



## Twin Falls Parks and Recreation Commission Agenda

Tuesday, September 9, 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 the minutes from the following meeting: August 12, 2025.  
By:
- 4) Items of Consideration
  - a) **DISCUSSION:** Donation policy inscription discussion.  
By: Wendy Davis, Parks and Recreation Director, City of Twin Falls Legal Team
  - b) **INFORMATIONAL:** Update on Recreation Program Survey  
By: Stacy McClintock, Recreation Supervisor
  - c) **INFORMATIONAL:** Presentation on implementation of park impact fees collected for park development in lieu of requiring property donations or collecting fees.  
By: Wendy Davis, Parks and Recreation Director
  - d) **INFORMATIONAL:** Commission orientation  
By:
- 5) Department Updates
  - a) **INFORMATIONAL:** Department Update: September 2025
- 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, September 9, 2025  
**To:** Parks and Recreation Commission  
**From:**

### **ACTION ITEM**

**Request:**

Request to approve the minutes from the following meeting: August 12, 2025.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

1. 081225 Minutes



## Twin Falls Parks and Recreation Commission Minutes

Tuesday, August 12, 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

Commissioner Metcalf called the meeting to order at 11:42 AM

A quorum was present.

Members Present: Micheal Metcalf, Corey King, Todd Shaw, Christiana Sipe-Pauley, Olyvia Meyer, Debbie Van Engelen, Steve Hayes, Tom Bixler

Members Absent: Paul Melni

Staff Present: Wendy Davis, Mitch Humble, Council Liaison Cherie Vollmer, Chance Munns, Stacy McClintock, Mable Shurtleff

### 2) General Public Input

No public present.

### 3) Consent Calendar

a) Request to approve the minutes from the following meeting: July 8, 2025.

**MOTION:** Commissioner King moved to approve the consent calendar. Commissioner Meyer seconded the motion. Roll call vote showed all members present voted. Approved 8 to 0.

### 4) Items of Consideration

a) Consider a request to discuss the development of a recreation-specific survey aimed at gathering feedback from program participants and facility users regarding current recreational offerings and identifying interest in new or expanded programming.

Recreation Supervisor McClintock gave an overview of prior years' efforts and distributed a sample survey for the Commission's review. The survey included most items suggested from last meeting's discussion. The Commission was asked to give feedback to help generate the end product.

Commissioner Meyer asked if a link could be generated to get the word out to the public. Recreation Supervisor McClintock answered that there is a possibility and perhaps there's another approach we can visit too.

Commissioner Hayes liked the idea of asking coaches to hand out surveys for better response. Commissioner Bixler agreed, and noted that was his suggestion and believed that it was a good idea.

Commissioner Hayes suggested using both a QR code and handing out hard copies.

Recreation Supervisor McClintock asked for clarification: would the Commission want to have a general survey along with a league specific survey or to only have one survey?

Director Davis asked for clarification on what specific information the Commission would like the survey to generate.

Commissioner Sipe-Pauley would like to understand what the community favors.  
Commissioner Hayes would like to get sport-specific input.

Recreation Supervisor McClintock noted she has researched other cities' approaches and the easiest way to get input is to simplify the survey, get bubbled in answers, and pairing down to about 5 questions in any survey; People like to see value for their money.

Commissioner Bixler noted the QR code is a great idea to have along with hard copy handouts. Perhaps by attaching the survey to the team lists.

Recreation Supervisor McClintock clarified we no longer have paper copies of team lists.

Commissioner Hayes noted the current plan appears to only be getting feedback from program participants, but he would like to seek out the rest of the public who, due to financial reasons, lack exposure to our leagues and would like to get their feedback as well.

Commissioner Meyer noted maybe there's a way to reach out to more individuals with QR codes set on digital TV or other media/devices around town for better public exposure, but is unsure about the cost of that.

Commissioner Sipe-Pauley suggested the survey questions should be feasible. A project that can't be funded at this time should not be a part of the survey; it is stagnant information.

Commissioner Bixler asked if the school district would be able to help.

Recreation Supervisor McClintock answered: schools usually email their students with newsletters and that's a great way to get the word out. The Recreation department also hands out recreation timeline magnets with a bilingual option.

Commissioner King asked if we currently work with the Boys & Girls Club.

Recreation Supervisor McClintock answered: Not currently, but believes that is a great idea.

