



PARKS AND RECREATION COMMISSION MEETING AGENDA

April 09, 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.](#) March 12, 2025, Draft Minutes for Approval - **Action Item**

Old/Unfinished Business

- [2.](#) Park Planning & Capital Improvement Project Priorities- UPDATE

New Business

- [3.](#) Commission Chair - Elections - **Action Item**
- [4.](#) Recreation Update
- [5.](#) James E. Russell Sports Center Update

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.

Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.

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

For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



PARKS AND RECREATION COMMISSION MEETING MINUTES

March 12, 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 Recreation Commission was called to order at 2:30pm on Wednesday, March 12, 2025, by Chair Chris Ankney in the Council Chambers of City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Chris Ankney
Cynthia Reopelle
David Miles
Gwen Victorson
Jessica Janssen
Josh Delucchi
Taylor Long
Tyler Wagner

ABSENT

Eric Donenfeld

Meeting Minutes Approval

Commissioner Victorson clarified that Mr. Welker was responsible for compiling the results of the Draft Parking Policy Discussion and disseminating the results to the Commission. The February 12, 2025, meeting minutes were approved as amended by unanimous vote of Commissioners present.

Motion made by Wagner, Seconded by Long.

Voting Yea: Ankney, Reopelle, Miles, Victorson, Janssen, Delucchi, Long, Wagner

Old/Unfinished Business

None

New Business

1. A presentation from the Bonner County Historical Society and Museum was made by Board President, Tonya Sherman and Executive Director Hannah Combs, discussing the museum's efforts to preserve local culture and history. They proposed expanding the Lakeview Park facility due to inadequate storage and community space. They asked that the commission make a motion, recommending to council, that they be given permission to proceed with a more detailed development concept, including stakeholder meetings. The Proposed Museum Expansion Plan will be added to the April Agenda as an action item.

2. The commission discussed project prioritization related to the Parks Capital Improvement Plan, referencing the upcoming review of development impact fees. Parks Planning and Development Manager, Maeve Nevins-Lavtar, outlined the history and status of several park projects, including the need to address deferred maintenance as well as potential expansions. Ms. Nevins-Lavtar included specific project statuses with an emphasis on receiving feedback from the commission to assist in project prioritization. Ultimately, members suggested creating a survey or simple ranking system to relay project prioritization to staff. Community Planning and Development Director, Jason Welker volunteered to create a survey that will be shared with commissioners this week.
3. Commission Chair, Chris Ankney, suggested he meet with Vice Chair, Gwen Victorson to discuss creation of desired subcommittees and come back to the commission with those suggestions and to determine which subcommittees commissioners want to participate in. During the ensuing discussion, commissioners present suggest subcommittees for Capital Improvement Projects, Playgrounds and Recreation Programming to start with.

General Announcements/Comments

Commissioner Janssen suggested that solutions to the JER Revenue Shortfalls be added to the April agenda for discussion. Commissioner Long inquired if a summary of the input given by the commission during the February meeting would be made available to the group. Mr. Welker indicated he would have the board clerk distribute that information to the commission.

Adjourn

The meeting was adjourned at 4:01pm.

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

Chris Ankney, Chair

Kami Omodt, Board Clerk



AGENDA REPORT

Parks and Recreation Commission Meeting

TODAY'S DATE: April 7, 2025
MEETING DATE: April 9, 2025
TO: Parks & Recreation Commission
FROM: Maeve Nevins-Lavtar, Park Planning & Dev. Mgr.
SUBJECT: Park Planning & Capital Improvement Project Priorities- UPDATE

DESCRIPTION/BACKGROUND:

Following suggestions from the March PRC meeting, Staff conducted a survey for the Commissioners to capture their feedback regarding Park Capital Improvements Project (CIP) prioritization for short-term (0-2 year; 2025-26), medium-term (2-5 year; 2027-2028), and long-term (5-10 year; 2029-2030). The results of the survey can be viewed here:

<https://www.mentimeter.com/app/presentation/al3nvtmmb91upgyj3yqvn1hfpocqae3/edit?source=share-modal>

Based on the Commissioner's survey results, work already under way, and the 2020 Parks and Rec. Master Plan priorities, Staff recommends the following priorities and timelines for the CIP plan:

2025 to 2026 (Short-Term, 0-2 year) Priorities:

Construction Projects (CIP) (Typ. require professional services such as engineering, and contractor to install).	In-House Projects (Park Planner & Maintenance does Construction)	Planning Projects (Project Scope & site plan typ. identified through site analysis and public outreach, site plan will then be added to CIP list for fundraising for future construction).
New Travers Park picnic shelter at playground	Replace swing set w/ refurbished swings at City Beach & add new ADA access path.	Dog Park (includes feasibility site study and construction of preferred site).
New shade structure for skatepark	Add 2 new volleyball courts to City Beach.	City Parks Signage/Wayfinding Plan (rules signs, etc.)
Outdoor Tennis Court Rehab.	Skatepark landscaping and seating	Design for regrading and asphalt Bay Trail Parking lot and ADA Access on City-Owned portion of Bay Trail
*If WIF Grant Approved: City Beach Parking Improvements and Boat Launch (multi-year phased project)	Baseball Safety Netting at Field 2, reinstall baseball batting cage	Adopt-a-garden or planter program for parks and downtown

*If RV Grant Approved: RV Campground Renovation	SUP Lockers and other water services amenities to City Beach and other waterfront beach parks.	ADA park assessment and prioritization plan.
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2027 to 2028 (Mid-Term, 2-5 year) Priorities:

Construction Projects (CIP) (Typ.require professional services such as engineering, and contractor to install).	In-House Projects (Park Planner & Maintenance does Construction)	Planning Projects (Project Scope & site plan typ. identified through site analysis and public outreach, site plan will then be added to CIP list for fundraising for future construction).
Travers Pump Track/Bike Park	Trail System Surface Repair (Park paths and trails)	Sand Creek Non-Moto. Boat Launch (s) Planning/Site Selection
*Multi-phase City Beach Boat Launch & Dock Improvements (see previous)	Facility Efficiency Upgrades: (irrigation systems, lighting upgrades to LED, mowing reduction, etc.)	Playground Safety & Compliance Renovation Plans: Hickory Park Playground, City Beach Playground, Lakeview Park Playground, (not in any order)
Ponderay Bay Trail Parking Lot & ADA Access Improvements	Outdoor Basketball Court (s) Resurfacing	Hickory Park Site Plan (inc. Playground)
Sand Creek Non-Moto Launch Construction	Centennial Park at Lincoln St.: passive park improvements including arched "troll" bridge ADA improvements.	Lakeview Park Site Plan (incl. Playground)
Ponderay Bay Trail Plaza at City Beach	Installing new signs by way of finding plan.	3 rd St. Pier Park Improvements Plan
		Cedars Park Site Plan
		Memorial Fields Boat pedestrian waterfront access plan (plan needed for funding)

2027 to 2035 (Long-Term, 5-10 year) Priorities:

Construction Projects (CIP) (Typ.require professional services such as engineering, and contractor to install).	In-House Projects (Park Planner & Maintenance does Construction)	Planning Projects (Project Scope & site plan typ. identified through site analysis and public outreach, site plan will then be added to CIP list for fundraising for future construction).
3 rd St. Pier Improvements Construction	Relocation Park maintenance building (s).	*Baldy Park & Disc Golf Course and Park Master Plan (*If a priority of Council)
Travers Pump Track/Bike Park		Travers Park Parking lot expansion and relocation of park maintenance.
Playground Upgrades to parks, as funded (reference planning projects)		Travers Park Ball Fields Drainage repair and field renovations, including concessions w/ restrooms.

Individual Park Improvements - as identified in previous planning efforts identified above, and as funded.		ADA park improvements, ongoing.
Cedar Street Triangle Parks Renovations		
Cedar Park Improvements		

STAFF REQUEST / RECOMMENDATION:

Staff requests feedback.

