

PARKS AND RECREATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY APRIL 20, 2022

I. CALL TO ORDER

PRESENT: Commissioners Jim Jenkins, Bill Rowland, Jill Carlson-Balmer, Larry Kopczynski, Jim Kirk, Sammy Andrews, and our new member Linda Glines. Also in attendance were Parks and Recreation Director Tim Barker, and Council Liaison Kasee Forsmann.

ABSENT: All Present

II. CITIZEN COMMENTS

No citizen comments. Chairman Balmer had the new Commissioner Linda Glines introduce herself and had the rest of the Commission introduce themselves.

III. CONSENT AGENDA

Commissioner Kopczynski made a motion for acceptance of the Minutes from March 16, 2022 as presented, Commissioner Rowland seconded the motion, all approved.

IV. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

A. Department Staff Reports:

Commissioners were sent the monthly report for March 2022. No follow up questions.

B. Senior Nutrition Update:

The current contract with Community Action Partnership is due for renewal and the department will re-submit an application by May 10th. The department feels that the program still fits the goals of our programming and education for the public and is an unmet need in the community.

C. Department Leadership Training

Director Barker explained that the Parks and Recreation Department has been in a leadership workshop over the past 5 months with consultant Ian Hill. Ian has lead the staff through a number of trainings and discussions between the Frontline (approx. 20) personnel and the current and prospective Supervisors (approx. 10) within the department. Throughout the training, staff members have set both personal and professional goals as well as having the opportunity to provide feedback to the Director and Supervisors related to how they feel the department is functioning as a group. From that feedback, communication has been a bigger focus moving forward and the Director will now be meeting with Supervisors individually monthly as well as in small groups of frontline staff. Additionally from the training, the department has begun to develop an online portal that will be used by staff for new employee onboarding and specific job and equipment trainings.

D. Idaho Recreation and Park Association Annual Conference

Director Barker, Ray Pedrina from Recreation and Kirby Meshishnek from Parks all attended the IRPA Conference in Idaho Falls last week. The three were able to interact with other professionals and attend breakout sessions related to the field of Parks and Recreation.

E. City of Lewiston Magazine

The City has developed a new magazine and the first issue was recently distributed to the public. The major change for the department, is that the quarterly program guide is now included within the magazine along with the Lewiston Library program offerings. Copies of the magazine were distributed to the commission members.

V. ACTIVE AGENDA

A. Park Reservation Account

Director Barker provided the commission an update to the funds available within the Park Reservation account. There is approximately \$96,000.00 in the account. No funds have been spent on the approved Locomotive Park project.

VI. OLD BUSINESS

A. Community Park Parking Lot Phase 1 and Phase 2 Update

There are no updates since last Commission meeting.

B. Community Park Master Plan Update

Director Barker will be presenting along with JUB Engineers and the FCS Group, an update on the progress of the master plan on Monday May 2nd at 3:00pm. The update for May will include a detailed discussion related to anticipated Operations and Maintenance expenses, initial estimates of development costs as well as the estimated economic impact that the site will bring to the community once fully developed. Barker is currently working with both groups to refine the documents that will be provided in the form of a memo prior to the meeting as well as presentation slides that will be shown during the meeting. This step is an important one because it will now begin to give us ideas on phasing and individual amenity costs so we can be sharing that with our donors.

Additionally, there is a website up until May 11th that allows for community members to see the proposed park and 13 different 360 degree views from within the park. The public has the opportunity as well to provide comments on the site and specifically the amenities that are being proposed. Barker was on Opinion Please today to discuss the project as well as answer call in questions and those that have come up through social media related to amenities and proposed funding sources.

C. Rotary Peace Park Groundbreaking

The Lewiston Rotary Club had a groundbreaking last week to begin phase 1 of their park project. The project includes an accessible pathway, slab and a covered shelter area with sun shades and picnic tables. This development will be occurring on the south end of the park and department staff are scheduled to assist with the prep work.

VII. COUNCIL LIAISON COMMENTS

Councilor Forsmann had no comment other than she is looking forward to what Parks and Recreation has planned with the Community Park.

VIII. NEXT MEETING

Wednesday May 18th 5:00 PM at the Lewiston Community Center.

IX. FUTURE AGENDA TOPICS

A. Park and Open Space Master Plan citizen and commission input sessions

B. Park Tour (June)

X. ADJOURNMENT

There being no further business Commissioner Jenkins made the motion to adjourn the meeting, Commissioner Rowland seconded, all approved. Meeting was adjourned at 6:00PM.

Linda Rape

Recording Secretary

May 6

Date