider the following budget request for FY2025 in the total amount of \$300, GL Account Number: 120-160-670-32

- Farmers Market Support, Outreach and Workshop Opportunities (\$300)

Total: \$300

Thank you in advance for your consideration of this budget request and please do not hesitate to contact my office with further questions or clarifications.

MOSCOW FARMERS MARKET



- | | |
|---|---|
| ☐ Board of Adjustment | ☐ Moscow Arts Commission |
| ☐ Fair & Affordable Housing Commission | ☐ Moscow Pathways Commission |
| ☐ Farmers Market Commission | ☐ Sustainable Environment Commission |
| ☐ Historic Preservation Commission | ☐ Transportation Commission |
| ☐ Human Rights Commission | ☐ Tree Commission |
| ☐ Parks & Recreation Commission | ☐ City Department or Division |
| ☐ Planning & Zoning Commission | |

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
☐ 3	☐ 7**	☐ 5	☐ 2	☐ 6	☐ 4
☐ 10**	☐ 14	☐ 12	☐ 9*	☐ 13	☐ 11*
☐ 17	☐ 21	☐ 19	☐ 16	☐ 20	☐ 18
☐ 24	☐ 28	☐ 26	☐ 23	☐ 27	☐ 25*
☐ 31			☐ 30		

*Farmers Market special event

**Farmers Market Commission tabling

Description of outreach effort(s) to be used on the City calendar and social media outreach:

Contact for Outreach Events:

First Name

Last Name

Cellphone Number

Email

City Staff Liaison Signature: _____ **Date:** _____

By signing this form, City Staff Liaison acknowledges they are aware of their Commission's outreach efforts and are responsible for collecting items at the end of Market day if Commission members fail to do so.

For office use only | Request Form received on: _____

Last updated 20250128

MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines

The Moscow Farmers Market averages 7,500+ adults and 1,300+ children visitors per Market day, with many of these individuals residing within Latah and Whitman County. In an effort to promote collaboration, the Community Events Division welcomes City of Moscow Commissions & Departments to host a table at the Moscow Farmers Market to conduct public outreach and bring awareness to citizens about special projects and initiatives.

Staff liaisons are to select up to five dates that Commission members and/or City staff are available for tabling at the Market; a minimum of two dates will be assigned. **Selection of dates does not guarantee assignment.** Liaisons will be notified of the final tabling schedule by early- to mid-April.

All City Commissions must adhere to the following:

- Conduct tabling hours between **9 am and 12 pm** within the confines of the tabling space next to the **bus shelter in Friendship Square**.
- Be responsible for the transportation of their tabling materials.
- Submit date requests no later than April 1 each year for priority consideration.
- Include a brief description (photos & graphics welcome!) on outreach initiative for inclusion in press releases, social media, and monthly e-newsletter (see examples on following pages).

The following items will always be provided and set-up by Community Events Staff for Commissions:

- One, six (6) foot table
- City of Moscow tablecloth
- Shade umbrella with weighted stand (a pop-up tent with tent weights is supplied during inclement weather)
- Two chairs

Commissions that are unable to table on their assigned day must inform their City staff liaisons. Staff liaisons are to contact the Community Events Division regarding such cancelations and to reschedule if possible. Office hours during the Moscow Farmers Market season are Tues. through Fri., 8 am to 5 pm.

MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines



MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines

