



# TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

## TWIN FALLS PARKS & RECREATION COMMISSION

**April 15, 2014**  
**11:30am**

Twin Falls City Council Chambers  
305 3<sup>rd</sup> Avenue East

### AGENDA

**11:30 a.m.** Call to Order

- 1. Approve minutes of the March 11<sup>th</sup>, 2014 meeting**
- 2. Parks/Recreation Staff Reports**
- 3. Underwater Park at Dierkes Lake Proposal – 11:45am**
- 4. Naming the Proposed Plaza and Splash Park Downtown – 12:15pm**
- 5. Openings on Commission**
- 6. Arbor Day Celebration**
- 7. Other Items from the Commission**

Si desea esta información en español, llame Leila Sanchez al (208)735-7287

*\*Any person(s) needing special accommodations to participate in the above noticed meeting should contact Nikki Miller at (208)736-2265 at least two working days before the meeting.*

*The Benefits are Endless...*



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## TWIN FALLS PARKS & RECREATION COMMISSION

April 15, 2014  
11:30am  
STAFF REPORT

**1. Approve minutes of the March 11<sup>th</sup>, 2014 meeting – Commission**

The Commission needs to approve or amend the proposed set of minutes

**2. Parks/Recreation Staff Reports - Staff**

Enclosed are the Parks & Recreation Staff Reports

**3. Underwater Park at Dierkes Lake – Paul Melni – 11:45am**

Paul is proposing to create an underwater gallery of objects to be used as an attraction for recreational scuba divers. He will present his proposal with a power point presentation.

Staff questions are:

1. Proper governmental approvals, who are they? – Corp of Engineers, Department of Environmental Quality, Department of Water Resources, Idaho Fish & Game, etc.
2. Any cost to the City?
3. Timeframe
4. Logistics of Installation
5. Long Term Maintenance Issues

After the presentation, staff might have more questions and/or concerns with the proposal. This is a very unique proposal. If the Commission makes a recommendation at this meeting, it will be forward to the City Council for their consideration.

**4. Naming the Proposed Plaza and Splash Park Downtown – Terry McCurdy - 12:15pm**

Terry McCurdy and Leonard Anderson representing the Twin Falls Community Foundation, they are requesting to name the proposed Plaza and Splash Park downtown to “Downtown Commons”.

Attached is their letter formally requesting the naming of the area and also attached is the Naming Policy that was adopted in 2012.

This request follows the criteria outlined in the Naming Policy. The Parks & Recreation Commission’s recommendation will be forward to the City Council for a final decision.

*The Benefits are Endless...*



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## 5. Opening on Commissions – Staff and Commission

Our Commission will have two openings. There has been a delay in the interviews for the opening; the City Council discussed the process of interviews at their Monday April 7<sup>th</sup> meeting. The interview committees may consist of the Mayor, Council Liaison, City staff and the Chair of the Commission. At this time, interview dates and times have not been scheduled. We still should have our new members on board for our May meeting.

## 6. Arbor Day Celebration – Staff

The 18<sup>th</sup> Arbor Day celebration for Twin Falls will be Friday April 25<sup>th</sup>, at 4pm at Vista Bonita Park. The Boys and Girls Club of Magic Valley along with employees of Cactus Petes - Ameristar will be helping the City with the celebration. We will be planting at four or five trees. Ameristar donated \$500 for two trees and the City received a \$300 grant from the Idaho Department of Lands. This year is the 16<sup>th</sup> year the City have received the award of being a Tree City USA through the National Arbor Day Foundation

## 7. Other Items from the Commission

Baxter's Park, Recycling in Park, All Inclusive Playground, annual Easter Egg Hunt updates and other items that the Commission may have questions about or issues the Commission wants to discuss.

### Attachments:

1. March Meeting Minutes
2. Staff Reports
3. Underwater Park Cover Letter Proposal
4. Naming Request from Twin Falls Community Foundation
5. City of Twin Falls Naming Policy



The last day for soccer registration was Monday, March 3<sup>rd</sup>. We are still accepting late registration until Friday April 11<sup>th</sup>. We currently have 613 players registered and last year we had a total of 603 players at this time with an overall total of 744 at the end of last season. Practices will start the week of March 31<sup>st</sup>, with games starting on Monday April 14<sup>th</sup>.

This year the cost for men's will be \$810 for a 16 game season with an end of the season double elimination tournament and the cost for Coed will be \$650 for a 10 game season with an end of the season double elimination tournament. New this year ASA has changed the men's softball from a 44 core to a 52 core ball to slow down the speed of the ball coming off the bat, which in turn will hopefully provide the players with an added layer of safety. This change will be for all men's softballs used in Men's or Coed leagues.

Adult Volleyball tournaments concluded on March 6<sup>th</sup>. Once again these leagues have been fairly easy to run, with no complaints or issues.

The Kiwanis Club of TF along with the Parks and Recreation will again be hosting the Hershey's track meet at Canyon Ridge High School Track on Saturday May 10<sup>th</sup> from 9am to 1pm. This is a free event open to kids ages 7 to 14. New this year, we will now offer a 7-8 year old category, but they cannot advance to the state meet, this is a local event only and an opportunity for them to compete.

