



Twin Falls Parks and Recreation Commission Agenda

Tuesday, December 10, 2019, 11:30 AM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Chairman, Z J Martinez; Vice-Chairman, Chance Munns; Richard Birrell; Sherry Murray; Gabe Ostyn; Brian Rice; Kirk Melton; Amanda Nussbaum; Marc Lambert.

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) **ACTION ITEM:** Approve the minutes of the November 12, 2019 meeting
By: Nicolette Miller
 - b) **ACTION ITEM:** Consider request to remove a tree located at 120 8th Ave. E.
By: Kevin Skelton
 - c) **ACTION ITEM:** Consider request to remove trees located at 1440 9th Ave. E.
By: Kevin Skelton
 - d) **ACTION ITEM:** Consider a request to approve a bench donation and plaque inscription from Jamie Tigue with MaVTEC in memory of Cindy Juker.
By: Wendy Davis, Parks and Recreation Director
 - e) **ACTION ITEM:** Consider a request to approve a bench donation plaque inscription from Wendy Parrott-Carroll and Family for Dan Carroll.
By: Wendy Davis, Parks and Recreation Director
- 3) Items of Consideration
 - a) **INFORMATIONAL:** Presentation of Commission Duties and Responsibilities
By: Wendy Davis
 - b) **INFORMATIONAL:** Begin Discussion of Facility Enhancement Plan Needs for: Evel Knievel Jumpsite, Frontier Park, Sunrise Park
By: Wendy Davis, Parks and Recreation Director
- 4) Department Updates
 - a) Updates
- 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, December 10, 2019
To: Parks and Recreation Commission
From: Nicolette Miller

ACTION ITEM

Request:

Approve the minutes of the November 12, 2019 meeting

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Attachments:

1. 20191112 P & R Meeting Minutes



Twin Falls Parks and Recreation Commission Minutes

Tuesday, November 12, 2019, 11:30 AM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Chairman, Z J Martinez; Vice-Chairman, Chance Munns; Richard Birrell; Sherry Murray; Gabe Ostyn; Brian Rice; Kirk Melton; Amanda Nussbaum; Marc Lambert.

1) Confirmation of Quorum/Call Meeting to Order

ZJ Martinez called the meeting to order at 11:40 AM

A quorum was present.

Committee Members present: Gabe Ostyn, Kirk Melton, Richard Birrell, Sherry Murray, Chance Munns, Brian Rice, ZJ Martinez, Marc Lambert.

Committee Members absent: Amanda Nussbaum

Council Member present: Nikki Boyd

Staff present: Wendy Davis, Kevin Skelton, Stacy McClintock, John Pauley, Nikki Miller, Mitch Humble

2) Consent Calendar

MOTION: Chance Munns moved to remove Action Item B from the consent calendar to 3) Items of Consideration. Sherry Murray seconded the motion. Motion passed 7 to 0.

- a) Approve meeting minutes of October 8 and 22, 2019

MOTION: Brian Rice moved to accept the meeting minutes of October 8, 2019. Richard Birrell seconded the motion. Motion passed 6 in favor, 1 abstain. Motion passed.

MOTION: Gabe Ostyn moved to accept the meeting minutes of October 22, 2019. Brian Rice seconded the motion. Motion passed 7 to 0.

- b) Consider request to remove a tree located at City Park
Item was moved to Items of Consideration

3) Items of Consideration

- a) Consider request to remove a tree located at City Park

Chance Munns requested to move this item to gain more clarification on why the location for the Archway was chosen. He indicated that moving it another 10 feet to the southwest where there is a walkway and a little bit more open space would allow that the tree to remain. Kevin explained the process and the location was picked as it would cause the least amount of damage. Chance referred to the area of a telephone box for an abandoned telephone, and asked if that area couldn't work for the structure base. Commissioner Munns believed it best to save the tree if possible. Mitch explained that the County Commissioners were very specific as to where it could be located on the County's side of the road. The plans for the expansion of the jail is a major factor in determining the location for the Archway. More discussion followed.

MOTION: Richard Birrell moved to approve the request to remove a tree located at City Park. Brian Rice seconded the motion. Motion passed 5 to 2.

- b) Presentation by Arnel Culum regarding park improvements
Presentation was tabled, as the presenter did not show up.
- c) Update on Park Dedication discussion
Mitch Humble shared with the Commissioners that as part of an Impact Fee discussion the park dedication process was reviewed. Council agreed that staff should pursue switching from a park dedication requirement to using impact fees for park development. Mitch referred to Title 10 of the City Code, which was amended to include a neighborhood park dedication requirement when residential subdivisions are developed. This Code section allows the City to accept fees in-lieu of park dedication, should the City Council determine that actual park dedication would not be appropriate for the proposed subdivision. The Code also encourages park land dedication to be combined with subdivision retention/detention improvements. Title 10 of the City Code was amended to include required impact fees that are paid by new construction for various types of City infrastructure. The park impact fee is more for community parks not for neighborhood parks. Planning and Zoning staff are currently working on a re-write of the Code and will be addressing the park dedication section and the impact fee section. It is recommended to move away from the neighborhood park dedication requirement and implement an impact fee program for all parks. Discussion followed.
- d) Facility Enhancement Assignment
Wendy reminded the Commissioners about the Stack Rock group that came and presented the three parks that were started in conjunction with the Master Plan.
The next three parks that are being looked at are: The Evel Knievel Jump site which has a 1 acre turn around spot/parking area, Frontier Park and Sunrise Park. Wendy wants the Commission to decide how they would like to give input for the park enhancement plans, including programming, possible theming, and location. In the past, Wendy has asked the Commissioners to go out, look at the specific parks, familiarize themselves with the park, and compare the park with the Master Plan and how the parks stacked up with the Master Plan. Wendy would like to have something out there before long term planning begins in February and be more prepared for that. Chance gave some input on how his students pursue gathering information for projects from speaking to people in the neighborhood, the City and others.
There is an inventory analysis piece that gets the group started. Look at the functional spaces and then give it to the creative designers to develop the space. The Commissioners indicated that they all should be given the opportunity to look, investigate the parks, and come back to the table with their input.

4) Department Updates

N/A

a) Updates

N/A

5) Adjournment

The meeting adjourned at 12:50 PM



Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Kevin Skelton

ACTION ITEM

Request:

Consider request to remove a tree located at 120 8th Ave. E.

Time Estimate:

N/A

Background:

City of Twin Falls Tree Ordinance, (Ord. 2791, 7-6-2004), 8-4-6 (B) 2. states that Upon inspection, the Twin Falls Tree Commission may issue a permit through the Twin Falls Parks and Recreation Dept. 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.

This application request is for the removal of one tree located at 120 8th Ave. East

Staff has visited the site and feels this is a valid request.

Approval Process:

A simple majority will approve this request.

Budget Impact:

There is no budget impact associated with this request.

Regulatory Impact:

Approval of this request will enable Parks and Recreation Director to approve the request and set conditions, allowing property owner to proceed with proposed project.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends commission approve this request.

Attachments:

1. 20191113_112223
2. 20191113_112226
3. 20191113_112255
4. 20191113_112304
5. 20191113_112325
6. 20191113_113156
7. Removal Request















CITY OF TWIN FALLS PARKS & RECREATION

PO BOX 1907 / 136 MAXWELL AVE
TWIN FALLS ID 83303-1907
(208) 736-2265 FAX (208) 736-1548



Permit for Tree Removal

Date 11/7/19

I, RICK CLIFF, hereby make an application to the City of Twin Falls for permission to remove a tree(s):

On

☒ Public Right-of-Way

☐ Public Property

Address of work to be done: 120 8th AVE. N. Phone: 208-539-1579

All work, which includes stump removal and the planting of the replacement tree(s) must be completed 30 days from per City Code 8-4-6 (B) 4 & 5:

Species

Location of Tree(s)

1)

2)

3)

Reasons for Work:

The City will respond to your request within five (5) working days from the date of application.

