



Twin Falls Parks and Recreation Commission Agenda

Tuesday, June 10, 2025, 11:30 AM

City Hall Overflow Room, CH-116
203 Main Avenue East, Twin Falls, Idaho

Members: Micheal Metcalf, Chairperson; Christiana Sipe-Pauley, Vice- Chairperson; Debbie VanEngelen; Corey King; Steve Hayes; Olyvia Meyer; Todd Shaw; Paul Melni; Tom Bixler

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) General Public Input
Allow 15 minutes for public input with 2 minute time slots per member of the public to be recognized by the department chair on a first come, first served basis. Members of the public must sign-in at the beginning of the meeting to be recognized.
- 3) Consent Calendar
 - a) **ACTION ITEM:** Request to approve minutes for the following meeting: May 13, 2025.
By:
 - b) **ACTION ITEM:**
Consider a request to remove one Maple and one Hawthorne at 927 Elm St.
By: Chance Munns
- 4) Items of Consideration
 - a) **ACTION ITEM:** Consider a request from the Twin Falls Lion's Club to donate a bench to be placed near Evel Knievel jumpsite on the Canyon Rim Trail.
By: Wendy Davis, Parks and Recreation Director
 - b) **ACTION ITEM:** Consider a request from Marsha White for a future donation of a park bench to be placed at Northern Ridge Park.
By: Wendy Davis, Parks and Recreation Director
 - c) **ACTION ITEM:** Consider a request from Beverly and Randall Cullison to donate a bench to be placed near Sportsman's Warehouse on the Canyon Rim Trail.
By: Wendy Davis, Parks and Recreation Director
- 5) Adjournment
 - a) **INFORMATIONAL:** Adjourn to tour Twin Falls Golf Club

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312.

Public Input Procedures

- 1.** Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall
 - wait to be recognized by the Mayor or Chairman
 - approach the microphone/podium
 - state their name and address, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
 - 2.** The Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Chairman.



Date: Tuesday, June 10, 2025
To: Parks and Recreation Commission
From:

ACTION ITEM

Request:

Request to approve minutes for the following meeting: May 13, 2025.

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Attachments:

1. 051325 Minutes



Twin Falls Parks and Recreation Commission Minutes

Tuesday, May 13, 2025, 11:30 AM

City Hall Overflow Room, CH-116
203 Main Avenue East, Twin Falls, Idaho

Members: Micheal Metcalf, Chairperson; Christiana Sipe-Pauley, Vice- Chairperson; Debbie VanEngelen; Corey King; Steve Hayes; Olyvia Meyer; Todd Shaw; Paul Melni; Tom Bixler

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Metcalf called the meeting to order at 11:35 AM
A quorum was present.

Members Present: Micheal Metcalf, Todd Shaw, Christiana Sipe-Pauley, Olyvia Meyer, Paul Melni, Steve Hayes, Debbie VanEngelen

Staff Present: Wendy Davis, Mable Shurtleff, Jody Green, Jody Pauley, Stacy McClintock

2) General Public Input

3) Consent Calendar

- a) Request to approve minutes from the following meeting: March 11, 2025.
Commissioner Melni made a motion to approve the consent calendar, as presented.
Commissioner Sip-Pauley seconded. Motion passed.

4) Items of Consideration

- a) Welcome new commissioners Steve Hayes and Tom Bixler.
- b) Parks and Recreation Commission Orientation
- c) Consider a request to remove one Silver Maple at 160 9th Ave N.

Staff Presentation:

Consider a request to remove one Silver Maple at 160 9th Ave N.
Superintendent Munns does find evidence meeting tree removal criteria for proposed Silver Maple at 160 9th Ave N and recommends approval of this request.
Twin Falls City Code 8-4-8.

PRC/Questions & Comments: Commissioner Metcalf recommended replacing the tree.

Discussions Followed: Commissioner Meyer motioned. Motion died for lack of a second. Motion died.