Commissioner Sipe-Pauley noted there appeared to be 3 different surveys in the discussion and depending on the audience, the QR code/survey should be staged at a different location.

Director Davis asked once we get the survey out there, what is the best approach to have the community engage with that? This is a good start to equip our Commission with information that will help answer questions raised by the community.

Commissioner Metcalf asked if the Commission is aware when they are questioned that they can email the Parks and Recreation Department staff for answers.

Commissioner Hayes asked about getting business cards with the QR codes printed on them.

Commissioner Metcalf noted the City's website has a lot of information as a resource.

Commissioner Meyer suggested each Commissioner be in charge of specific areas and get feedback, then bring the information back quarterly.

Director Davis noted the Commission needs to be able to filter through public comments and complaints into information that would enhance their decisions regarding Parks and Recreation-related programs/projects.

Director Davis suggested creating a general card to hand out, instead of person-specific business cards, that would have informational sites, QR codes, telephone numbers, etc.

Commissioner Bixler noted it may be a good idea to ask for suggestions from the community for solutions to the problems brought up.

Commissioner Sipe-Pauley said she liked the way the sample survey is put together with positive questions first.

Commissioner Metcalf asked if Recreation Supervisor McClintock received enough feedback

from the Commission to update the survey.

Recreation Supervisor McClintock noted changes will be made and brought back to the next meeting.

b) Tree removal request update

Superintendent Munns presented.

The two requests are being revisited for the Commission's awareness.

1. An overgrown tree which obstructed the view of a Stop sign.
  - a. Removal was suggested.
  - b. There was an emergency removal without replacement requirement.
2. Two heavy trunks that had split at the base.
  - a. Due to recent windstorms, removal was recommended.
  - b. There was an emergency removal without replacement requirement.

c) Consider a request to form a sub committee to review the tree ordinance

Director Davis presented. It should be noted the subcommittee would be able to help make recommendations to this Commission. The subcommittee should consist of 2 members or fewer. The subcommittee will be tasked with some onsite work and also work on language for the tree ordinance.

Commissioner Metcalf asked if everyone remembers the history of this.

Superintendent Munns noted not everyone is going to be a tree expert and many may not know whether a tree should or should not be removed, but the subcommittee is to help do the research and help the Commission make decisions. For instance, does the tree meet the current ordinance requirement and is worthy of removal with or without a replacement

Director Davis added that addressing the penalty should be a part of the task of this subcommittee.

Commissioner Metcalf noted there are other issues that would need consideration, like some trees planted by property owners are immediately City property.

Commissioner Meyer asked why form a tree subcommittee when there are Park employees that are more qualified to make these decisions or able to make more informed recommendations.

Commissioner Davis noted, City Code dictates the different commissions, and the tree commission is one such and would not be disband unless the City Code changes.

Commissioner Hayes noted the tree fund also needs to get clarification and the subcommittee may need to work on that.

Commissioner Metcalf and Commissioner Hayes volunteered to join the Tree ordinance subcommittee.

d) Review language for city code revision regarding trail use

Director Davis presented. It has been noted that the park code requires some clarification about camping in the park and since working on this topic, more items have surfaced for update/clarification. The trail use is currently being reviewed and would need the Commission's opinion before presentation to City Council for adoption.

There was discussion on the definition of a vehicle, vehicle classification, its allowance on park trails, and what is enforceable.

There was also discussion about speed limits and safety behavior in the park; what is considered to be prohibited, such as motorized vehicles and exclusions.

Commissioner Metcalf asked if we need to include verbiage regarding the consideration of pedestrians on trail or yielding.

Director Davis noted we currently have signs on the trail which communicate common etiquette.

Commissioner Metcalf suggested verbiage that indicate people should follow rules.

Commissioner Bixler noted an incident that occurred recently where an e-bike passed some trail walkers and the walkers had to quickly move out of the way; it may be a good idea to suggest e-bikes be ridden in a single file as they take up more trail space.

Commissioner King asked about having bike lanes on the trail.

Director Davis asked if the rules should be conditional as there are times when riding single file may not be necessary.

Commissioner Hayes suggested a clearly defined marked trail for bikes and pedestrians with signage. He also asked about enforcement.

Director Davis noted any park misbehavior is considered a misdemeanor, and the Police Department is attempting to soften the policy a bit and have a tool to enforce behavior rules when necessary.

Commissioner Van Engelen noted today's news, a pedestrian was hit by a cyclist and believe classification of vehicle types and the requirements for a driver's license would heighten the expectation of park goers.

Director Davis noted this is a great reason to define vehicle classes and requirements which would help with defining the code/policy.

Commissioner Bixler asked if we know how many accidents have occurred with e-bikes on our trails.

Commissioner Sipe-Pauley asked about changing the penalty piece of this.

Director Davis noted the update is to help enhance that piece; to define a progression of the crime and not an immediate misdemeanor.

Commissioner King noted there isn't anything in state statute that speaks clearly about the different types of e-bikes and permit requirements.

The Commission noted it would be good to tie together the signs and the policy about etiquette/behavior in the park.

Council Liaison Vollmer mentioned bike rodeos and working with different city departments to get the word out on trail etiquette to the cycling community.

Commissioner Sipe-Pauley asked if there might be riding locations we could direct the cyclists to go to in lieu of our trails where they can go fast but safely.

Recreation Supervisor McClintok asked about having bikes registered and for the fees to fund the trails and have them attend an etiquette course when they register.

Commissioner Metcalf noted that Idaho has no requirements for registering bikes and e-bikes.

Director Davis noted there have been years of updating e-bike policies, but it has not been an easy task.

Commissioner Metcalf noted it may be a matter of educating the public.

Director Davis asked the Commission, after reviewing this rewrite, if this policy gives a clear expectation to a any park goer.

Commissioner Metcalf noted Director Davis is on the right track and made a few suggestions on verbiage for the portion on etiquette to be followed by park goers.

## **5) Department Updates**

a) Department Update: August 2025

**6) Adjournment**

The meeting adjourned at 01:11 PM

Mable Shurtleff

Mable Shurtleff, Project Coordinator  
Parks and Recreation Department



**Date:** Tuesday, September 9, 2025  
**To:** Parks and Recreation Commission  
**From:** Wendy Davis, Parks and Recreation Director, Parks and Recreation Director, City of Twin Falls Legal Team

## **DISCUSSION**

**Request:**

Donation policy inscription discussion.

**Time Estimate:**

Allow approximately 20 minutes for presentation, questions and discussion.

**Background:**

As Commissioners review requests for inscriptions on donated benches, the question of the need for such restricted language came up. The policy was updated in 2021 to read:

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"

Commissioners requested more information from the City's legal team regarding the language in the donation policy as it relates to inscriptions. The Commission has expressed interest in broadening the allowed language to include a logo, and perhaps more information regarding the dedication. The City's legal team will provide a statement for the Commission and be available for questions as part of this discussion item.

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, September 9, 2025

**To:** Parks and Recreation Commission

**From:** Stacy McClintock, Parks and Recreation Supervisor , Recreation Supervisor

### **INFORMATIONAL**

**Request:**

Update on Recreation Program Survey

**Time Estimate:**

Allow approximately 15 minutes for presentation, questions and discussion.

**Background:**

At the August 12, 2025 Commission meeting, Supervisor McClintock presented a survey for Commission review. The survey was developed as a request from the Commission to gain insight on the communities' satisfaction with existing programs, as well as seek input on desired programs. Feedback was collected and the survey has been modified to reflect the suggested changes.

Please see the attached survey.

**Approval Process:**

No approval is required.

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

1. Sport Survey 2025 - 2

## **Sport-Specific Survey**

**Purpose:** To gather feedback on specific sports interests and experiences.

1. What age group do you belong to?
  - Under 12
  - 13–18
  - 19–35
  - 36–55
  - 56+
2. How would you rate the current facilities for this sport in our city?
  - Excellent
  - Good
  - Fair
  - Poor
3. What improvements or additions would you like to see for this sport in our city?  
*[Open-ended]*

## **Community Recreation Survey/ Weekly Surveys**

**Purpose:** To understand community interest in general recreation opportunities.

1. ***What type of recreation programs are you most interested in?***
  - Fitness classes (e.g., yoga, Zumba)
  - Arts & crafts
  - Outdoor adventures (e.g., hiking, kayaking)
  - Family activities
  - Senior programs
  - Inclusive/adaptive programs
  - Other: \_\_\_\_\_
2. ***What types of participation interest you most? (Check all that apply)***
  - Competitive leagues
  - Recreational leagues
  - Clinics or camps
  - Drop-in/open gym
  - Private or small-group lessons
  - Spectator events/tournaments
3. ***How satisfied are you with the current offerings for your favorite sport(s)?***
  - Very satisfied
  - Somewhat satisfied
  - Neutral
  - Unsatisfied
  - Very unsatisfied
4. ***What improvements would you like to see related to your sport(s)? (Check all that apply)***
  - Better facilities (fields, courts, lighting, restrooms, etc.)
  - More program options (leagues, age groups, skill levels)
  - Lower registration fees or financial assistance
  - More promotion/advertising of programs

- More trained coaches/staff
  - Better scheduling/timing of programs
  - More inclusive/adaptive options
  - Other: \_\_\_\_\_
- 5. Would you (or your child) be interested in trying a new sport if it were offered locally?**
- Yes
  - No
  - Maybe
- If yes, which sports? (Open ended)
- 6. Do you have any specific suggestions on how we can improve programs, coaching, facilities, or scheduling for your sport(s)/program(s)/class? (Open ended)**
- 7. Would you support higher taxes to support new recreational activities?**
- Yes
  - No
- 8. Would you support slightly higher registration fees if the extra funding went toward improved equipment, better facilities, and enhanced programming?**
- Yes
  - No
  - Maybe
  - Only if financial assistance was available



**Date:** Tuesday, September 9, 2025  
**To:** Parks and Recreation Commission  
**From:** Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

## **INFORMATIONAL**

**Request:**

Presentation on implementation of park impact fees collected for park development in lieu of requiring property donations or collecting fees.

**Time Estimate:**

Allow approximately 20 minutes for presentation, questions and discussion

**Background:**

Commissioner Sipe-Pauley requested a discussion regarding the "rules that allow developers to leave large retaining ponds as 'parks' in new developments". This presentation is intended to help the Commissioners understand how park land dedication and fees collected in lieu of park space has been replaced with the assessment of park impact fees as part of the fees collected from developers.

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, September 9, 2025  
**To:** Parks and Recreation Commission  
**From:**

## INFORMATIONAL

**Request:**

Commission orientation

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Tuesday, September 9, 2025  
**To:** Parks and Recreation Commission  
**From:**

## **INFORMATIONAL**

**Request:**

Department Update: September 2025

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

1. Department Update September

# **Parks and Recreation Department Updates**

**Parks and Recreation Commission**

**December 2025**

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## **Recreation Department**

**Stacy McClintock, Recreation Supervisor**

**Brandy Mason & Justin Wolters, Recreation Coordinators**

As the summer winds down, the Recreation Department is excited to share some key updates and exciting opportunities for a fun-filled fall in Twin Falls.

### **Youth Programs:**

Youth Fall Soccer is already off to a strong start with 878 participants, up from 829 last year, a great sign of growing community involvement! The season covers Pre-K through 8th grade, and we're thrilled to see so many young athletes gearing up for a fall full of goals, teamwork, and enthusiastic sideline cheering.

Registration is currently open for Youth Girls Basketball as well as Pre-K Co-ed Youth Basketball, offering more ways for kids to stay active and build skills as the weather cools down.

### **Highland Games**

Registration is also open for the ever-growing Highland Games, a spirited celebration of strength, tradition, and friendly competition. Don't miss your chance to be part of this unique and memorable event!

### **Adult Leagues & Registration:**

On the adult side, our One-Pitch, Men's, and Women's Softball Leagues are heading into their end-of-season tournaments. Thank you to all the players who brought energy, sportsmanship, and lots of laughs to the field all summer long.

Our Over 40 Adult Men's Softball League is going great, and we are off to a great start to build this program next year.

Adult Flag Football is still going strong, and registration is now open for both Adult Basketball and Adult Volleyball. Whether you're looking to keep your competitive edge or just have fun with friends, fall is packed with opportunities to stay active. Highland Games

### **Facility Improvements:**

We're also excited to share that the resurfacing of the first 6 pickleball courts is officially complete, and they look absolutely beautiful. If you're in the area, we encourage you to swing by and take a peek. *Chef's kiss*. And better news, the FY2026 budget has been approved, including funding for the much-anticipated "Tiny Robot" and the Harmon Park Pickleball/Tennis Court Facility Improvement Project. These investments reflect our commitment to creating inclusive, innovative, and top-tier recreational spaces for everyone in the community.

It's been an incredible summer, but we're not slowing down. Fall is shaping up to be full of energy, excitement, and community connection, and we can't wait to see you out there!

## **Parks Department**

**Chance Munns**, Parks Superintendent

**Nibardo Orozco**, Parks Supervisor

## **Open Spaces**

**Kathryn Etzold**, Open Space Supervisor

Work across the open spaces continues into September with both maintenance and project milestones. Along the **Canyon Rim Trail (CRT)**, 15 new dog-on-leash signs have been ordered with posts placed to complete dog stations along the trail and into Shoshone Falls. Additional noxious weed spraying was completed at the end of August, and trimming has been performed along viewpoints leading from CRT down to Shoshone Falls. CRT project work is progressing as well, with new trail signs printed and installation scheduled for September 22. Bench donations remain active, with 16 benches still available for dedication and 6 benches currently on-hand.

At **Shoshone Falls and Dierkes Lake (SSF)**, several maintenance items were completed this month. Trash receptacles and picnic tables were added and reorganized, tree trimming was performed after recent weather, and reflective posts were installed along Dierkes Road. A new playground platform was delivered and replaced. Project work continues with pipe chase, guard shack, and shop cleanouts, as well as the ongoing **wayfinding project with GGLO and Trademark** to establish new wayfinding signage in the park. Cradle point and credit card reader issues were resolved with IT support, while ticket booth design updates remain under review. The **Hot Wash project with ISDA** remains active with a new gate placed and civil design work in progress. New Hot Wash hours are now set from 7:30 a.m. to 9:00 p.m. Equipment updates include pending service repairs on our Kubota, the new Torro mower and Gator UTV. Staffing adjustments are also underway, with new weekend staff and revised end of season schedules.

At **Auger Falls**, both DTA and senior project groups remain engaged in ongoing work to repair and improve a new down hill path. At the **Evel Knievel Jump Site**, site improvements are completed with the grading of donated millings from other city projects.

## **City Pool**

**John Pauley**, Aquatic Supervisor

**Gessie Collins**, Aquatic Coordinator

## **General Public Input**

**Mable Shurtleff**, Parks and Recreation Project Coordinator

There was no public input received.

## **Municipal Golf Course**

**Steve Meyerhoeffer**

## **Director's Update**

**Wendy Davis**

The department continues to be busy with the end of summer. September arrives with a bit of a sigh. Temperatures cool a bit and the pressure of the summer lessens. That does not mean that we aren't still busy!

**Canyon Trail Junction** hit another snag as we wait for a building permit in order to proceed with awarding bids and starting construction. We hope that will be resolved next week and that project can break ground.

**Rotary restroom project at Frontier Park** is nearing completion and we hope to have a ribbon cutting soon. Parks team has worked hard to keep that project on track, and has made some long needed improvements to the irrigation system there. It is an old pressure tube system and is difficult to diagnose, repair and manage with a mass of tubing that looks like the old phone operators. The Parks team dug in and did a great job with this and the project as a whole.

**City Park restroom** is also nearing completion. That project has gone exceptionally smoothly considering the fact that the park is heavily used by events all summer, in the middle of construction. Event organizers, parks team and the construction manager have worked diligently to communicate, minimize impact and keep the project on track.

**Vista Bonita Park Expansion** is moving along. CORE construction (CM/GC) is working with the architect to arrive at a guaranteed maximum price for the project, as well as a construction timeline.

**Golf Course Management and Operation Request for Proposals** was released on August 25, 2025. Proposals are due on Friday, September 19, 2025. Information about this request is available on the city website, PGA website or by request through our office.

Bubble went on the pool this week in preparation for the beginning of the construction project. Shorter days and limited light also impact the need to have the bubble up.

**The City Pool locker room upgrade is scheduled to begin. That will be celebrated with a ground-breaking on Wednesday, September 10 at 4:00pm. Please join us!**

The City Council adopted the budget on Monday, August 25, 2025. Included in that project were many park and recreation projects. We are lucky to have a council that supports parks and recreation and dedicates funds to develop, improve and maintain our facilities and spaces. Of note:

- the purchase of a tiny robot for the recreation department. This robot stripes fields accurately and with very little manpower needed
- Harmon Park west tennis court rebuild was approved. This improvement will include 4 pickleball courts and 2 tennis courts.
- Harmon Park Skatepark lighting and infrastructure was approved. This will install lights for the parking lot area, as well as lights for the existing skatepark. Lighting will improve safety and extend use for the skatepark area, as well as the parking lot.
- Additionally, the Poleline median design was approved, as was the tree grant program start up.