I agree to abide by the conditions set herein:

Rick Cliff
Contractor/Owner/Agent Date: _____

This permit is hereby approved, said work to be done under the direction of the T.F. Tree Commission.

Approved by: _____

Date: _____

Twin Falls Parks & Recreation Director

Completed work inspected by: _____

Date: _____

Replacement Tree Planted? Yes ☐ No ☐

Comments:

Tree is damaging sidewalk and there is a water meter close by.



Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Kevin Skelton

ACTION ITEM

Request:

Consider request to remove trees located at 1440 9th Ave. E.

Time Estimate:

N/A

Background:

City of Twin Falls Tree Ordinance, (Ord. 2791, 7-6-2004), 8-4-6 (B) 2. states that Upon inspection, the Twin Falls Tree Commission may issue a permit through the Twin Falls Parks and Recreation Dept. The Twin Falls Tree Commission was merged 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.

This application request is for the removal of trees located at 1440 9th Ave. E.

Staff has visited the site and feels this is a valid request.

Approval Process:

A simple majority will approve this request.

Budget Impact:

There is no budget impact associated with this request.

Regulatory Impact:

Approval of this request will enable Parks and Recreation Director to approve the request and set conditions, allowing property owner to proceed with proposed project.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends approval of this request.

Attachments:

1. Removal request

2. 20191127_135022
3. 20191127_135037
4. 20191127_135058
5. 20191127_134938
6. 20191127_134952
7. 20191127_135008



CITY OF TWIN FALLS PARKS & RECREATION

PO BOX 1907 / 136 MAXWELL AVE
TWIN FALLS ID 83303-1907
(208) 736-2265 FAX (208) 736-1548



Permit for Tree Removal

Date 11/14/19

I, LIBRADO CHAVEZ, hereby make an application to the City of Twin Falls for permission to remove a tree(s):

On

☒ Public Right-of-Way

☐ Public Property

Address of work to be done: 1440 9th AVE E. Phone 293-5135
~~(208) 731-4494~~

All work, which includes stump removal and the planting of the replacement tree(s) must be completed 30 days from per City Code 8-4-6 (B) 4 & 5:

Species

Location of Tree(s)

- 1) Ash tree Public Right-of-way
- 2) Ash tree "
- 3) "

Reasons for Work: Trees are diseased

The City will respond to your request within five (5) working days from the date of application.

I agree to abide by the conditions set herein:

S. Chavez
Contractor/Owner/Agent

Date: 11/14/19

This permit is hereby approved, said work to be done under the direction of the T.F. Tree Commission.

Approved by: _____

Date: _____

Twin Falls Parks & Recreation Director

Completed work inspected by: _____

Date: _____

Replacement Tree Planted? Yes No

Comments: _____















Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director

ACTION ITEM

Request:

Consider a request to approve a bench donation and plaque inscription from Jamie Tigue with MaVTEC in memory of Cindy Juker.

Time Estimate:

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.

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. Any additional text and any inscription for other donations must be directly related to the history of the community, and may identify groups or persons with longstanding ties to the community.

The Council directed staff to have all requests reviewed by the Parks and Recreation Commission to determine if the additional text meets the conditions outlined in the policy.

Please see the attached Donation Request Form from Jamie Tigue and MaVTEC.

Approval Process:

A simple majority will approve this request

Budget Impact:**Regulatory Impact:**

Approval will send a recommendation to council to approve the request.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends approval of this request.