MOTION: Commissioner Melni moved to remove one silver maple. Commissioner Bixler seconded the motion. Roll call vote showed all members present voted. **Approved 7 to 0.**

5) Department Updates

6) Adjournment

The meeting adjourned at 01:12 PM

Mable Shurtleff, Parks and Recreation Project
Coordinator



Date: Tuesday, June 10, 2025
To: Parks and Recreation Commission
From: Chance Munns, Parks Superintendent

ACTION ITEM

Request:

Consider a request to remove one Maple and one Hawthorne at 927 Elm St.

Time Estimate:

0

Background:

The Twin Falls Tree Commission was absorbed into the Twin Falls Parks and Recreation Commission in 2010. This commission is being asked to review all tree removal requests and either approve or deny each as part of the Tree Commission duties.

City of Twin Falls Tree Ordinance, (Ord. 2791, 7-6-2004), 8-4-6: Notification and Permits states that:

(A) Notification: No person may perform any of the following acts without first notifying the Twin Falls parks and recreation department. Contact the Twin Falls parks and recreation department via mail, phone, fax, or e-mail at a minimum of two (2) business days prior to commencement of the proposed work. Nothing in this section shall be construed to exempt any person from the requirements of obtaining any additional permits as required by law:

1. Prune or otherwise disturb any public tree. This provision shall not be construed to prohibit owners of property adjacent to public rights of way from minor pruning, watering, or fertilizing such trees;
2. Attach any object to public tree(s);
3. Dig, trench, excavate or pile soil or any other materials within the critical root zone of any public tree(s);

(B) Application Procedures And Requirements: Permit application procedures and requirements for public tree(s) removal:

1. This is in no way intended to interfere with the immediate removal of a tree that presents a hazardous or emergency situation;
2. Upon inspection, the Twin Falls tree commission may issue a permit through the Twin Falls parks and recreation department. Permits are available at the Twin Falls parks and recreation office (136 Maxwell Avenue) between the hours of eight o'clock (8:00) A.M. to twelve o'clock (12:00) noon and one o'clock (1:00) P.M. to five o'clock (5:00) P.M., Monday through Friday;
3. The Twin Falls parks and recreation department may condition the approval of any permit;
4. Prior to the removal of any public, street, or alley tree, the property owner or private tree service company intending to perform the work, which is currently licensed by the city of Twin Falls, must make a request for permit. All work must be completed within thirty (30) days of issuance of said permit;
5. Whenever a public or street tree is removed, the stump of said tree shall also be removed. Permit holders shall then replace the removed tree in accordance with subsection 8-4-7(E) of this chapter. Tree replacement shall be a condition of issuance of a permit for removal, unless the Twin Falls tree commission for good cause shown waives such requirement. Tree replacement is the responsibility of the permit holder. (Ord. 2791, 7-6-2004)

The purpose of the Twin Falls Tree Ordinance is defined below:

8-4-2: STATEMENT OF PURPOSE:

The purpose of this chapter is to ensure the implementation and continuation of proper professional care of the city's public trees by setting forth and enforcing a set of tree care regulations and standards by which the community forest shall be managed. (Refer to the "Twin Falls City Arboricultural Specifications And Standards Guide".) This chapter is not intended to resolve or regulate disputes or tree management issues on private property that do not affect the safety of the general public.

This chapter is enacted to:

- (A) Promote the general welfare of the community.
- (B) Protect public safety, welfare, property and health.
- (C) Preserve and enhance the community's social and economical environment with a diverse range in size, maturity and species of public trees.
- (D) Increase awareness and appreciation of maintaining a healthy community forest by both professionals and the general public.
- (E) Encourage building, development, site and utility planning/practices that prevent and prohibit not only the indiscriminate removal or destruction of trees but also avoidance of unnecessary disturbance to trees, above and below ground, within the city.
- (F) Provide a stable and sustainable community forest by establishing common guidelines and enforcement procedures for proper tree management practices such as contained in ANSI A300 and the "Twin Falls City Arboricultural Specifications And Standards Guide". (Ord. 2791, 7-6-2004)

Approval Process:

A simple majority will approve this request

Budget Impact:

Regulatory Impact:

Approval of this request enables the Parks and Recreation Director to approve the request and set conditions to insure replacement trees are planted.

