



## Twin Falls Parks and Recreation Commission Agenda

Tuesday, July 8, 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: June 10,2025.  
By:
- 4) Items of Consideration
  - a) **ACTION ITEM:** Consider a request from Amy Johnson to donate a bench to be placed on the Canyon Rim Trail. Location confirmed upon approval.  
By: Chance Munns, Parks Superintendent
  - b) **ACTION ITEM:** Review park projects for priority recommendation to council  
By: Wendy Davis, Parks and Recreation Director
  - c) **DISCUSSION:** Consider a proposal from Commissioner Hayes to solicit feedback from recreation program participants  
By:
  - d) **ACTION ITEM:** Donation Policy Discussion  
By:
  - e) **DISCUSSION:** Golf Course visit debrief  
By:
- 5) Department Updates
- 6) Adjournment

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, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:**

### **ACTION ITEM**

**Request:**

Request to approve minutes for the following meeting: June 10,2025.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

1. 061025 Minutes



## Twin Falls Parks and Recreation Commission Minutes

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

Chairman Metcalf called the meeting to order at 11:32 AM

A quorum was present.

Members Present: Metcalf, Sipe-Pauley, VanEngelen, King, Hayes, Meyer, Bixler

Staff Present: Davis, Munns, McClintock, Etzold, Shurtleff, Green, Humble

### 2) General Public Input

Megan Ogdon made recommendations on future splash pad projects at Vista Bonita Park. She noted that in Utah the splash pads are not the common cement with sprinkler type; they are river or waterfall-like, which would be more accessible and less likely to spray on park goers. Another idea would be to have a cement ring around the splash pad which can be turned into an ice-skating rink in winter.

### 3) Consent Calendar

Commissioner Meyer arrived to the meeting at 11:24 am.

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

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

**MOTION:** Commissioner King moved to approve the Consent Agenda. Commissioner Sipe-Pauley seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

### 4) Items of Consideration

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

Commissioner VanEngelen arrived at 11:36am.

Director Davis reviewed the request with the Commission. This request includes a logo added with the inscription on the plaque for the bench.

Commissioner Hayes noted he does not believe putting a logo on the bench to be an issue.

Commissioner King noted the policy does not address logos on benches.

Director Davis noted a decision here may set a precedent for future requests. The plaque is measured at 5X6.

Commissioner Metcalf noted the policy does not cover logos/pictures, and it is up to this Commission to approve/disapprove the logo/picture requests.

Director Davis read the policy for the Commission as reference: it does not have any verbiage regarding logos/pictures.

Commissioner Sipe-Pauley noted there are denied requests in the past for special wordings. Commissioner Meyer asked for clarification of past denials and asked what were Council's concerns for those denials.

**MOTION:** Commissioner Sipe-Pauley moved to approve to the request without the logo. Commissioner King seconded the motion. Roll call vote showed all members present voted. Declined 2 to 5.

**MOTION:** Commissioner Meyer moved to approve the donation of a bench near the Evel Knievel Jump site as presented. Commissioner Hayes seconded the motion. Roll call vote showed all members present voted. Passed 7 to 0.

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

Commissioner Bixler entered the meeting at 11:56am.

Director Davis reviewed the request with the Commission and noted the placement location is to be determined.

**MOTION:** Commissioner King moved to approve the request from Marsha White for a future bench donation to be placed in Northern Ridge Park. Commissioner Sipe-Pauley seconded the motion. Roll call vote showed all members present voted. Approved 8 to 0.

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

Director Davis reviewed the request with the Commission. It is noted that park staff have gone out to the sites and made notations on a map to indicate locations where future benches may be placed to not over saturated overlook areas.

Commissioner Metcalf asked if the request qualifies to fit all the names within the plaque. Commissioner Meyer asked if there is a limit on the amount of lettering allotted for a plaque and if the font needs to change to fit it all on the plaque.

Director Davis noted the Commission is to approve the wording of the inscription and not the length of inscription.

Commissioner Metcalf and Commissioner Melni agreed while it is lengthy, the wording does not appear to be inappropriate.

Open Space Supervisor Etzold noted that 13 names would fit on the plaque.

Commissioner King noted a decision to allow a lengthy phrase on the bench may set practice for future requests, and it may not help in making future decisions easier.

Director Davis noted the wording needs to change to "In memory of...donated by" instead of "Loving"

**MOTION:** Commissioner Meyer moved to approve a request from Beverly and Randall Cullison to donate a bench to be placed near Sportsman's Warehouse on the Canyon Rim Trail

as presented. Commissioner Bixler seconded the motion. Roll call vote showed all members present voted. Approved 6 to 2.

**5) Adjournment**

- a) Adjourn to tour Twin Falls Golf Club  
The meeting adjourned at 12:16 PM

---

Mable Shurtleff, Parks and Recreation  
Project Coordinator



**Date:** Tuesday, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:** Chance Munns, Parks Superintendent, Parks Superintendent

### **ACTION ITEM**

**Request:**

Consider a request from Amy Johnson to donate a bench to be placed on the Canyon Rim Trail. Location confirmed upon approval.

**Time Estimate:**

Allow approximately 5 minutes

**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 request from Amy Johnson.

**Approval Process:**

A simple majority will approve this request.

**Budget Impact:**

Donor is responsible for all expense associated with this request.

**Regulatory Impact:**

Approval will make a recommendation to council for acceptance of a bench donation.

**History:**

NA

**Analysis:**

N/A

**Conclusion:**

Staff has reviewed this request and deems it appropriate. Location will be confirmed upon approval.

**Attachments:**

1. Donation Request Amy Johnson - 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 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...*



**Date:** Tuesday, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:** Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

### **ACTION ITEM**

**Request:**

Review park projects for priority recommendation to council

**Time Estimate:**

Allow approximately 30 minutes for discussion

**Background:**

As part of the City's annual budget discussions, Twin Falls City Council has \$770,000 that they can allocate to projects as they wish.

Often, these funds are reserved for projects that benefit the community and are "shovel ready". Park and/or Recreation projects are often given high favor. The Department has several projects they intend to share with council for consideration. Prior to presenting these project, Staff is asking the commission to recommend their priorities. Projects include:

- Parking lot and lights for the skatepark
- Rebuilding the west tennis courts at Harmon Park
- Renovating Baxter's Dog Park
- Funding a right of way tree grant
- Design work for the Poleline medians

As the Commission considers priorities, considering the City's Strategic Plan and the Parks and Recreation Master Plan will be important.

**Approval Process:**

A simple majority will approve any action taken by the Commission.

**Budget Impact:**

**Regulatory Impact:**

Any recommendations will be presented to Council on July 14, 2025 and considered as part of the Council's budget deliberation.

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:**

## **DISCUSSION**

**Request:**

Consider a proposal from Commissioner Hayes to solicit feedback from recreation program participants

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:**

### **ACTION ITEM**

**Request:**

Donation Policy Discussion

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, July 8, 2025  
**To:** Parks and Recreation Commission  
**From:**

## **DISCUSSION**

**Request:**

Golf Course visit debrief

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None