Attachments:

1. Tigue-MaVTEC donation request



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: 11/21/19

Requested by: Jaime Tigue, MAUTEC Director

Address: PO Box 5632

Street Address

Twin Falls Id 83301
City State Zip Code

Home Phone: 208-404-1950
(Area Code)

Work Phone: 208-732-2479
(Area Code)

Donation Requested: Bench

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

Location Requested: Either 1) By MAUTEC/Trail sign @ East Hand/POB Line
Parking lot or 2) sign by Evel Knievel site

Alternative Location: _____

Plaque Inscription: Life is not about weathering the storm, it's about
learning to dance in the rain!
In memory of Cindy Jular, ~~MAUTEC~~ Fearless friend
of MAUTEC. 2019

If you are requesting additional text, please describe how the group or person has longstanding ties to the community or is directly related to the history of the community.

The Benefits are Endless...

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

*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: _____

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. Any additional text and any inscription for other donations must be directly related to the history of the community, and may identify groups or persons with longstanding ties to the community.

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.



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

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

The Benefits are Endless...



Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director

ACTION ITEM

Request:

Consider a request to approve a bench donation plaque inscription from Wendy Parrott-Carroll and Family for Dan Carroll.

Time Estimate:

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.

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. Any additional text and any inscription for other donations must be directly related to the history of the community, and may identify groups or persons with longstanding ties to the community.

The Council directed staff to have all requests reviewed by the Parks and Recreation Commission to determine if the additional text meets the conditions outlined in the policy.

Please see the attached Donation Request Form from Wendy Parrott-Carroll and Family.

Approval Process:

A simple majority will approve this request.

Budget Impact:**Regulatory Impact:**

Approval of this request will recommend council approve the request.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends approval of this request.

Attachments:

1. Parrott-Carroll donation request



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: 10/23/19
Requested by: Wendy Parrott-Carroll and Family
Address: 317 Madrin St.
Street Address
Twin Falls ID 83301
City State Zip Code

Home Phone: 208-731-4397 (Area Code) Work Phone: _____ (Area Code)

Donation Requested: Trail bench and plaque

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

Location Requested: East of Knievel jump site

Alternative Location: _____

Plaque Inscription: Don Carroll "Come sit with me and
9/10/52 - 9/7/19 enjoy the sunrise"

If you are requesting additional text, please describe how the group or person has longstanding ties to the community or is directly related to the history of the community.

The Benefits are Endless...

*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: _____



Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Wendy Davis

INFORMATIONAL

Request:

Presentation of Commission Duties and Responsibilities

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Attachments:

1. City Code-Parks and Recreation Commission
2. Commission Duties
3. City Code-Tree Commission

Chapter 4

PARKS AND RECREATION COMMISSION

2-4-1: ESTABLISHMENT AND TITLE:

2-4-2: DUTIES AND PURPOSES:

2-4-3: MEMBERSHIP:

2-4-4: VACANCIES:

2-4-5: REMOVAL OF MEMBERS:

2-4-6: NONPOLITICAL; NO COMPENSATION:

2-4-7: OFFICERS:

2-4-8: TENURE:

2-4-9: MEETINGS:

2-4-10: QUORUM:

2-4-11: RULES:

2-4-12: EXPENDITURES:

2-4-1: ESTABLISHMENT AND TITLE:

There is hereby established and created a parks and recreation commission to be known as the Twin Falls parks and recreation commission. (1985 Code, ch. III, art. 2)

2-4-2: DUTIES AND PURPOSES:

The duties and purposes of the parks and recreation commission shall be as follows:

- (A) To make a complete and comprehensive study of the city's needs for community recreation programs and projects for persons of all ages.
- (B) To learn of the desires of the public as to recreation requirements, and the needs for additional parks and park facilities.
- (C) To act in an advisory capacity and recommend to the city council as to the needs for community recreation programs and projects for persons of all ages.
- (D) To advise the city council of the wishes of the public in regard to the public's desires as to parks and recreation requirements and the administration of a sound and comprehensive recreational program.
- (E) To advise and to recommend to the city council types of facilities required to accomplish the purposes of a sound and comprehensive recreation program.

(F) To inform and educate the public on already established recreational facilities and programs, and to educate the public on the methods of bettering recreational facilities and programs.

(G) To solicit the support of and cooperation among the citizens and various organizations of the community in the development, construction and financing of recreation programs and facilities. (1958 Code, ch. III, art. 2)

2-4-3: MEMBERSHIP:

There shall be nine (9) voting members of the parks and recreation commission to be appointed by the mayor and confirmed by the members of the city council.

There shall be four (4) ex officio members of the commission:

City council member appointed by the mayor
City manager
Recreation director
Superintendent of parks and recreation

(Ord. 2524, 4-8-1996)

2-4-4: VACANCIES:

Any vacancies occurring in the membership of the parks and recreation commission for any reason shall be filled by the mayor, to be confirmed by the city council. (1958 Code, ch. III, art. 2)

2-4-5: REMOVAL OF MEMBERS:

Any member of the parks and recreation commission may be removed by a majority vote of the councilmen of the city. (Ord. 1748, 12-15-1975)

2-4-6: NONPOLITICAL; NO COMPENSATION:

The members of the parks and recreation commission shall be selected without regard to political affiliations and shall serve without compensation. (1958 Code, ch. III, art. 2)

2-4-7: OFFICERS:

The parks and recreation commission shall elect its chairman and vice chairman and fill such other offices as it may determine necessary. (1958 Code, ch. III, art. 2)

2-4-8: TENURE:

The following tenure of office shall be provided for the members of the parks and recreation 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 four (4) ex officio members of the parks and recreation commission shall hold office corresponding with their respective tenures in regular city administrative positions. (Ord. 2358, 12-16-1991)

2-4-9: MEETINGS:

The parks and recreation 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. (1958 Code, ch. III, art. 2)

2-4-10: QUORUM:

A majority of the appointed members of the parks and recreation commission shall be necessary to constitute a quorum and conduct any business at any meeting of the said commission. (1958 Code, ch. III, art. 2)

2-4-11: RULES:

The parks and recreation 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. (1958 Code, ch. III, art. 2)

2-4-12: EXPENDITURES:

The parks and recreation 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. (1958 Code, ch. III, art. 2)

BOARD CHAIRMAN

Role and Responsibilities

I. CHAIRMAN'S TITULAR CONCERNS

- a. Official spokesman for Board.
- b. Official representative of Board to public, press, appointing authority.
- c. Official host for new Board members.

II. CHAIRMAN'S ADMINISTRATIVE CONCERNS

- a. Preparation of meeting agendas. (Works with administrator and other Directors.)
- b. Chairs Board meetings.
- c. Delegate's authority and responsibilities.
- d. Appoints committees.
- e. In cooperation with Board, attempts continued liaison with:
 - i. Staff
 - ii. Appointing authority (if appointed)
 - iii. Press
 - iv. Public
 - v. Other public entities
 - vi. Other recreational agencies
 - vii. Recreation and Park organizations
- f. As authorized represents the County at Board of Supervisors meetings.
- g. Insures represented at official functions. (when appropriate)
- h. Provides leadership in setting Board's goals and objectives.
- i. Assists with new member orientation.

III. CHAIRMAN'S RESPONSIBILITIES

- a. Agenda – in cooperation with administrator is responsible for:
 - i. Review items for agenda
 - ii. Procedures for adding items to agenda before meeting.
- b. Meeting – responsibility for:
 - i. Orderly conduct of meeting in accordance with established rules.
 - ii. Control of meeting – which includes a definite, yet flexible, Chairman role where he serves as moderator – not dictator, but also maintains a firm posture that portrays leadership as needed. Guests should have opportunity to speak openly but not unlimited by keeping all discussion flowing to and through Chairman.
- c. Goals and Objectives – Chairman with cooperation of Administrator is responsible for insuring that Directors:
 - i. Develops annual goals and objectives.
 - ii. Updates long-range goals and objectives.
- d. Miscellaneous Responsibility – Chairman is responsible for awareness of relationships with fellow Directors, staff, press and public; of compliance with Brown Act; and is responsible for appropriate action to seek a harmonious, cooperative, productive Board atmosphere.

Key Points for Commissioners

Don'ts	Do's
1. Run the show	1. Accept responsibility
2. Do staff's job	2. Learn job duties
3. Make recreation a political issue	3. Learn role of commissioner
4. Make promises you can't keep	4. Participate at meetings
5. Break the chain of command	5. Associate with other commissioners
6. Try to always get your way	6. Become familiar with entire program
7. Become a one-interest commissioner	7. Visit facilities in operation
	8. Voice opinion
	9. Be firm, fair, factual
	10. An active representative
	11. Be enthusiastic about recreation
	12. Be a policy setter

Commissioners – Focus on the vision not programming

Staff - Focus on getting it done

COMMISSION RELATIONSHIP WITH THE PUBLIC

“Recreation includes the opportunity for the human being to enlarge and enrich his personal experiences including contacts with family, acquaintances, fellow citizens; exposure to cultural, artistic and physical activities; and a broadened knowledge of his community, country, and total environment.”

It is important to recognize that as a commission member your actions and comments are often interpreted to be that of the commission, the staff, or the agency. A commission member's comments to the press or other public utterances are sometimes misinterpreted even though you state that you are speaking for yourself. It may become at odds with the commission goals, objectives or overall policy.

The advisory commission is expected to fill the two major functions: serving as a communication link between community, staff and appointing authority; and providing feedback to the public with respect to agency philosophies and policies as well as issues that are being considered by the appointing authority.

The following guidelines are offered:

1. Statements to the public should flow through the agency public relations office.
2. There should be NO PROMISES to the public that are binding on the commission, staff, or city council.
3. Comments to the public and to the press must be factual.
4. The commission members have an obligation to listen to comments or complaints of the public. Follow-up should include a staff report and where indicated a recommendation for action.
5. In the event of a controversy between staff and the public, the commission may serve as an appeal board.

Chapter 8

TREE COMMISSION

2-8-1: ESTABLISHMENT AND TITLE:

2-8-2: PURPOSE:

2-8-3: ORGANIZATION OF COMMISSION:

2-8-4: POWERS, DUTIES AND RESPONSIBILITIES:

2-8-1: ESTABLISHMENT AND TITLE:

There is hereby created the tree commission. (Ord. 2600, 11-23-1998)

2-8-2: PURPOSE:

The purpose of this chapter is to establish policies, regulations and standards necessary to ensure that the city will continue to realize the benefits of the community forest. The provisions of this chapter are enacted to help coordinate maintenance of public trees; emphasize use of good tree care practices and promote tree diversity; promote education for all citizens on proper tree care practices; and provide guidance to the tree commission. (Ord. 2600, 11-23-1998)

2-8-3: ORGANIZATION OF COMMISSION:

The commission shall be composed of five (5) members and one alternate member appointed by the mayor and approved by the council. The alternate member shall vote only in the absence of a regular member. All members shall serve a three (3) year term. At the discretion of the mayor and with approval by the council, the parks and recreation commission may be appointed to fulfill the duties of the tree commission. (Ord. 2983, 4-12-2010)

2-8-4: POWERS, 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 nonvoting members to give advice.
- (B) The commission shall draft and recommend necessary amendments to the tree ordinance¹. 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 (5) 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. (Ord. 2600, 11-23-1998)



Date: Tuesday, December 10, 2019
To: Parks and Recreation Commission
From: Wendy Davis, Parks and Recreation Director

INFORMATIONAL

Request:

Begin Discussion of Facility Enhancement Plan Needs for: Evel Knievel Jumpsite, Frontier Park, Sunrise Park

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Attachments:

1. Project Improvements MP list

Project Improvements – The following is a list of improvement projects by park recommended for the City’s neighborhood and community parks. It is based on the park inventory and the Capital Improvements List developed by the City for the years 2015 through 2019 (see Appendix for City Capital Improvement List).

CITY OF TWIN FALLS PARKS & RECREATION MASTER PLAN - 2016

Neighborhood Parks

Ascension Park

- Basketball court.
- Backstop.
- Sign.
- Trail.
- Picnic shelter or pavilion.

Blue Lakes Rotary Park

- Picnic tables.
- Benches.
- Major amenity (tennis, basketball, volleyball, etc.).

Cascade Park

- Overall the park is in fair shape. It will need watching over the next few years for signs of wear.
- Replace restroom soon.
- Resurface tennis courts in next few years.
- Add sign.

Clyde Thomsen Park

- Overall good shape.
- Trail needs resurfacing.

Drury Park

- Relatively good shape.
- Needs pavilion.

Fairway Park

- This is essentially a detention basin with a walking path around it. It does not have the other amenities a typical neighborhood park needs, and does not have space for them.
- The City is recommending a playground there in the future. This might be something to debate before proceeding.

Harrison Park

- What it has is in relatively good shape. However, it still lacks critical amenities.
- New restroom.

- New shelter or pavilion.
- Add picnic tables.

Harry Barry Park

- Overall good shape. Monitor amenities and see how they function over the next few years.
- Some items in fair shape only, but nothing new needed.

Morning Sun Park

- Good shape for what it has, but needs additional amenities.
- New restroom building.
- New shelter or pavilion.
- Sign.

Northern Ridge Park

- Overall good shape. Everything relatively new.
- Add picnic tables.

Pierce St. Tennis Court

- Another very small neighborhood park with little room for additional required amenities. Don't add them.
- Patch concrete on tennis court.
- Add picnic tables.

Sunrise Park

- Fair condition.
- Based on current condition ratings, needs new basketball court and pavilion.
- New restroom.
- Irrigation system upgrades.

Vista Bonita Park

- Park in good shape and has relatively new features.
- Trail needs slurry coat for maintenance.

Willow Lane Park

- Very small park with no space for all required amenities. Don't add them.
- Could use a few picnic tables and perhaps a small shelter or pavilion

Community Parks

City Park

- Small for a community park, but serves nicely. Very well liked and mostly in good shape.
- Make improvements to band shell (lighting upgrade, plaster repair, floor repair).
- New restroom.
- Upgrade 1 drinking fountain.

- Upgrade 1 of the interactive fountains.

Frontier Park

- Overall fair shape, but needs some upgrades.
- Lighting improvements on fields #1 and #2.
- Sign.
- Restroom.
- Shelter or pavilion.
- Resurface trail (slurry).
- Resurface tennis courts.

Harmon Park

- Overall fair shape, but needs some upgrades and repairs.
- New backstop at Legion Field.
- Sign.
- Score booth replacement at Old Legion Field.
- Upgrade restroom near Field #1 and by recreation building.
- Resurface tennis courts.
- Rehabilitate fire pit.
- Improve youth baseball fields.

Oregon Trail Youth Complex

- Overall fair shape.
- Upgrade 1 restroom.
- New pavilion or shelter.
- Upgrade playground equipment.
- Lighting improvements on Field #4.
- Replace fence near parking lot.
- Slurry coat trail and underneath bleachers.
- Add curb, gutter and sidewalk along Park Ave.
- Adjust outfield fences.

Sunway Soccer Complex

- Relatively good shape.
- Work to improve turf quality of soccer fields.
- Add shelter or pavilion.

Recreation Update
Brandy Mason & Justin Wolters Recreation Coordinator
2019

Fall 2019 Basketball: Season will end on Saturday December 7th. The season went well with little to no issues.

Winter 2020 Basketball: Regular registration ended Monday, December 2nd. Practices will begin January 6th and games will start Saturday, January 18th. This table shows the participants signed up as of December 5th, 2019 and the final participant numbers for 2017-2019 seasons. We are excepting late signups through January 3rd and are getting quite a few late sign ups every day. We will most likely surpass last year's final numbers this season.

Year	Participants
2020	512
2019	546
2018	507
2017	471

Flag Football:

In conjunction with C-Sports Nation we are now offering youth flag football passing and catching clinics. These clinics will take place 2 Saturdays each month starting December 21st through March 28th. These clinics are will help improve each individual players passing and catching skills.

Adult Basketball: Registration is wrapping up for the 2020 Adult basketball season. The season will Start January 7th and will run through mid-April. Games will take place at O'Leary, Robert Stuart, and South Hills Middle Schools.

Adult Volleyball: The volleyball season is reaching its mid-way point. Issues have been no existent this year thus far. We have two new officials this year to help Roger, our seasoned vet, out this year. They both seem to be enjoying officiating our leagues, which helps set us up for the upcoming years after Roger decides to "retire". For anyone who doesn't know who Roger is, he has been involved with Twin Falls Adult Volleyball since the 70's. He ran and officiated the league for the YMCA prior to the City taking over the program. And has officiated the program for the City ever since it we started running the program in the early 2000's

Parks
Kevin Skelton & Todd Andersen

Parks crews spent much of November sweeping leaves in all the parks

Irrigation upgrades to Cascade Park have been completed. This was a capital project form 2019.

The shrubs and bushes along Main St. and other Urban Renewal Agency areas has and is being pruned.

Preparations have been underway for the decorating of the downtown area for the holiday season

Pool Update

John Pauley

- **Facility Usage:**
 - November 2019: 4,289
 - Pass Holders: 2,077
 - General Admission: 2,212
 - October-November 2019: 9,020
 - Pass Holders: 4,663
 - General Admission: 4,357
- **High School Water Polo:** With the HS swim season over, water polo season has begun. Since the 2 sports split in 2017 we have seen more people playing. The City Pool will host 2 meets during the season in December & January.
- **Hurricane Swim League:** The winter session is full with over 60 swimmers. This program continues to grow every year and has fed swimmers to the competitive Marlins program.
- **Inflatables:** During Winter Break we will have additional dates for The Tower & Quarter Pipe. It will be in on December 26, December 31 and January 2 from 1-4pm.

Golf Course Update

Steve Meyerhoeffer

The big news out here at TFGC is the equipment storage building is completed and looks great. Now just waiting for the occupancy permit to put our new building to use. It has been a long time coming but am appreciative to have this new facility to store all of our equipment.

Most of you probably saw the City Council also approved replacing 3 bridges on the back nine of the golf course!! This has also been a challenge for various reasons but will also be a very nice improvement. The new bridges will be much safer for the golfers and also more efficient for our maintenance crew.

We are now down to bare minimum staff for the winter months. Dario and Merrill will be the outside crew for the winter and Zayne and myself will be in the pro-shop taking care of winter golfers and preparing for next spring. I also hired a young man named Jonathan West who will begin working outside in January. Jon has worked at Blue Lakes the last 8 years and will work for Dario in 2020. In 2021, Jon will then become the superintendent and Dario will work more in an advisory and part time capacity.

This has been a very good year for the Twin Falls Golf Club with lots of new golfers and some nice improvements. Very excited to see what 2020 brings.

Director's Update

Wendy Davis

Smoking Ordinance: Council directed staff to prepare an ordinance banning smoking in all parks and trails with the exception of the Twin Falls Golf Club. A public hearing will be held along with the consideration of the proposed ordinance to allow citizen input regarding the ordinance.

Use of public property for private gain: At the request of council, staff has been researching options for regulating the use of park space for private gain, such as swimming lessons, tennis lessons, fitness classes, etc. Council agreed to a staff proposal to amend the ordinance that bans the sale of food and things in parks, to include services without permission. Then issue temporary permits where appropriate and provide for the ability to assess a fee.