History:

N/A

Analysis:

N/A

Conclusion:

Parks staff does find evidence meeting tree removal criteria for proposed Maple and Hawthorne at 927 Elm St. and recommends approval of this request. Maple replacement should be class I with proximity to power lines.

Twin Falls City Code 8-4-8.

Attachments:

1. Tree removal request 927 Elm



City of Twin Falls Permit For Tree Removal

Today's Date *

5/14/2025

First Name *

Rachel

Last Name *

Tilley

Phone Number *

(208)329-2099

Email *

rachel.tilley@gmail.com

Address of work to be done *

Street Address

927 Elm St

Address Line 2

City

Twin Falls

State / Province / Region

Idaho

Postal / Zip Code

83301

Country

United States

The tree(s) in question reside on *

Public right-of-way

Public Property

Contractor Information

Contractor must be a licensed arborist with the City of Twin Falls

Company Name

Elevation Tree Service & Landscaping LLC

Contractor First Name *

Manase

Contractor Last Name *

Ngauamo

Contractor Phone Number *

(208)420-9244

Contractor Email *

ElevationTreePros@gmail.com

Tree Species

Tree Species *

Hawthorn & Red Maple

Description of This Tree's Location on Property *

Front right of way area. 1 Red Maple to the right. 1 Hawthorn to the far left.

Reason for Request *

Both trees are in rapid decline and showing signs of trunk rot. Customer has a plan of replanting new trees to replace these 2. The middle Hawthorn Tree stays, just need a nice thinout trim and canopy lift.

[Add Additional Tree](#)

Signature

Manase Ngauamo

By signing this form, I agree to abide by the conditions set herein.

Arborist Review

Comments

The Maple at 927 Elm has limited live tissue remaining in canopy, shows significant scars and damage with peeling bark. Dried xylem tissue shows perpendicular fractures as well as



Tree Images

File Upload

Upload

20250606_111256.jpg

5.52MB

✕



20250606_111324.jpg

5.92MB

✕





20250606_111415.jpg

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4.3MB





20250606_111628.jpg

6.13MB



Add

Comments

2000 characters left

Approve

Reject



Date: Tuesday, June 10, 2025
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

ACTION ITEM

Request:

Consider a request from the Twin Falls Lion's Club to donate a bench to be placed near Evel Knievel jumpsite on the Canyon Rim Trail.

Time Estimate:

Allow 10 minutes for presentation of request, questions and deliberation

Background:

July 20, 2009, Twin Falls City Council approved the Parks and Recreation Department's donation policy to allow additional text on inscriptions. The policy states:

Donations may dedicate to, honor, or memorialize, a person; or directly relate to the history of the community; or may be donated by groups with longstanding ties to the community, and shall be of any type (types of donations - reference to page 1), so long as its placement enhances the recreational value of its setting, considering factors including, but not limited to, safety and aesthetics.

Identification – Donations are typically identified by a plaque of durable material such as metal plate or stone, of modest size and set in concrete or fixed to a permanent object. The plaque may be placed at the base of, or adjacent to the memorial. Approved plaques are purchased and ordered by the donor and the installation is coordinated with the Twin Falls Parks & Recreation Department. In the case of trees, the plaque shall be not less than 8" by 16" and flush mounted in the ground. Design and placement of plaques must be approved by the Twin Falls Parks & Recreation Department. Damaged plaques are replaced at no additional charge to the donor.

On August 17, 2020, Council updated the policy to include the following verbiage regarding plaques and inscriptions:

Inscription –The text of memorials to individuals may include the name of the person being dedicated to, honored, or memorialized, the dates of the birth and death of that person or the date of the dedication or when honored.