ACTION:

No action required, presentation for information and feedback only

ATTACHMENTS:



AGENDA REPORT

Parks & Recreation Commission

TODAY'S DATE:

MEETING DATE: April 9, 2025

TO: Parks & Recreation Commission

FROM:

SUBJECT:
Recreation
program updates

DESCRIPTION/BACKGROUND:

Spring programs offered:

Lou Domanski Chess Tournament update
Youth Track and Field update
Spring Break Camp Update
non School Day Camp April
Skyhawks/Supertots start in April
Shooting range opens April 15th user rates update

Summer programs offered:

Youth Summer Camp
Youth Tennis Programs
Sailing classes
Lifeguard recruitment update

STAFF REQUEST / RECOMMENDATION:

ACTION:

No action required, presentation for information and feedback only

ATTACHMENTS:

	12/16/2024	12/17/2024	12/18/2024	12/19/2024	12/20/2024	12/21/2024	12/22/2024	Total
Pickleball Member	32	24	29	8	19	37		149
Tennis Member	11	6	7	9	14	8		55
Non-members	3	5	0	1	1	4		14
Sandpoint CCT		9	12	8	4			33
Bonner County CCT		1	1					2
Non-resident CCT								0
Youth			6	7	3	4		20
Total	46	45	55	33	41	53	0	273
Attendance Revenue	\$199.00	\$187.00	\$127.00	\$85.00	\$143.00	\$215.00	\$0.00	\$956.00

	12/23/2024	12/24/2024	12/25/2024	12/26/2024	12/27/2024	12/28/2024	12/29/2024	Total
Pickleball Member	24	19		35	17	42		137
Tennis Member	8	7		5	6	4		30
Non-members	8	14		20	3	11		56
Sandpoint CCT		15		12	8	3		38
Bonner County CCT		4			4	1		9
Non-resident CCT	1							1
Youth	4			4	6	4		18
Total	45	59	0	76	44	65	0	289
Attendance Revenue	\$250.00	\$336.00	\$0.00	\$450.00	\$149.00	\$327.00	\$0.00	\$1,512.00

	12/30/2024	12/31/2024	1/1/2025	1/2/2025	1/3/2025	1/4/2025	1/5/2025	Total
Pickleball Member	33	27		40	23	38		161
Tennis Member	8	4		7	11	6		36
Non-members	11	3		14	3	9		40
Sandpoint CCT				25	12	2		39
Bonner County CCT				2	7			9
Non-resident CCT								0
Youth	5			14	13			32
Total	57	34	0	102	69	55	0	317

Annual Senior Memberships	22
Annual Resident Memberships	8
Annual Non-resident Memberships	8
Total Annual Memberships	38
January Senior Memberships	57
January Resident Memberships	34
January Non-resident Memberships	51
February Senior Memberships	43
February Non-resident Memberships	37
March Senior Memberships	53
March Resident/Non Memberships	64
Total March Memberships	117
Total Monthly Memberships	339
Total Memberships	377

Attendance Revenue	\$315.00	\$149.00	\$0.00	\$389.00	\$207.00	\$288.00	\$0.00	\$1,348.00
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	1/6/2025	1/7/2025	1/8/2025	1/9/2025	1/10/2025	1/11/2025	1/12/2025	Total
Pickleball Member	21	19	26	28	25	18		137
Tennis Member		2	5	5	14	9		35
Non-members	5			4	7	5		21
Sandpoint CCT		7	5		12			24
Bonner County CCT				4	3			7
Non-resident CCT		6						6
Youth	7	2	6	5	4			24
Total	33	36	42	46	65	32	0	254
Attendance Revenue	\$143.00	\$127.00	\$103.00	\$193.00	\$272.00	\$179.00	\$0.00	\$1,017.00

PPC Rental 52 ppl

	1/13/2025	1/14/2025	1/15/2025	1/16/2025	1/17/2025	1/18/2025	1/19/2025	Total
Pickleball Member	27	16	21	24	25	36		149
Tennis Member	8	5	6	11	12	7		49
Non-members	9	1	1	1	15	3		30
Sandpoint CCT		2	2	4	1	6		15
Bonner County CCT		1	5	1	2			9
Non-resident CCT		1	1					2
Youth	10	2	14	11	5			42
Total	54	28	50	52	60	52	0	296
Attendance Revenue	\$265.00	\$104.00	\$144.00	\$148.00	\$385.00	\$191.00	\$0.00	\$1,237.00

	1/20/2025	1/21/2025	1/22/2025	1/23/2025	1/24/2025	1/25/2025	1/26/2025	Total
Pickleball Member		34	27	21	26	30		138
Tennis Member		2	9	10	11	4		36
Non-members		3	3	4	6	14		30
Sandpoint CCT		11	16	17		5		49
Bonner County CCT			3		1			4

