

PARKS & RECREATION COMMISSION



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

Regular Meeting
~Packet~

David Schott / Betsy Rawls
Staff Liaisons
208-883-7098 / 208-883-7088

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

Thursday
March 26, 2026

5:15 PM

Hamilton Indoor Rec Center
1724 E F Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Parks and Recreation Commission January 22, 2026 Minutes (ACTION ITEM) – Cat Harner

Presentation of minutes for approval.

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

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. Update: IRPA 2027 Conference – Betsy Rawls

The Parks and Recreation Department is in the early stages of planning to host the 2027 IRPA (Idaho Recreation and Parks Association) annual Conference.

PROPOSED ACTIONS: No action, update.

4. Consideration of the 2026 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 2025, the commission opted for June 14 and August 2 to promote Bee City USA and public outreach for upcoming recreation programs, respectively. In addition, the commission will also discuss an alternate date and 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 2026 Annual Parks and Facilities Tour (ACTION ITEM) – David Schott

In the past, the Parks and Recreation Commission conducted an annual park and facilities tour in late summer. However, last year, the commission choose May 22 for the annual parks and facilities tour in lieu of the May meeting. This year, staff recommends the tour in lieu of the June 25, 2026 meeting. The commission will set a date for the annual tour and discuss desired sites to visit.

PROPOSED ACTIONS: Approve the June 25, 2026 tour date and site visit locations; or take other action deemed appropriate.

6. Consideration of the April 23, 2026 Parks and Recreation Commission Meeting (ACTION ITEM) – David Schott

Parks and Recreation staff will be attending the Idaho Recreation and Parks Association conference April 13 through April 23. Staff recommends cancelling the meeting April meeting of the Parks and Recreation Commission.

PROPOSED ACTIONS: Approve cancelling the April 23, 2026 Parks and Recreation Commission meeting; or take other action deemed appropriate.

UPDATES/REPORTS

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

UPCOMING EVENTS / MEETINGS:

- 1. Next Park and Recreation Meeting: May 28, 2026**

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.

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The meeting was called to order at 5:15pm

WELCOME AND ATTENDANCE

MEMBERS PRESENT: Susan Steele, Sally Greene, Ted Kisha, Alyssa Knight, Mark Heinlein, Richard Gayler, Cat Harner

MEMBERS ABSENT: Emily Klarquist, Gretchen Hayes

ALSO IN ATTENDANCE: Betsy Rawls (Staff Liaison), David Schott (Staff Liaison), Hadley Cabitto, Allison Anders, Cynthia King, Scott Sumner (City Council Liaison)

Scott Sumner was welcomed as the new Parks and Recreation Commission City Council Liaison.

ANNOUNCEMENTS

There were no announcements.

REGULAR AGENDA

1. Approval of Parks and Recreation Commission December 11, 2025 Minutes (ACTION ITEM) – Cat Harner

Presentation of minutes for approval.

Ted pointed out a typo in the draft minutes. Allison made note of the error to correct in the final draft of the minutes.

PROPOSED ACTIONS: Approve minutes with typo correction.

Richard motioned to approve the minutes. Sally seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

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.

There were no public comments.

3. Consideration of the 2026 Pesticide Free Park (ACTION ITEM) – David Schott

Park staff will present the pesticide free park for 2026. To date, the following parks have been designed pesticide free since the inception of the pesticide free park program.

- 2025: Morgan’s Orchard Park
- 2024: Triangle Park
- 2023: Kiwanis Park
- 2022: Anderson Frontier Park

Staff recommend Itani Park as the 2026 pesticide free park.

David shared a brief presentation on the background of the pesticide free park program as well as information on Itani Park to provide context for its recommendation as the 2026 selection.

PROPOSED ACTIONS: Approve Itani Park as the 2026 pesticide free park; or take other action as deemed appropriate.

Richard motioned to approve Itani Park as the 2026 pesticide free park. Susan seconded.

Roll call vote: Ayes: Unanimous. Motion carried

4. Consideration of the FY2027 Parks and Recreation Commission Budget Request (ACTION ITEM) – David Schott

The Parks and Recreation Commission will review the FY2026 Parks and Recreation Commission budget and discuss the FY2027 upcoming budget request. FY2027 will begin on October 1st, 2026, and end on September 30, 2027.