Plaque inscriptions may include the following language in addition to the name of the person and the date. "In Memorium", "In Memory of", "In Honor of" or "Donated by"

Please see the attached Donation Request Form from Twin Falls Lion's Club.

Approval Process:

A simple majority will approve this request.

Budget Impact:

Donor will cover all costs associated with this.

Regulatory Impact:

Commission approval will send a recommendation to council.

History:

N/A

Analysis:

N/A

Conclusion:

Staff has reviewed this request and recommends commission approval.

Attachments:

1. LCI_emblem_black
2. CRT Bench Donation-Lions - Redacted





TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

DONATION REQUEST FORM

Date: 5-19-2025
Requested by: Twin Falls Lions Club
Address: P.O. Box 896
Street Address
Twin Falls ID 83303
City State Zip Code
Home Phone: Nicki Kroese Secty. Work Phone: _____
(Area Code) (Area Code)

Donation Requested: Bench

(Tree, bench, drinking fountain, picnic tables, playground equipment, picnic shelters, etc.)

Location Requested: 1st choice: Evel Knievel jump site
2nd choice: North of the Poleline/Eastland curve

Alternative Location: _____

Plaque Inscription: Donated by Twin Falls Lions Club
w/logo if possible

Send this form to Twin Falls Parks & Recreation, P.O. Box 1907, Twin Falls, ID 83303.
For further information, please contact the Parks & Recreation office at (208) 736-2265.

FOR OFFICE USE ONLY

Donation Name: _____

Site: _____ Type: _____

Completion Date: _____

The Benefits are Endless...



bridge





Date: Tuesday, June 10, 2025
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

ACTION ITEM

Request:

Consider a request from Marsha White for a future donation of a park bench to be placed at Northern Ridge Park.

Time Estimate:

Allow approximately 5 minutes for presentation and deliberation.

Background:

July 20, 2009, Twin Falls City Council approved the Parks and Recreation Department's donation policy to allow additional text on inscriptions. The policy states:

Donations may dedicate to, honor, or memorialize, a person; or directly relate to the history of the community; or may be donated by groups with longstanding ties to the community, and shall be of any type (types of donations - reference to page 1), so long as its placement enhances the recreational value of its setting, considering factors including, but not limited to, safety and esthetics.

Identification – Donations are typically identified by a plaque of durable material such as metal plate or stone, of modest size and set in concrete or fixed to a permanent object. The plaque may be placed at the base of, or adjacent to the memorial. Approved plaques are purchased and ordered by the donor and the installation is coordinated with the Twin Falls Parks & Recreation Department. In the case of trees, the plaque shall be not less than 8" by 16" and flush mounted in the ground. Design and placement of plaques must be approved by the Twin Falls Parks & Recreation Department. Damaged plaques are replaced at no additional charge to the donor.

On August 17, 2020, Council updated the policy to include the following verbiage regarding plaques and inscriptions:

Inscription –The text of memorials to individuals may include the name of the person being dedicated to, honored, or memorialized, the dates of the birth and death of that person or the date of the dedication or when honored.

Marsha White would like to set up a donation as part of her estate. Upon her death, she would like her estate to purchase and install a bench at Northern Ridge Park, to be placed near the playground. See the attached Donation Request Form.

Approval Process:

A simple majority will approve this request

Budget Impact:

All associated costs to be covered by the donor.

Regulatory Impact:

Approval will send a recommendation to Council. Donation and installation to occur at a future date.

History:

N/A

Analysis:

N/A

Conclusion:

Staff has reviewed this request and deems the installation of a bench at Northern Ridge Park appropriate at any time.

Attachments:

1. Bench Donation-White - Redacted



TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

DONATION REQUEST FORM

Date: 5.3.25

Requested by: Marsha White

Address: 570 Reese Road

Street Address

Twin Falls, Idaho 83301

City

State

Zip Code

Home Phone: [REDACTED]

(Area Code)

Work Phone: [REDACTED]

cell

(Area Code)

Donation Requested: Bench

(Tree, bench, drinking fountain, picnic tables, playground equipment, picnic shelters, etc.)