Non-resident CCT			1	1				2
Youth		1	4	5	3	1		14
Total	0	51	63	58	47	54	0	273
Attendance Revenue	\$0.00	\$160.00	\$199.00	\$187.00	\$234.00	\$334.00	\$0.00	\$1,114.00

MLK Day

	1/27/2025	1/28/2025	1/29/2025	1/30/2025	1/31/2025	2/1/2025	2/2/2025	Total
Pickleball Member	30	21	26	28	26	28	12	171
Tennis Member	6	8	5	8	15	1	4	47
Non-members	1	7	2	7	6	3		26
Sandpoint CCT	5	1	4	13	8	7	1	39
Bonner County CCT		2	4	3		1	3	13
Non-resident CCT							1	1
Youth	2	2		8	1	2		15
Total	44	41	41	67	56	42	21	312
Attendance Revenue	\$136.00	\$225.00	\$155.00	\$251.00	\$249.00	\$142.00	\$81.00	\$1,239.00

	2/3/2025	2/4/2025	2/5/2025	2/6/2025	2/7/2025	2/8/2025	2/9/2025	Total
Pickleball Member	18	31	22	23	33	24	9	160
Tennis Member	5	2	9	6	10	7	6	45
Non-members	8	4	3	5	4	6	5	35
Sandpoint CCT					14			14
Bonner County CCT		4			1		1	6
Non-resident CCT		2					1	3
Youth	6	2	4	4	10	14		40
Total	37	45	38	38	72	51	22	303
Attendance Revenue	\$207.00	\$207.00	\$159.00	\$179.00	\$218.00	\$203.00	\$152.00	\$1,325.00

	2/10/2025	2/11/2025	2/12/2025	2/13/2025	2/14/2025	2/15/2025	2/16/2025	Total
Pickleball Member	35	23	31	16	27	27	17	176
Tennis Member	10		7	2	10	10	7	46

Non-members	2	6	4	2	12	13	1	40
Sandpoint CCT			8		7	16	12	43
Bonner County CCT	3		8	1		6	9	27
Non-resident CCT								0
Youth	2	2	7	20	8	17	6	62
Total	52	31	65	41	64	89	52	394
Attendance Revenue	\$202.00	\$165.00	\$232.00	\$95.00	\$323.00	\$369.00	\$147.00	\$1,533.00

	2/17/2025	2/18/2025	2/19/2025	2/20/2025	2/21/2025	2/22/2025	2/23/2025	Total
Pickleball Member	25	21	24	19	30	28	18	165
Tennis Member	4		9	2	13	7	8	43
Non-members	3		9	6	2	11	2	33
Sandpoint CCT	5	1	2	6	7		30	51
Bonner County CCT	5	1	5	2	7	6	4	30
Non-resident CCT			1					1
Youth	3	3	6	10	8	4	14	48
Total	45	26	56	45	67	56	76	371
Attendance Revenue	\$168.00	\$68.00	\$296.00	\$173.00	\$222.00	\$325.00	\$146.00	\$1,398.00

	2/24/2025	2/25/2025	2/26/2025	2/27/2025	2/28/2025	3/1/2025	3/2/2025	Total
Pickleball Member	27	21	18	9	10	9	1	95
Tennis Member	11	4	12		11	9		47
Non-members	4	9		2	9	6	1	31
Sandpoint CCT	11		7	8	15	11	15	67
Bonner County CCT	3	5	3	1	2	3	3	20
Non-resident CCT			1					1
Youth	4	2	6	1			4	17
Total	60	41	47	21	47	38	24	278
Attendance Revenue	\$215.00	\$252.00	\$139.00	\$64.00	\$239.00	\$183.00	\$34.00	\$1,126.00

	3/3/2025	3/4/2025	3/5/2025	3/6/2025	3/7/2025	3/8/2025	3/9/2025	Total
Pickleball Member	25	3	32	5	20	21	13	119
Tennis Member	4	2	1	5	6	12	5	35
Non-members	5	5	1	5	2	5	6	29
Sandpoint CCT	7		4		7	8	12	38
Bonner County CCT			4	3	3		4	14
Non-resident CCT						2		2
Youth	1		1	1		14		17
Total	42	10	43	19	38	62	40	254
Attendance Revenue	\$175.00	\$99.00	\$137.00	\$135.00	\$137.00	\$223.00	\$180.00	\$1,086.00