David provided background on the purpose of the Parks and Recreation Commission budget and mentioned that \$500 was appropriated for the current fiscal year (FY2026). Richard and Scott both asked about how the budget functions year-to-year; it was clarified that the unexpended funds do not carry over into the new fiscal year. Several items were brought up as possible examples of what could be purchased with the 2027 funds, including a weighted stand for the commission’s farmers market tabling setup and Parks and Recreation Commission hats.

PROPOSED ACTIONS: Approve submittal of the FY2027 Parks and Recreation Commission proposed budget; or take other action deemed appropriate.

Richard motioned to approve a Parks and Recreation Commission budget of \$500 for FY2027. Sally seconded.

Roll call vote: Ayes: Unanimous.

5. Consideration of the 2026 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 2026. The current officers are Cat Harner, Chair and Gretchen Hayes, Vice Chair.

ACTION: Elect the Chair and Vice Chair positions.

It was shared that Gretchen, the current Vice Chair, will be moving from Moscow this year and that if she were to be re-elected, another mid-year election would need to be held to fill her position. It was also noted that both Cat and Gretchen were willing to continue serving in their current positions.

Mark motioned to re-elect Cat and Gretchen to their current Chair and Vice Chair positions. Alyssa seconded.

Roll call vote: Ayes: Susan, Sally, Mark, Ted, Alyssa, Richard. Abstained: Cat.

UPDATES/REPORTS

1. Recreation and Pool Update – Betsy Rawls

Betsy and David combined their updates in a single report, detailed below.

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

Betsy and David recently met with City leadership, and a decision was made to submit a budget request to potentially hire an outside consultant to create a single, comprehensive master plan for both the Parks Department and Recreation Department. This master plan will pull together various pieces of strategic planning and needs assessments to provide insight into the community and guide the Capital Improvement Plan (CIP). David said that there will need to be more data collection to help inform this plan. Within the Parks Department, this will include a parks asset management plan to catalog assets and service life of park and facility equipment (i.e. replacement schedules and projected replacement costs), resulting in the creation of “mini master plans” for each park. Within the Recreation Department, Betsy will be collecting parks and facilities usage data of recreation spaces and programs to create a report that can be handed off to the consultant. At that point, community input will also be gathered. Betsy noted that comprehensive data of usage and needs will ultimately guide the CIP. Betsy and David are hoping the consultant can bring together all the separate pieces of strategic planning within Parks and Recreation and create a functional plan, not just a “shelf plan.” Lastly, it was clarified that with the hiring of the consultant, the Capital Improvement Plan Ad Hoc Committee will be tabled for the time being. Betsy emphasized that her door is always open to receive input from commission members.

Richard asked for clarification about the tabling of the Capital Improvement Plan Ad Hoc Committee and shared that his perspective on the purpose of the committee was that it would be to share the Parks and Recreation Commission’s views on the community’s needs. David explained that the Capital Improvement Plan Ad Hoc Committee would have been specifically focused on the CIP, not assessing needs, and that the goal of the consultant would be to bring together all of the pieces – including needs assessments – that will help guide the CIP. Cat asked if and how the City will be able to move forward with recommendations from the future master plan once the information has been collected. David explained that it will be dependent on funding capacities and priorities.

Alyssa asked if the community data collection, along with usage, will include community members' input, such as feedback and complaints. David answered that they want community wide input.

Richard asked David what the purpose of the Parks and Recreation Commission is if the members are not gathering feedback and providing recommendations to the City. He also asked why, if the Capital Improvement Plan Ad Hoc Committee was formed to do that, the committee has now been removed. David said that the decision to hire a consultant is the result of listening to the commission's recommendations to gather input from the community.

Ted noted how many of the needs brought up in past master plans, such as the plan from 2013, have still not been addressed.

Cat asked Betsy to clarify what kind of user data is being collected and who should be signing in at facilities. Betsy clarified that everyone who walks into the HIRC should be signing in. She also mentioned that it was just this past November that she began gathering usage data on the HIRC sign-in sheets and that she will have other sources to help account for usage, such as program registrations. Betsy noted that it will be beneficial to have until October to gather a full year of detailed data.

UPCOMING EVENTS / MEETINGS:

1. Next Park and Recreation Meeting: February 26, 2026

ADJOURN

The meeting adjourned at 5:50pm.