Location Requested: Northern Ridge Park
(Setters Ridge) Twin Falls

Alternative Location: _____

Plaque Inscription: "Donated by" Marsha + Steve
White

Send this form to Twin Falls Parks & Recreation, P.O. Box 1907, Twin Falls, ID 83303.
For further information, please contact the Parks & Recreation office at (208) 736-2265.

FOR OFFICE USE ONLY

Donation Name: _____

Site: _____ Type: _____

Completion Date: _____

The Benefits are Endless...



Date: Tuesday, June 10, 2025
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

ACTION ITEM

Request:

Consider a request from Beverly and Randall Cullison to donate a bench to be placed near Sportsman's Warehouse on the Canyon Rim Trail.

Time Estimate:

Allow 5 minutes for presentation of request, questions and deliberation

Background:

July 20, 2009, Twin Falls City Council approved the Parks and Recreation Department's donation policy to allow additional text on inscriptions. The policy states:

Donations may dedicate to, honor, or memorialize, a person; or directly relate to the history of the community; or may be donated by groups with longstanding ties to the community, and shall be of any type (types of donations - reference to page 1), so long as its placement enhances the recreational value of its setting, considering factors including, but not limited to, safety and aesthetics.

Identification – Donations are typically identified by a plaque of durable material such as metal plate or stone, of modest size and set in concrete or fixed to a permanent object. The plaque may be placed at the base of, or adjacent to the memorial. Approved plaques are purchased and ordered by the donor and the installation is coordinated with the Twin Falls Parks & Recreation Department. In the case of trees, the plaque shall be not less than 8" by 16" and flush mounted in the ground. Design and placement of plaques must be approved by the Twin Falls Parks & Recreation Department. Damaged plaques are replaced at no additional charge to the donor.

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Plaque inscriptions may include the following language in addition to the name of the person and the date. "In Memorium", "In Memory of", "In Honor of" or "Donated by"

Please see the attached Donation Request Form from Beverly and Randall Cullison.

Approval Process:

A simple majority will approve this request.

Budget Impact:

Donor will cover all costs associated with this.

Regulatory Impact:

Commission approval will send a recommendation to council.

History:

N/A

Analysis:

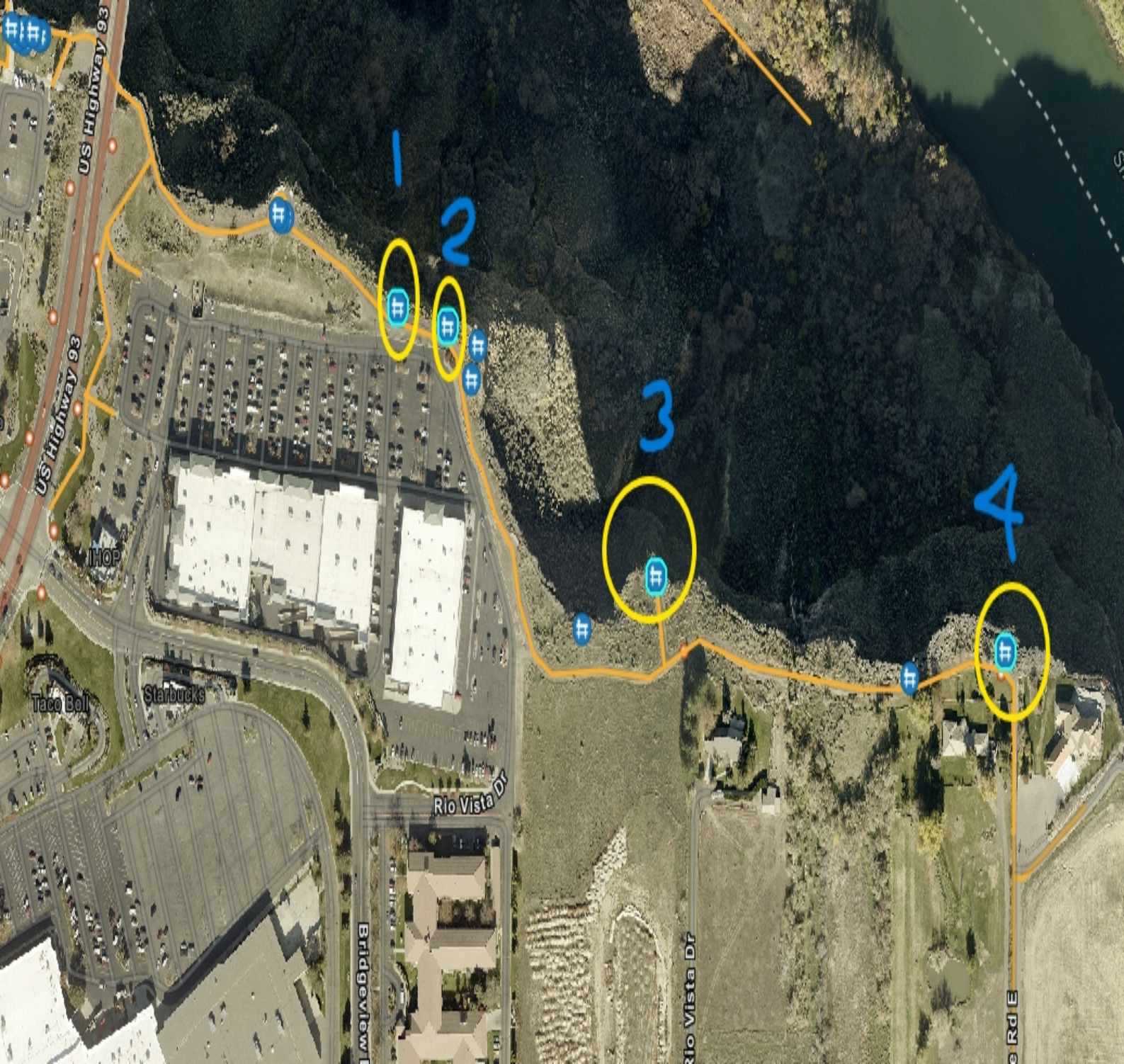
N/A

Conclusion:

Staff has reviewed this request and recommends commission approval.

Attachments:

1. SPORTSMAN AVAIL (002)
2. Cullison Donation Request Policy and Form 06-02-2025 - Redacted



US Highway 93

US Highway 93

IHOP

Taco Bell

Starbucks

Rio Vista Dr

Bridgeview I

Rio Vista Dr

e Rd E

1

2

3

4



TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

DONATION POLICY

Since the founding of our city, citizens of Twin Falls have enjoyed parks and recreation facilities that have been generously supplemented with the gifts of goods and services by individuals, groups, and organizations.

PURPOSE

To clarify existing policy and encourage the continued donation by individuals, groups, and organizations of amenities which enhance the recreational value of Twin Falls Parks and Recreation Department, managed lands and facilities, including memorials.

TYPES OF DONATIONS

All proposed donations shall be reviewed by the Twin Falls Parks and Recreation Commission and a recommendation made to the Twin Falls City Council. Council approval shall happen through the consent calendar, unless deemed necessary for consideration.

Park Equipment – this type consists of the purchase and installation of equipment typical to parks and recreation facilities such as benches, drinking fountains, permanent picnic tables, and playground equipment, as may be consistent with the Master Plan for the Twin Falls Parks & Recreation Department or approved by the Twin Falls Parks & Recreation Department or the Twin Falls Parks & Recreation Commission.

Trees and Landscaping – this type consists of the purchase and installation of a tree or landscaping feature. Along with the Twin Falls Parks & Recreation Department the Twin Falls Tree Commission will coordinate the location, species, and the installation of trees. Trees shall be at least a 2” caliper in diameter, and must be of a variety approved in the Twin Falls Tree Selection Guide book or approved by the Twin Falls Tree Commission.

