



## **PARKS AND RECREATION COMMISSION MEETING AGENDA**

**November 13, 2024 at 3:00 PM**

**Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho**

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### **Call to Order**

### **Roll Call**

### **Meeting Minutes Approval**

- 1.** October 9th, 2024, Draft Minutes for Approval - **Action Item**

### **Old/Unfinished Business**

### **New Business**

- 2.** Introduction of New Facility Supervisor, Daniel Luvisi
- 3.** Members of the Commission tell their why story. What inspired them to join the Commission? Goals? Wish list of programs?
- 4.** Review Upcoming Spring and Summer Programs.
- 5.** Review current methods used by Parks and Rec to notify the public of upcoming programs, seasonal hires and discuss how to reach new demographics.

### **General Announcements/Comments**

### **Adjourn**

### ***Public Participation Options and Information***

*Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto:cityclerk@sandpointidaho.gov) or deliver to City Hall.*

*Attend in person: See above for meeting location. Seating available on first-come, first-served basis. Chambers overflow areas offer live meeting audio/video.*

*Attend remotely: Register at <https://www.sandpointidaho.gov/your-government/meetings>.*

*After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.*

*Contact the City Clerk with questions or requests for special accommodation: Email address above or call (208) 263-3310. Assisted listening devices available in chambers for use during public meetings.*



## PARKS AND RECREATION COMMISSION MEETING MINUTES

October 09, 2024 at 3:00 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

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### Call to Order

The meeting of the Sandpoint Parks and Recreation Commission was called to order at 3pm on Wednesday, October 9th, 2024, by Chair Chris Ankney in the Council Chambers of City Hall, 1123 W. Lake St., Sandpoint, Idaho.

### Roll Call

#### PRESENT

Chris Ankney  
Cynthia Reopelle  
Eric Donenfeld  
Gwen Victorson  
Jessica Janssen  
Josh Delucchi  
Tyler Wagner

#### ABSENT

David Miles  
Taylor Long

### Meeting Minutes Approval

1. September 11th, 2024, Draft Minutes for Approval - **Action Item**

The September 11th, 2024, meeting minutes were approved as presented by unanimous vote of Commissioners present.

Motion made by Reopelle, Seconded by Delucchi.

Voting Yea: Ankney, Reopelle, Donenfeld, Victorson, Janssen, Delucchi, Wagner

### Old/Unfinished Business

None

### New Business

2. Discuss Sponsorship Policy Final Draft

In the absence of Community Planning & Development Director Jason Welker, who had planned to speak on agenda item 2 under new business, Commissioner Wagner made a motion to table the agenda item until the next meeting. The motion was seconded by Commissioner Janssen and was unanimously approved by all commissioners present.

Voting Yea: Ankney, Reopelle, Donenfeld, Victorson, Janssen, Delucchi, Wagner

3. 2024 Outdoor Recreation Fund Grant Application

Parks Planning & Development Manager, Maeve Nevins-Lavtar joined the meeting to discuss the 2024 Outdoor Recreation Fund Grant Application. Grant requirements included having a shovel-ready project that must be completed by the end of 2025, being a project already approved through the planning process, having a project concept already vetted by the community and the project must go under contract by the end of October. The intended project, an asphalt pump track at Travers Park, met all the grant restraints, having emerged as a priority during community outreach for the skatepark in 2021. The pump track project also aligns with the 2020 Parks and Recreation Master Plan, which prioritizes both the skatepark and bike park. The proposal in the grant included additional amenities like a picnic area and skills course.

Ms. Lavtar went on to explain in greater detail, the project planning process, detailing how project ideas from the community are checked against master plans and budget cycles.

4. Usage Vision for the James E. Russell Community Room and Court Space

Katie Bradbury, the Recreation Services Superintendent and staff liaison for the Parks and Recreation Commission shared her vision for the James E. Russell Community Room and Court Space.

During discussion on the community room specifically, potential uses for the space included yoga classes, conferences, birthday parties, and children's camps, particularly for non-school days. The community room will offer state of the art amenities such as screens fully wired for sound and will be able to accommodate a max capacity of 50 people.

For the Court spaces, Bradbury envisioned programs for different age groups, including adventure camps for teens capitalizing on other park amenities like the bike skills course and skatepark, indoor movie nights, and P&R court sport leagues.

When invited to brainstorm, suggestions from commissioners present included: an indoor soccer night, inflatable play events for children, senior walking hours, and specialty classes and re-certs for CPR and Wilderness First Responders.

5. Share / Discuss 2025 Recreation Programs

Ms. Bradbury shared the upcoming Fall 2024 and early Winter 2025 programming with commissioners. Offerings included adult women's and coed volleyball leagues, youth volleyball, youth basketball, open gym basketball for youth and adults, CPR classes, Non-Student Day Camps, Kids Night Out for K-6, and the Annual Turkey Trot on Thanksgiving Day.

6. Discuss New Recreation Coordinator Position

Ms. Bradbury shared that the city is in the process of developing a position for, and recruiting, a recreation coordinator to help implement and coordinate youth and adult programs. The coordinator position would allow Parks & Rec to enhance program offerings and avoid cancellations due to staffing shortages.

**General Announcements/Comments**

None

**Adjourn**

Meeting was adjourned at 4pm.