



PARKS AND RECREATION COMMISSION MEETING AGENDA

November 12, 2025 at 2:30 PM

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

Call to Order

Roll Call

Meeting Minutes Approval

1. [October 8th, 2025, Draft Minutes for Approval - Action Item](#)

Old/Unfinished Business

2. Averill RV Park Request - Meeting Recap and Next Steps
3. Results From October Meeting CIP Ranking Exercise
4. Basketball Court Rehab Proposal - Next Steps and ACHP Partnership

New Business

5. Discuss Sponsorship Policy - Final Draft
6. Parks and Recreation 2026 Initiatives - **Action Item**

General Announcements/Comments

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email 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 08, 2025 at 2:30 PM

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

Call to Order

The meeting of the Sandpoint Parks and Rec Commission was called to order at 2:33 pm on Wednesday, October 8th, 2025, by Chairman Long in the Council Chambers of City Hall.

Roll Call

PRESENT

Commissioner Jessica Janssen
 Commissioner Josh Delucchi
 Chair Taylor Long
 Commissioner Tyler Wagner
 Commissioner Heidi Bohall
 Commissioner Dan Tadic
 Vice Chair Gwen Victorson (arrived at 2:44pm)

ABSENT

Commissioner Eric Donenfeld
 Commissioner Lori Siemers

Meeting Minutes Approval

1. September 10th, 2025, Draft Minutes for Approval - **Action Item**

Commissioner Wagner pointed out that he was not in attendance at the September 10th meeting. Motion to approve the September 10th, 2025, meeting minutes, as amended to correct the attendance.

Motion made by Commissioner Wagner, Seconded by Commissioner Tadic.

Voting Yea: Commissioner Janssen, Commissioner Delucchi, Chair Long, Commissioner Wagner, Commissioner Bohall, Commissioner Tadic

Old/Unfinished Business

2. Travers Park - Recommendations for Outdoor Amenities

CPD Director Jason Welker gave a brief update on Travers Park projects nearing completion and sought commissioner input on selecting bike racks, picnic tables, and a ping pong table. Discussion covered price, quality, functionality, and regional sourcing. Commissioners favored the circle bike rack and standard picnic tables from Kalispell Metal Products, noting that park staff could pick up the tables to save shipping costs and ensure they match existing benches at the playground and splash pad. Commissioners recommended delaying the ping pong table purchase and seeking a sponsorship donation instead.

PUBLIC COMMENT

Chairman Long offered an opportunity for members of the public to address the Commission regarding the agenda item after commission discussion had concluded. City of Sandpoint

residents spoke on the following topics: Travers Park amenities, JER noise abatement, field lighting and batting cage location.

3. Parks Capital Projects FY26 Priorities and Ranking

To guide the allocation of approximately \$150,000 - \$200,000 in available Parks Capital Improvement and Parks Impact Fee funds for FY2026, Director Welker conducted a prioritization exercise with commissioners present. Results will be shared and discussed in greater depth during the next regularly scheduled meeting.

New Business

4. Annual Election of Board Chair – **Action Item**

Chairman Long opened the floor for nominations for the position of Parks and Recreation Commission Chair, noting that he would be willing to continue serving with the commission’s support.

Motion: Commissioner Tadic moved to re-elect Chairman Long as Commission Chair. Commissioner Wagner seconded the motion.

Voting Yea: Commissioner Janssen, Commissioner Delucchi, Chair Long, Vice-Chair Victorson, Commissioner Wagner, Commissioner Bohall, Commissioner Tadic

5. Annual Election of Board Vice-Chair - **Action Item**

Commissioner Wagner nominated both Commissioner Victorson and Commissioner Janssen for the position of Vice-Chair. Commissioner Victorson stated she would accept the nomination if no one else was willing but encouraged others to step forward. Commissioner Janssen also accepted the nomination.

Following discussion, Commissioner Wagner moved to elect Commissioner Janssen as Vice-Chair, seconded by Commissioner Victorson.

Voting Yea: Commissioner Janssen, Commissioner Delucchi, Chair Long, Vice-Chair Victorson, Commissioner Wagner, Commissioner Bohall, Commissioner Tadic

6. Grant Discussion – 2026 WIF & IDPR Applications and Opportunities

Tabled until the next meeting.