Major Park Amenities – this type consists of the purchase and installation of a facility which fulfills an identified public recreation need, such as buildings, playgrounds, picnic shelters, canyon rim overlooks, park land donations and/or development, as identified by the Twin Falls Parks & Recreation Department or in the Master Plan for the Twin Falls

The Benefits are Endless...

Parks & Recreation Department or as approved by the Twin Falls Parks & Recreation Commission or City Council.

Donations may dedicate to, honor, or memorialize a person; or directly relate to the history of the community; or may be donated by groups with longstanding ties to the community, and shall be of any type (types of donations - reference to page 1), so long as its placement enhances the recreational value of its setting, considering factors including, but not limited to, safety and aesthetics.

Identification – Donations are typically identified by a plaque of durable material such as metal plate or stone, of modest size and set in concrete or fixed to a permanent object. The plaque may be placed at the base of, or adjacent to the memorial. Approved plaques are purchased and ordered by the donor and the installation is coordinated with the Twin Falls Parks & Recreation Department. In the case of trees, the plaque shall be not less than 8" by 16" and flush mounted in the ground. Design and placement of plaques must be approved by the Twin Falls Parks & Recreation Department. Damaged plaques are replaced at no additional charge to the donor.

Inscription –The text of memorials to individuals may include the name of the person being dedicated to, honored, or memorialized, the dates of the birth and death of that person or the date of the dedication or when honored.

Plaque inscriptions may include the following language in addition to the name of the person and the date. “In Memorium”, “In Memory of”, “In Honor of” or “Donated by”

Registry – All approved donation applications will be registered in the Twin Falls Parks & Recreation office and include a description of the donation, date of installation, name and address of donor, location, and inscription.

LOCATION AND RELOCATION

The placement of donated park amenities, such as the spacing of benches, fountains, and trees, shall be controlled by the Twin Falls Parks & Recreation Department, who shall insure that a new installation does not materially detract from or conflict with the significance, quiet, or recreational value of existing facilities nor interfere with a primary public purpose or pose a potential public safety or security risk. New auxiliary park features, such as trash receptacles and park signs will not be placed in a location or manner that will offend or violate respect for an existing memorial or the donor.

The Twin Falls Parks & Recreation Department considers the placement of donated amenities, especially memorials, to be permanent. However, should future circumstances require relocation of a memorial; the Twin Falls Parks & Recreation Department shall endeavor to locate the memorial donor or representative to arrange a satisfactory alternate location. The expense of relocation shall be borne by the Twin Falls Parks & Recreation Department.

In all cases, the Twin Falls Parks & Recreation Department will have the final decision on location.

MAINTENANCE AND OWNERSHIP

Upon installation, the City of Twin Falls shall own the amenity donated.

The Twin Falls Parks & Recreation Department shall assume responsibility for normal maintenance of such amenities. Damaged or vandalized memorials will be repaired or replaced by the Twin Falls Parks & Recreation Department at the expense of the City. Plant material will be replaced as part of the department's replacement program and in consideration of the annual planting season.

Approved by City Council 7-20-09

Updated by City Council 8-17-20



TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

DONATION REQUEST FORM

Date: _____

Requested by: _____

Address: _____

Street Address

City

State

Zip Code

Home Phone: (Area Code)

Work Phone: (Area Code)

Donation Requested: _____

(Tree, bench, drinking fountain, picnic tables, playground equipment, picnic shelters, etc.)

Location Requested: _____

Alternative Location: _____

Plaque Inscription: _____

*Send this form to Twin Falls Parks & Recreation, P.O. Box 1907, Twin Falls, ID 83303.
For further information, please contact the Parks & Recreation office at (208) 736-2265.*

FOR OFFICE USE ONLY

Donation Name: _____

Site: _____ Type: _____

Completion Date: _____

The Benefits are Endless...