

PARKS AND RECREATION ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY FEBRUARY 3, 2021

**I. CALL TO ORDER**

PRESENT: Commissioners Jim Jenkins, Bill Rowland, Jill Carlson-Balmer, and Jim Kirk, also in attendance were Parks and Recreation Director Tim Barker, Council Liaison Kevin Kelley, and guests Sam Charles and Steve Lisenbee.

ABSENT: Commissioners Larry Kopczynski.

**II. CITIZEN COMMENTS**

Sam Charles and Steve Lisenbee were present to comment on the condition of the outdoor pickle ball court in Sunset Park. They are asking the Commission to consider helping pay for resurfacing the Pickle Ball courts at Sunset. They have talked to Poe Asphalt and feel it would be close to a \$50,000.00 project.

**III. CONSENT AGENDA**

Commissioner Jenkins made a motion for acceptance of the Minutes from October 21, 2020 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 October, November, and December 2020. No follow up questions.

B. Senior Nutrition Update:

In December the Senior Nutrition Program offered a grab and go prime rib meal for our seniors. In addition to the meal, the program received funding from P1FCU in support of the meal and we were able to create cookie platters for the participants to take home with them. Mr. Barker and Recreation staff assisted in handing out the meals, all participants were very appreciative of P1FCU's contribution and our continued work with the program. We have not moved back to on-site meals as of yet. The plan at this time is to wait until COVID and regulations are close to or fully open. This is consistent with all other meal sites in the area and Community Action has agreed this is the best course of action.

**V. ACTIVE AGENDA**

A. 2021 Park Reservation Account Purchases

At a previous meeting, the commission decided to utilize Park Reservation Fees for the purchase of 2 new shelters. One would be at Mtn. Dew Skatepark and the other at Pioneer Park. Prices for each range between approx. \$10-12k for a small shelter to \$20-30k for a large shelter. These prices are for the shelter only and none of the ground work and picnic tables. Depending on the size shelter you might add an additional \$5k-\$10k on the price. On the high end, we would be looking at spending around \$50-60k to install and complete both of the shelters. Options for the shelters were discussed. Commissioner Rowland made a motion to move forward with a smaller shelter and Mtn. Dew Skatepark and a larger one at the south side of Pioneer Park close to the playground, Commissioner Jenkins seconded all approved. Staff will proceed with the purchasing of the shelters so they can be installed.

## B. Field Reservation Fees and Proposed Structure

Staff have been reviewing our current structure for charging fees for exclusive use of our fields and for tournaments, additional services and supplies including field prep, chalk, etc. Staff have prepared a “true cost” sheet for review which coincides with the proposed new fee structure.

Through research, what has been found, is that each and every community creates their structure in different ways. Locally, ours is based on our true direct costs to provide the service in a way that no property tax is used to offset expenses to provide an exclusive use opportunity. This does not take into account any full-time staff that work on the initial booking our assist with the renter/tournament director throughout the planning process. We have chosen to do this as it would greatly increase the costs for the renting group or agency. Additionally, provided to the commission, is the proposed fee schedule. Commissioner Jenkins made a motion to recommend to Council that the fees for exclusive use of ballfields and the included labor requested covered in the written document be presented to Council for final approval and adoption as it is related to fee changes that are equal to or above 5%, Commissioner Kirk seconded the motion, all approved.

## C. Fees and Charges Policy Review and Discussion

Within the packet provided to the commission is the current Fees and Charges Policy that has been in place for a number of years. Mr. Barker would like to look at cleaning it up and further defining a philosophy as it is related to what we charge/don't charge for our services. Mr. Barker would like for the commission to review the document before our next meeting and submit recommendations to him directly. At the Commission's next meeting there will be further discussion and review of the proposals and Mr. Barker will ask the Commission to consider a motion to submit a new Fees and Charges Policy document to City Council for their final approval and adoption.

# **VI. OLD BUSINES**

## A. Parks and Open Space Master Plan Neighborhood Input Update

Work is still continuing to occur related to the Master Plan Update process. Staff has been working with Carol Maurer, our Public Information Officer for the city, on recording neighborhood videos and creating the format for online communication to occur. Carol has recently completed a couple of vides to show you what they will look like. Each neighborhood will have a video that talks about the facilities within that neighborhood as well as the proposed improvements that were identified in previously adopted Master Plans. Based on that information and the ability to provide their own input, citizens will have the ability to look through and comment on improvements within each of the 7 neighborhoods in Lewiston. We plan to advertise and leave the comment period open for about 2 months. At the conclusion of the comment period, the Commission will host a live “town hall” style meeting to review the comments that have been received and to hear any additional feedback from community members before taking the information and using it to help create direction for development of our park system for the next 10 years.

## B. Community Park Development Update

### a. Parking Lot Project

This project is currently in draft review. We hope to have that review by both the Public Works and city completed within the next few weeks. A hold up within the review, is because of the potential for the area now utilized for the reservoir, could expand based on design and incorporation of additional needs. Once completed, JUB will assist in the bidding process so we can begin developing the southwestern 3+ acres of the site along

Warner Ave and west of Community Drive. The development of this lot will provide access to the restrooms, basketball courts and fitness area.

b. Landscape Architect RFQ

Staff will be advertising for the Landscape Architecture RFQ within the next few weeks. This project will help us identify the final master plan design and location of amenities for the park and will include additional conversations with the Commission as well. Once this project is completed, we can start to look at amenities and developing the site as well as recruitment of grants and sponsorships. There will be a committee formed to review and select a firm to complete this project and I would like to have a Commission member involved in that process. I will be reaching out to the Commission as we get closer to that timeframe and asking for a volunteer. Commissioner Balmer has volunteered if no one else is available.

B. Bryden Canyon Golf Course Update

At their December City Council Work Session, Mr. Barker presented to them the current state of the agreement with Golf Fun, Inc. We are currently on a month-to-month agreement and are in need of making a decision going forward as to how the site is operated. Additionally, there was discussions related to water rate that is paid and ownership of the well. There was no immediate decision made related to a chosen direction and it will be discussed further in their April work session.

C. Modie Park Wetland Project Update

At the end of December, the Modie Park Conservancy received 2 separate \$10,000 donations tied to Shelly DeAtley and foundations that she has created. The city over the next 6 months or so, will be putting a scope together for the project to see what the costs would be for a restoration project. At that point a decision will be made as to whether the project will be able to move forward or not and if so, how it will be funded.

D. Recruitment of 2 Vacant Commission Member Positions

We still need to fill two vacancies on the Commission. If anyone has ideas for individuals that would be beneficial for us to add to the group, have them reach out to Mr. Barker and he will provide them additional details and an application.

**VII. COUNCIL LIAISON COMMENTS**

Councilman Kelley had high praise for the Winter Spirit light display at Locomotive Park, he did express concern over the young teens that are spending time hanging out at the park and has safety concerns with the access to the top of the train. Staff and the Winter Spirit Board have discussed some of those issues and will be working on a solution to them through the Spring/Summer months.

**VIII. NEXT MEETING**

Wednesday February 17<sup>th</sup> at the Lewiston Community Center

This would be 2 weeks from now. We can either skip the February meeting or hold it as planned. If we hold it as planned, we can discuss the Fees and Charges Policy in further depth or discuss other departmental items. Commission decided they would meet February 17<sup>th</sup>.

**IX. ADJOURNMENT**

There being no further business the meeting was adjourned at 6:30 PM

Linda Rape  
Recording Secretary

February 8, 2021  
Date