General Announcements/Comments

Adjourn

Meeting was adjourned at 4pm.

I presided over the meeting and can confirm that minutes, prepared by the Board Clerk and City Staff Liaison, were approved by the Parks and Recreation Commission during their regular meeting held on _____.

Taylor Long, Chair

Kami Omodt, Board Clerk

City of Sandpoint Sponsorship and Advertising Policy

Purpose

The City of Sandpoint acting in its proprietary capacity and not as a regulator recognizes the opportunity to raise revenues to support public benefits through commercial advertising and sponsorships on city property or right of way. This policy establishes guidelines and procedures for entering into sponsorship and advertising agreements to ensure consistency, transparency, and alignment with the City's mission, values, and public image.

Governing Authority

The Community Planning and Development Department is responsible for implementing and administering this policy. The Parks Planning & Development Manager acts as the principal office for sponsorships, while an Advertising Standards Committee, appointed by the Mayor, oversees advertising sales. All changes to this policy must be approved by the City Council.

Objectives

1. Generate additional revenue to support City facilities, programs, and services.
2. Define the types of commercial advertising and sponsorships acceptable in City publications, events, and facilities.
3. Ensure clear and objective standards for accepting or rejecting advertising and sponsorship requests.
4. Maintain the City's reputation and public image by avoiding controversial or offensive content.
5. Provide suitable acknowledgment and recognition for sponsors.

Scope

This policy applies to commercial advertising and sponsorships from individuals, foundations, corporations, nonprofit organizations, and other entities in designated spaces specifically made available for advertising by the City. It excludes gifts, grants, and unsolicited donations without business relationships or benefits to the donor, and events authorized by a Special Event Permit.

Procedures

1. **Advertising Sales:**
 - Advertising space may be sold in City publications, events, city property, and team uniforms.
 - Advertising rates will be established by the City Council, guided by market rates.
 - An Advertising Standards Committee will review all advertisements to ensure compliance with limitations.
 - Advertisers must enter into legal contracts with the City and adhere to visual identity guidelines and print schedules.

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2. Sponsorship Agreements:

- Sponsorships can include cash, real or personal property, or in-kind contributions.
- Staff will consult with the Procurement Officer and Central Services Director to execute sponsorship agreements.
- Agreements will consider the sponsor's timing expectations, associated costs, scope of sponsorship, and past involvement in City projects.

Limitations and Restrictions

Advertising and sponsorship content must not:

1. Be false, misleading, or deceptive.
2. Be libelous or promote illegal activities.
3. Imply or declare City endorsement of any products or services.
4. Contain obscenity, profane or sexual content.
5. Promote alcohol or tobacco-related products.
6. Support or oppose political candidates, issues, or causes.
7. Support or oppose any religion or religious beliefs.
8. Contain non-commercial speech.
9. Conflict with City goals, policies, or procedures.

Right to Deny and Terminate

The City reserves the right to deny any sponsorship or advertising request that contains prohibited content reflected above, conflicts with the City's mission, values, policies, or best interests. The City may terminate agreements if conditions arise that conflict with this policy in the City's sole discretion.

Appeal Process

Potential advertisers whose submission are rejected or terminated by City Staff will first appeal the decision to the Mayor. Should the Mayor affirm the denial, the potential advertiser may then appeal the denial to the City Council. The appeal process will be conducted in a timely manner and will provide the potential advertiser with the opportunity to present their case.

Recognition and Benefits

Sponsor recognition will be designed to minimize visual impacts on visitor experience and site aesthetics. Forms of recognition include:

- Temporary signs during construction or events.
- Interpretive signs with logos.
- Permanent plaques or signs (limited to the life of the asset).

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- Naming rights for facilities where the sponsorship covers 100% of costs.
- Publicity through City and sponsor channels.
- Events like press conferences and ribbon-cutting ceremonies.
- Commemorative items and acknowledgments in printed materials.

Exclusions

- Program delivery support and community sports team sponsorships are excluded from this policy and may follow separate guidelines.

Reporting

The City staff will report annually to the Mayor and City Council on the number of active sponsorships, their dollar value, types, and impacts on public use of City properties and programs.

Controlling Law

All sponsorships and advertisements must comply with applicable City policies, codes, and state and federal laws.