

Called to Order

Meeting called to order at 6:04 PM

Present at the meeting:

Staff Present: Eric Singer, Parks and Recreation Director

Mickael Stevens, Recreation Supervisor

Jeremy Millert, Parks Maintenance

Commissioners Present: Nel Hubbard, Jeffrey Oswell, Sara Welch and Tammy Rickard

Not Present at the meeting:

Approval of minutes

Commission made a motion to pass the minutes from October 2019. Motion to pass the October minutes was approved.

Visitors

No visitors present at the meeting.

Old Business

- A) No Old Business
- B) Commissioner Tammy Rickard asked shouldn't the old business be before the new business on the agenda? Eric Singer stated yes it should and it would be corrected. These minutes have been adjusted to show that correction.
- C) Commissioner Tammy Rickard observed that last meeting only 3 Commissioners were present and stated that a quorum was needed for the meetings. Eric Singer stated that 3 Commissioners is a quorum.

New Business

- A) Elect New Commission Chairperson- Eric Singer reported that Mike Hill has been elected to the City Council so a new chairperson will need to be elected. Both Commissioners Tammy Rickard and Nel Hubbard volunteered. Commissioner Nel Hubbard suggested that since Tammy Rickard has seniority on the commission that she be elected chair. The motion was seconded and a vote was taken. The vote was passed unanimously.
- B) Future of Commission Discussion- Eric Singer suggested a discussion on the future of the Commission. He gave the Commission 3 options. The Board could continue to meet monthly, the board could meet quarterly and have special meetings before big events and as needed, or the board could be disbanded. Commissioner Tammy Rickard asked why the board was established and what the original mission was. Eric Singer stated that it was

created as an advisory board to help the Parks and Recreation Department to decide on new projects, new programs and to help with projects when needed. Most of the projects and the programs are already in progress and running when they are presented at the Commission Meeting. Commissioner Tammy Rickard asked what does it take to change this? Is the Commission required to go before the City Council to make these changes? Eric Singer stated that the only time they would need to go to the City Council for approval was if they decided to disband the Commission. Commissioner Sara Welch asked if the Commission is beneficial to Parks and Rec? Eric Singer stated that sometimes it is not and sometimes it is really helpful. A special meeting can always be called if there is a need for a meeting before the quarterly meeting scheduled. Commissioner Jeffrey Oswell asked if it was possible to hybrid the idea of an advisory board and not have too many meetings. Could some of the advising and information be done by emails? This way the Commission can still advise Parks and Rec but without meeting unnecessarily. Eric Singer reported that Parks and Rec holds 2 staff meetings monthly to discuss new projects, ongoing projects and staffing. Commissioner Jeffrey Oswell asked when are the Staff Meetings held? Eric Singer reported they are held the 1st and 3rd Tuesday of each month at 10 am in the City Council Chambers. Commissioner Jeffrey Oswell stated that it would not work for the Commission to be part of those meetings due to the time. Commissioner Nel Hubbard stated that it would be a good idea to meet quarterly and then if the Commissions input was needed an email could be sent out. Commissioner Tammy Rickard asked what months would the meetings be held? Eric Singer stated that the Parks and Rec staff would look at the schedule for the year and try to plan out what months would be most beneficial to meet. Commissioner Tammy Rickard asked if the Commission might need to meet 2 times in the summer. Eric Singer replied yes. Mickael Stevens stated that he thought March, June and September would be good months. Commissioner Nel Hubbard stated that she thought it would be a good to meet every 3 months and then send an email out to the Commission if there is a need for more input or additional meetings. Eric Singer stated that an email could be sent if there was a need for volunteers or help. It was then proposed that the Parks and Recreation Commission Meeting will now meet quarterly and emails will be sent out as needed. Eric Singer will get with the staff and decide what months the Commission will need to meet. A vote was taken and passed unanimously.

- C) Mayors State of the City Announcement- Eric Singer reported that on Thursday January 30th, the Mayor will be giving the State of the City at Lakeland High School at 6pm. The Mayor will give an address for the first half hour and then there will be an Open House. Booths at the Open House include the Police Department, Parks and Rec, Public Works, Lions Club, American Legion, and the trail consultants for Rathdrum Mountain. The trail consultants will present their plan for the trails to be developed on the mountain.

Parks/Cemetery Report

- A) Parks/Cemetery Staff Report- Jeremy Millert stated that a lot has happened since the last meeting in October so he was going to address only those things that have happened in

December and January. All the Christmas lights have been taken down from the trees. The bucket truck is in the shop and will be used to take down the remaining Christmas lights such as the ones on City Hall. Snow removal has been keeping the staff busy. The cemetery has now been fully plowed and all the streets are opened. There has been 1 burial. There is a cremation scheduled for April. A tree has been taken out of the cemetery; it had split down the middle. The bathrooms have been painted at Majestic and Stub Meyer parks. They are working on mower maintenance and upkeep to get ready for Spring.

- B) Pickleball Court Update- Jeremy Millert stated that the court is currently under snow and so no progress has been made.
- C) New Storage Building Construction- Jeremy Millert stated that quotes for a new building are being taken and they are still trying to decide where to put the building. Eric Singer added that both Parks and Rec will use the new storage building. They are looking at possibly a 30x40 pole building and eventually a loft for more storage will be added. There are 3 locations they are currently looking at.
- D) Eric Singer reported that David Page retired in January and Jeremy Millert has been hired as the new Parks Supervisor.

Recreation Report

- A) 5th -8th Grade Basketball Update- Mickael Stevens reported that 5th and 6th grade basketball started last week here in Rathdrum, the 7th and 8th grade program starts this Saturday and is with the Post Falls program in Post Falls. This year they will try using young certified referees. One of the certified referees worked with our regular student referees this past Saturday and the program ran very smoothly. The number of players has increased from 81 last year to 94 this year.
- B) Winter Kickers Indoor Soccer Update- Mickael Stevens reported that this program for 3 and 4 year old children has record number of 48 this year and 6 or 7 kids were turned down. There are 8 teams with 6 kids on each team. This is one of the most popular programs. There is a small practice and a game on Saturdays.
- C) Men's 4-on-4 Basketball Update- Mickael Stevens reported that this program has begun and is being held at Rathdrum Fitness. Rathdrum Fitness does not charge for use of the facility and there is no school access at night that will fit this program. There are no referees and that is working well with no major issues. The program is at capacity with 6 teams.
- D) Spring Soccer Registration- Mickael Stevens reported that registration opened Monday the 27th and is filling up. It is one of the largest youth programs. An estimated start date is April 18th.
- E) Mother-Daughter Paint, Mother-Son Adventure, Father-Son Nerf Wars- Mother-Daughter Paint night has 4 sessions and the last one is coming up. There are 40 people allowed in a session and it is held at Hands to Art in Coeur d'Alene. It is a really popular program. The Mother-Son Adventure is a partnership with TriplePlay and they provide discount tickets and includes everything except the pool. Father-Son Nerf War is coming up. The facility moved to downtown Coeur d'Alene and he is not sure if moving the venue to an area with paid parking will affect the turnout.

- F) Father-Daughter Dance Update- Mickael Stevens reported that there are still a few spots left. It will be on February 8th and is very popular. Right now just under 300 have signed up. There will be 2 sessions one from 4-6 pm and the other from 7-9pm. January was really busy with all the registrations open.

Special Events/Programs

- A) Community Easter Egg Hunt Update- Eric Singer reported that he met with the American Legion last night for planning the Easter Egg Hunt. It will be at Majestic Park with 4 age groups, 3 and under, 4-6, 7-9 and 10-12. They are working on gathering prizes now. North West Guardian Riders and Combat Veterans will be helping out at the event also. Commissioner Nel Hubbard reported that she has some donation letters and she is going to get them to some businesses that Sue has not talked to yet. She has arranged for her daughter to be the Easter Bunny again this year and she will do the decorations. Eric Singer reported that they are not separating out egg colors for the different age groups this year. He reports that they will have about 16,000 eggs which is up from 14,000 last year. On the Wednesday or Thursday before the hunt, a hunt will be held for special needs children with a lunch provided.

Administrative Report

- A) Rathdrum Mountain Update- Eric Singer brought a finalized trail plan display and showed it to the Commission. This display will be at the booth at the State of the City address on January 30th. It shows the 1st phase with 13 miles of trails. There are generic names for the trails right now, but there will be a survey at the booth on the 30th asking for ideas for trail names. This spring they will start flagging and cutting trails. Mountain View Cyclery is the consultant. Jeremy will start placing flags when the weather improves. They are trying to keep the parking lot plowed. People have been on the mountain cross country skiing and snow shoeing. The previous site hosts will be returning in March or April.

Commissioners Report

Commissioner Nel Hubbard mentioned she is staffing concessions for the Cheerleading Competition at Lakeland High School this Saturday and asked about the high school students who helped with December D'lights. Eric Singer stated they were high school students and were with the softball team. Commissioner Nel Hubbard said that in the past she has had other kids help out with concessions that needed some community service. Eric Singer stated that there was no one he knew of right now that needed to do community service. Commissioner Sara Welch stated that the American Legion baseball team might be interested and she would check. Eric Singer stated that a 4H group helped at the New Year's Eve event and that the American Heritage Girls might be interested. He would contact them and give them Commissioner Nel Hubbard's phone number if they wanted to help.

Commissioner Tammy Rickard stated that the next meeting needed to be set. Eric Singer replied that his staff will get together, and decide when it would be helpful to have the next meeting. He will send an email out informing the commission of the decision.

Meeting was adjourned at 6:43.

Minutes recorded by Sheila Holfeltz, Parks and Recreation Staff member