	3/10/2025	3/11/2025	3/12/2025	3/13/2025	3/14/2025	3/15/2025	3/16/2025	Total
Pickleball Member	33		31	18	5	23	9	119
Tennis Member	2	5		9	8	10		34
Non-members	5			7		13	5	30
Sandpoint CCT	1		10		20	7		38
Bonner County CCT	6		7	2	4		8	27
Non-resident CCT					1		1	2
Youth	2			2		23	1	28
Total	49	5	48	38	38	76	24	278
Attendance Revenue	\$219.00	\$25.00	\$128.00	\$221.00	\$85.00	\$327.00	\$157.00	\$1,162.00

	3/17/2025	3/18/2025	3/19/2025	3/20/2025	3/21/2025	3/22/2025	3/23/2025	Total
Pickleball Member	23	21	12	13	27	13	8	117
Tennis Member	9		3	4	11	2	5	34
Non-members	5	4		9	1	15	5	39
Sandpoint CCT		1	1		12	4	19	37
Bonner County CCT	5	2	3		4		2	16
Non-resident CCT					1			1
Youth					6			6
Total	42	28	19	26	62	34	39	250

Attendance Revenue	\$219.00	\$137.00	\$66.00	\$203.00	\$182.00	\$289.00	\$139.00	\$1,235.00
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	3/24/2025	3/25/2025	3/26/2025	3/27/2025	3/28/2025	3/29/2025	3/30/2025	Total
Pickleball Member	17	23	19	18	28	16	5	126
Tennis Member	5	2	1	4	8	8	2	30
Non-members	1	2	4	5	6	6	1	25
Sandpoint CCT	4		4		17	11	6	42
Bonner County CCT	5		4		1	1	2	13
Non-resident CCT					1			1
Youth	8	1			5	9		23
Total	40	28	32	27	66	51	16	260
Attendance Revenue	\$117.00	\$111.00	\$146.00	\$154.00	\$235.00	\$189.00	\$51.00	\$1,003.00

	3/31/2025	4/1/2025	4/2/2025	4/3/2025	4/4/2025	4/5/2025	4/6/2025	Total
Pickleball Member	1	31	15	17				64
Tennis Member	5	1	6	4				16
Non-members	2		3	4				9
Sandpoint CCT		2	9					11
Bonner County CCT			8					8
Non-resident CCT								0
Youth	5	14	7	2				28
Total	13	48	48	27	0	0	0	136
Attendance Revenue	\$60.00	\$98.00	\$163.00	\$135.00	\$0.00	\$0.00	\$0.00	\$456.00

	4/7/2025	4/8/2025	4/9/2025	4/10/2025	4/11/2025	4/12/2025	4/13/2025	Total
Pickleball Member								0
Tennis Member								0
Non-members								0
Sandpoint CCT								0
Bonner County CCT								0

Non-resident CCT								0
Youth								0
Total	0	0	0	0	0	0	0	0
Attendance Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Overall
Average Users	37	34	39	43	49	48	17	38
Average Daily Revenue	\$161	\$145	\$133	\$181	\$195	\$229	\$60	\$157.63



AGENDA REPORT

Parks and Recreation Commission Meeting

TODAY'S DATE: April 4, 2025
MEETING DATE: April 9, 2025
TO: Parks & Recreation Commission
FROM: Daniel Luvisi
SUBJECT: James E. Russell Sports Center Update

DESCRIPTION/BACKGROUND:

- JER Operations
 - Current Programs
 - Pickleball & Tennis Priority
 - First Come, First Serve
 - Community Court Time
 - Doubles Tennis League
 - High School Tennis Practice and Matches
 - Skyhawks Programming
 - PPC Rental
 - 7 Part-time Staff
 - Open 75 hours per week
- Revenues and Expenditures
 - See attached tracking sheet for attendance numbers
 - Expenditures: \$224,566 budgeted; \$125,447.56 spent (\$17,489.57 encumbered)
 - Revenues: \$56,925.89
- Future Plan
 - Market facility for more 3rd party rentals
 - Increase programming to include:
 - Lessons
 - Leagues
 - Tournaments
 - Tennis/Pickleball Pro
 - Activities and classes

STAFF REQUEST / RECOMMENDATION:

none

ACTION:

No action required, presentation for information and feedback only

ATTACHMENTS:

