



## Twin Falls Parks and Recreation Commission Agenda

Tuesday, October 9, 2018, 12:00 PM

203 Main Ave E

Council Overflow Room

**Members:** Chairman, Cindy Collins; Vice-Chairman, Marc Lambert, Richard Birrell; Aaron Camacho; Z J Martinez; Sherry Murray; Gabe Ostyn; Brian Rice; Chance Munns.

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
  - a) Approve minutes from the September 11, 2018 commission meeting  
Purpose: **ACTION ITEM** By: Nicolette Miller
- 3) Items of Consideration
  - a) Begin work on park master plans for Dierkes Lake Park, Harmon Park, Preserve Trail Head and Cascade Park.  
Purpose: **Discussion** By: Wendy Davis
  - b) Familiarization with the City's Tree Ordinance and the Tree Commission responsibilities.  
Purpose: **Presentation** By: Kevin Skelton
- 4) Department Updates
  - a) October Department Update
- 5) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

### **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, October 9, 2018  
**To:** Parks and Recreation Commission  
**From:** Nicolette Miller

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### **ACTION ITEM**

**Request:**

Approve minutes from the September 11, 2018 commission meeting

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

**Attachments:**

1. Sept 11 minutes



## Twin Falls Parks and Recreation Commission Minutes

Tuesday, September 11, 2018, 12:00 PM

City Hall  
203 Main Ave E.  
Twin Falls, Id 83301

**Members:** Chairman, Cindy Collins; Vice-Chairman, Marc Lambert, Richard Birrell; Aaron Camacho; Z J Martinez; Sherry Murray; Gabe Ostyn; Brian Rice; Chance Munns.

### 1) Confirmation of Quorum/Call Meeting to Order

Cindy Collins called the meeting to order at 12:03 PM

A quorum was present.

Commissioners present: Cindy Collins, Marc Lambert, Richard Birrell, Aaron Camacho, Z J Martinez, Brian Rice and Gabe Ostyn.

Commissioners absent: Chance Munns and Sherry Murray

Staff present: Wendy Davis, Mitch Humble, Stacy McClintock, John Pauley, Nikki Miller, Steve O'Connor, Jonathan Spendlove

Council Staff Absent: Nikki Boyd

### 2) Consent Calendar

- a) Approve the minutes of the August 14, 2018 meeting

**MOTION:** Aaron Camacho moved to approve August 14, 2018 minutes as written. Brian Rice seconded the motion. Roll call vote showed all members present voted. 7 to 0.

### 3) Items of Consideration

- a) Request to recommend approval of a Parks in Lieu contribution for Kaitlyn Court Subdivision.

Steve O'Conner presented the Parks in Lieu request contribution for Kaitlyn Court Subdivision. **MOTION:** ZJ Martinez moved to accept the Parks in Lieu proposal as presented. Richard Birrell seconded the motion. Roll call vote showed all members present voted. 7 to 0.

- b) Update on pool and recreation fee increases

John Pauley presented the pool update and the increase in fees that were approved by City Council on Monday, September 10, 2018. Stacy McClintock presented the Recreation fee increase that was also approved by the City Council on Monday, September 10, 2018. No questions were presented.

- c) Community Center Presentation

Wendy Davis presented the Community Center Presentation that was prepared for City Council for the Commissioners. The Ad Hoc committee is working on a Vision Statement for the Center.

ZJ Martinez indicated that an elevated walking track seems to work the best from his experience. Aaron Camacho asked if the current swimming pool will be or can be incorporated in with the Community Center. Wendy expanded on her thoughts in regards to the current

pool and how to keep it useful. Cindy Collins commented on the mesh dividers and was familiar with that and said it worked well.

Wendy reviewed the top 15 survey results and gave a brief explanation of how the numbers were calculated.

**4) Department Updates**

No questions or comments.

a) Department Updates

**5) Adjournment**

The meeting adjourned at 01:09 PM. Next meeting will be October 9th, 2018, at Council Chambers, 203 Main Ave E. at 12pm.



**Date:** Tuesday, October 9, 2018  
**To:** Parks and Recreation Commission  
**From:** Wendy Davis

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## **Discussion**

### **Request:**

Begin work on park master plans for Dierkes Lake Park, Harmon Park, Preserve Trail Head and Cascade Park.

### **Time Estimate:**

Allot 45 minutes for this discussion.

### **Background:**

The Parks and Recreation Department changed its budget process to favor a planning process prior to requesting funds for projects. As part of that, money was budgeted to complete four park master plans similar to the work done for Sunway/First Federal park.

In this round table discussion, the commission will be asked to review the Parks and Recreation Master plan, as well as their own observations to identify the types of improvements and needs in each of the following parks: Dierkes Lake Park, Harmon Park, Preserve Trail Head (at the corner of Poleline and Eastland) and Cascade Park.

To help facilitate the conversation, please review your copy of the master plan and visit the parks listed if you are not familiar with them.

### **Approval Process:**

General consensus will be the goal.

### **Budget Impact:**

This will drive the budget requests for improvements to the parks.

### **Regulatory Impact:**

Once the needs are identified, they will be used to drive the planning process for the parks, eventually setting the budget for the capital improvement requests.

### **History:**

N/A

### **Analysis:**

N/A

### **Conclusion:**

This is the first step of the commission's work to tie the master plan to the strategic plan for planning and

budgeting purposes.

**Attachments:**

1. Facilities Master Plan

**City of Twin Falls  
Parks and Recreation Department  
Request for Capital Improvement  
Fiscal Year:**

**Proposed Project:** Facility Master Plan Development  
**Department/Division:** Parks & Recreation  
**Contact Person:** Wendy Davis, Kevin Skelton  
**Total Cost:**

**Priority #:** 1  
**Strategic Plan Initiative:** HC1.1.4

**Description of Proposed Project:**

Develop facility master plans for park facilities to assist with asset management. Provide engineering and other support as needed to assess the needs of the facility and what needs improved, repaired or replaced. End product will be a site plan with the identified improvements and/or facility enhancements. This would be a two year process with the second year performing the work by what was determined needed in the first year,

**Alternatives:**

None

**Advantages of Approval:**

This process should allow for a better assessment of what is needed at each facility so a more accurate dollar amount can be assigned to the project in the following year.

**Implications of Denial:**

Not keeping up with the maintenance of our existing and aging facilities

**Supporting Data:**

None

**Comments:**

2019 projects include Harmon Park, Dierke's Lake Park and the Preserve Trail Head.

**Resources Required:**

**Purchase Price:**

**Labor & Other Materials:** \$15,000

**Other Costs:**

**Total Cost:** \$15,000

**Included in LTP (Yes/No):** Yes



**Date:** Tuesday, October 9, 2018  
**To:** Parks and Recreation Commission  
**From:** Wendy Davis

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## **Presentation**

### **Request:**

Familiarization with the City's Tree Ordinance and the Tree Commission responsibilities.

### **Time Estimate:**

Allow approximately 15 minutes

### **Background:**

The Twin Falls Parks and Recreation Commission serves as the City's Tree Commission. This body is required to review tree removal requests for right of way trees. It is anticipated that the Commission will be asked to review a request at the November meeting. This discussion is intended to familiarize the commissioners with the ordinance and the duties and powers of the Tree Commission prior to receiving the request and taking action in November.

City Code Title 8, Chapter 4 provides the City's Tree Ordinance. The code defines the purpose of the Tree Ordinance and defines the application procedure as follows:

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)

Attached you will find a copy of the Tree Commission Bylaws.

**Approval Process:**

N/A

**Budget Impact:**

N/A

**Regulatory Impact:**

N/A

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

**Attachments:**

1. ByLaws - Tree Commission

# **TREE COMMISSION BYLAWS**

- 1. Establishment and Title**
- 2. Powers, Duties and Responsibilities**
- 3. Membership**
- 4. Vacancies**
- 5. Removal of Members**
- 6. Non-Political; No Compensation**
- 7. Officers**
- 8. Tenure**
- 9. Meetings**
- 10. Quorum**
- 11. Rules**
- 12. Expenditures**

1: **ESTABLISHMENT AND TITLE:** There is hereby established and created a Tree Commission to be know as the Twin Falls Tree Commission.

2: **POWER, DUTIES AND RESPONSIBILITIES:** The Commission shall perform the following duties:

- A) The Commission shall determine rules of conduct and bylaws for the Commission, subject to council approval. The Commission shall elect officers and establish procedures for conduct of documented business as may come before the Commission. The Commission, in its discretion, may also appoint non-voting members to give advice.
- B) The Commission shall draft and recommend necessary amendments to the tree ordinance. The Commission shall also draft and recommend an Arboricultural Specifications Manual and Community Forestry Plan to the council by June 1, 1999. Should the Manual and Plan be accepted and codified by the Council, the Commission shall draft and recommend necessary amendments to those documents. Both the Manual and the Plan shall be reviewed every five years after the effective date of the documents.
- C) The Commission may assist with policies concerning selection, planting, maintenance, and removal of trees, shrubs, and other plants in the city. The Commission will promote public education of good arboricultural practices.

- D) The Commission shall recommend to the Council the Community Forestry Plan and an implementation strategy, for the establishment of educational and informational programs, and for the development of policies and procedures regarding the city's duties.
- E) The Commission shall maintain and publish a list of certified arborists.
- F) The Commission shall keep the council apprised of its activities.

- 3: **MEMBERSHIP:** There shall be 5 (five) voting members of the Tree Commission to be appointed by the Mayor and confirmed by the members of the City Council.

There shall be 3 (three) ex officio members of the Commission.

City Manager  
 Superintendent of Parks & Recreation  
 City Council member appointed by the Mayor

- 4: **VACANCIES:** Any vacancies occurring in the membership of the Tree Commission for any reason shall be filled by the Mayor, to be confirmed by the City Council
- 5: **REMOVAL OF MEMBERS:** Any member of the Tree Commission may be removed by a majority vote of the Councilmen of the City.
- 6: **NON-POLITICAL, NO COMPENSATION:** The members of the Tree Commission shall be selected without regard to political affiliations and shall serve without compensation.
- 7: **OFFICERS:** The Tree Commission shall elect its chairman and vice-chairman and fill such other offices as it may determine necessary.
- 8: **TENURE:** The following tenure of office shall be provided for the members of the Tree Commission.
- A) Each member shall serve a term of three (3) years. Vacancies arising in any member's position would be filled for the remaining term of the member originally appointed.
  - B) The three (3) ex officio members of the Tree Commission shall hold office corresponding with their respective tenures in regular City administrative positions.

- 9: **MEETINGS:** The Tree Commission shall hold at least one regular meeting each month of the year at the designated time and place, and all such meetings of the said Commission shall be open to the public
- 10: **QUORUM:** A majority of the appointed members of the Tree Commission shall be necessary to constitute a quorum and conduct any business at any meeting of the said Commission.
- 11: **RULES:** The Tree Commission shall adopt general rules for the transaction of its business and shall make a written record of the meetings, its resolutions, findings, determinations and of its recommendations, which said written record shall be kept as a permanent public record.
- 12: **EXPENDITURES:** The Tree Commission shall make no expenditures, exclusive of gifts, except as to those amounts appropriated and set aside by the City for the purpose of said Commission as provided by law, and within such limits said Commission is authorized to employ such employees and technical advisors as it deems necessary for the promulgation of its work.



**Date:** Tuesday, October 9, 2018  
**To:** Parks and Recreation Commission  
**From:**

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## Informational

**Request:**

October Department Update

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

**Attachments:**

None