The Spring/Summer Recreation Guide will be out the end of March early April. We have a ton of new activities and a new format that we are trying out.

We are currently taking registration for our Sporties for Shorties: "Goalll" program is designed for 4 and 5 year old boys and girls. This program is designed to introduce the fundamentals of soccer in a non-competitive environment. Each Saturday, participants work on skill development while having fun. There are no designated teams or coaches and parents are required to participate with their child. Each participant will receive a t-shirt. This program will start April 26<sup>th</sup> and run until May 17<sup>th</sup>. There are three time slots that you can sign up for; 9:30-10:15am, 10:30-11:15am or 11:30am-12:15pm. The price is \$30.

Shotokan Karate is still taking new registration. Come learn ancient martial arts. This class is held at the Harmon Recreation Building every Tuesday and Wednesday night. The price is \$15 per person per month.

Renovation of the Graybill building is under way. The Graybill building is the building across the road from the Parks and Recreation office. It is used for storage. We are replacing the sliding doors and the dock as it has deteriorated. Dormant oil spraying of trees has been completed. We are finishing landscape work around the ADA sidewalks to playgrounds and tree pruning is underway.

Baxters Park fencing is under construction, this was a volunteer effort with Leon Mills, County Commissioner, family members and Lane Taylor from Taylor Made Fencing. The engineering for curb, gutter, sidewalk and parking lot for the park has been completed by EHM. A portion of

the engineering was donated by them to the project. The project has gone to bid and the bid opening will be March 18<sup>th</sup>. The restroom has been ordered and will be installed this year as well. Paving of the parking lot will depend on finances at that time.

Winter Maintenance of all of the Parks & Recreation equipment is complete. We have ordered a restroom and shelter for Blue Lakes Rotary Park and the Rotary Club is paying for the shelter there. The other shelter will go to either Ascension Park or Frontier Field. Quotes are currently being accepted for installations of each.

Budgetary long term planning is under way. Stacy and Todd are on this committee. A presentation will be made to the City Council on March 31<sup>st</sup>, 2014

Tom Reynolds asked when we would have the restrooms open to the public. We just placed porta potties and they will stay in place until the end of March, first of April when we open up our main bathrooms.

Liyah asked about the current status of the splash park and what the funding is. Terry McCurdy, chairman of the Twin Falls Community Foundation gave an update to the Council last night. They have enough funds to start construction after the last Wednesday night concert in August and have it done by the end of the year. They will be releasing bids on that project. The City's commitment is to provide a restroom and long term maintenance.

### **Item #3 Inclusive Playground Project Proposal**

Staff has been in discussion with Hailey Barnes on an Inclusive Playground for the City of Twin Falls. An inclusive playground is one that is designed to be completely accessible to disabled children. Currently the City's 17 existing playgrounds meet the ADA code for accessibility, but none are fully accessible. Hailey is working with Carleen Herring with Region IV Development who has offered to help with the grant writing process, also Mandi Thompson, the City's grant writer will work on this project also.

The first step was to find a suitable location; staff reviewed several parks and a downtown location. The parks were: Frontier Field, Harmon Park, Oregon Trail Youth Complex, and Vista Bonita. The downtown location would be near when the new "Main Avenue Fountain Plaza" development would be located. After reviewing all sites, it was determined by staff that Frontier Field would be the best location; there is existing play equipment at the park. That play equipment would be removed and moved to an undetermined location. There is enough space at Frontier Field where you could have a play area up to 10,000 sq. ft. in size. Hailey is requesting for the City to maintain the playground after it is built, to help with the public meetings, and with fundraising efforts. Staff recommends approving this concept of an inclusive playground at Frontier Field with the following conditions:

- Hailey and others to form a citizen committee to design the playground.
- Hailey and others to form a citizen committee to raise funds for the playground (it could be the same committee).

- Hailey and others to form a committee to install the playground and fall surfacing material.
- These committees work with City staff on the logistics of this project.

Hailey shared her experience with this type of park. She lived in the Pocatello area and the park they had built there became the place to go. The park was a huge success and raised property values in the area. It made people want to move into that area. They made the building of this playground equipment a community effort. They would advertise on the radio that if you have a hammer come on down and help build the playground equipment. Hailey would like to do something here to get the community involved.

Tennelle Adams is very in favor of this park and believes Frontier Park is a great location. Craig Manning asked about the cost involved in building this park. He also inquired if the City would be asked for any funds? There is no cost to the City except for the maintenance of the playground equipment. The cost of a playground equipment of this type is approximately \$400,000 or more. The equipment alone is very expensive. There will be a big kick off with a complete design available for public viewing and possibly a facebook page or something online like a donation website for those who want to contribute in some way.

Kevin asked if anyone would like to speak on the grant process. Mandi has been researching the City's ability to tap into private funding, community funding and foundation funding. It will hinge on establishing a partnership with the Twin Falls Community Foundation and utilizing their 501 (C) 3 status. We can also address other foundations within the community and tap into some federal funding as well.

Liyah asked if there were any cost estimates for the maintenance of this type of park. Dennis indicated he would contact the City of Pocatello and get a breakdown of the maintenance costs. She also asked about fundraising and read in a Recreation magazine where they had used old parking meters to collect funds. Ryan bought four meters and had them refurbished and would allow those to be used for that. We can donate on the utility bills right now for the fireworks and Baxter's park so we could address this with the City Council. Dennis indicated that we need to get all the stake holders such as the schools involved.

Ryan Horsely motioned to approve the concept of the inclusive playground at Frontier Field with staff recommendations and Tennelle seconded the motion. The motion passed with a unanimous vote.

#### **Item #4          Recycling in Parks Discussion**

Staff is researching the possibility in implementing a recycling program in some of the city parks. Last year staff investigated the idea, but could not make it happen due to several reasons. Staff would like to start with a few parks for a pilot program this spring and summer.

The parks that staff is reviewing are: Oregon Trail Youth Complex, Sunway Soccer Complex, City Park, and one of the popular neighborhood parks. These first three parks are the heaviest use parks we have and could make the biggest impact for reducing the waste that is hauled to the landfill. Les Reitz with PSI (City contracted provider for garbage and recycling services)

presented to the Commission his ideas of how it could work this year. Les handed out to the Commission and staff what PSI could offer and what the City would have to do. Les also had an illustration of the recycle can that has a locking lid with a small hole (rubber boot assembly) in the top for cans and plastic.

Some issues that need to be worked out are the large events that take place on the weekends as PSI does not do pickups on the weekends and their recycling center is closed. Park employees or the event sponsors would have to move the containers to the streets by 7am or if we have the recycle center locations they may not have to do that. We will need signage in the parks letting people know that there are recycle areas in the park. Kevin asked what the size of the containers is. They are the same size as the current curb side containers 95 gal. Tennelle asked if we could place extra cans on the high volume events. Les indicated that would be a possibility. Soccer events like soccer tournaments generate a lot of recycle product. Even if we dump on Friday, by Monday the cans will be overflowing. This is going to be a learning curve and we will see what we can and cannot do. Dennis said that normal everyday events should not be that difficult we just need to know what the schedule for PSI will be and have our guys roll the cans to the curb. Dennis indicated that there will additional costs to the City for the bins to be placed at the parks. Will we be able to pass some of this cost on to the events taking place? It depends also on how involved we want to be in recycling. Liyah suggested using the downtown Wednesday concerts as a trial event. We will also be taking away some revenue from those that do come through the parks looking for aluminum cans. As far as the costs of it, do we pass it along to the event holder or does the City make it a fee? This will take a shifting of the value or focus on the environment habits, making it a high priority and making the fee or fine an option. The increase in bins for the larger events, perhaps an outside group could adopt the bin and maintain the cart for the event. We do that for the Oktoberfest where companies will adopt a porta pottie and have their name on the side of the potties. The value of this project to the environment needs to be emphasized. Ryan Horsley wanted to know if Les or Dennis have looked into how some other cities have utilized this. Perhaps Stacy could get the information out via the Recreation Guide, our facebook page and our webpage. Dennis indicated that he will get with Les and do more work on compiling facts and figures and look at other communities who have implemented something like this so that we can make a more informed decision. Dennis wanted to get the feelings of the Commission on this idea and it appears we are all in favor of moving forward. Liyah asked if we could use the Wednesday night concerts as a pilot event. She also indicated that it might be beneficial. Dennis will have to get with the organizers of that event to see if they would be interested in participating in the project. Liyah commented that it is nice to hear the Commission talk about health, accessibility and environmentally effort in implementing them as it is a big emphasis on the City's 20 year plan.

#### **Item # 5        Openings on Commission**

Dennis indicated that we have two people serving out their positions with the Commission. Jeff Blick has termed out by serving six full years and Craig Manning has decided to step to pursue some personal endeavors. Dennis will talk to both of them and schedule a time to present a plaque to honor them at Council. Dennis thanked them both for serving on the Commission.

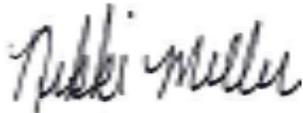
We have received a few applications. KMVT did a pitch for us in regards to all the openings on all the commissions. Liyah has asked to be reappointed and Dennis will forward that on to the

Mayor. Once we have direction from the Mayor in regards to the interview process we will move forward on the interviews.

**Item #6 Other Items from the Commission**

Dennis informed the Commission that if we are going to plan a park tour we will have to meet here at Council chambers, have our meeting and adjourn and then go out to the parks. We will wait to do a tour until we get our two new Commissioners.

Meeting adjourned at 12:40pm. Next meeting will be Tuesday, April 8, 2014 at 305 3<sup>rd</sup> Ave E at 11:30 am.



Nikki Miller  
Administrative Assistant

DRAFT



March 11, 2014

Twin Falls Parks & Recreation  
136 Maxwell Ave.  
PO Box 1907  
Twin Falls, ID 83303

Twin Falls Parks – Pilot Recycle Project

PSI will provide weekly curbside single stream (**plastic bottles & cans**) recycling to following parks:

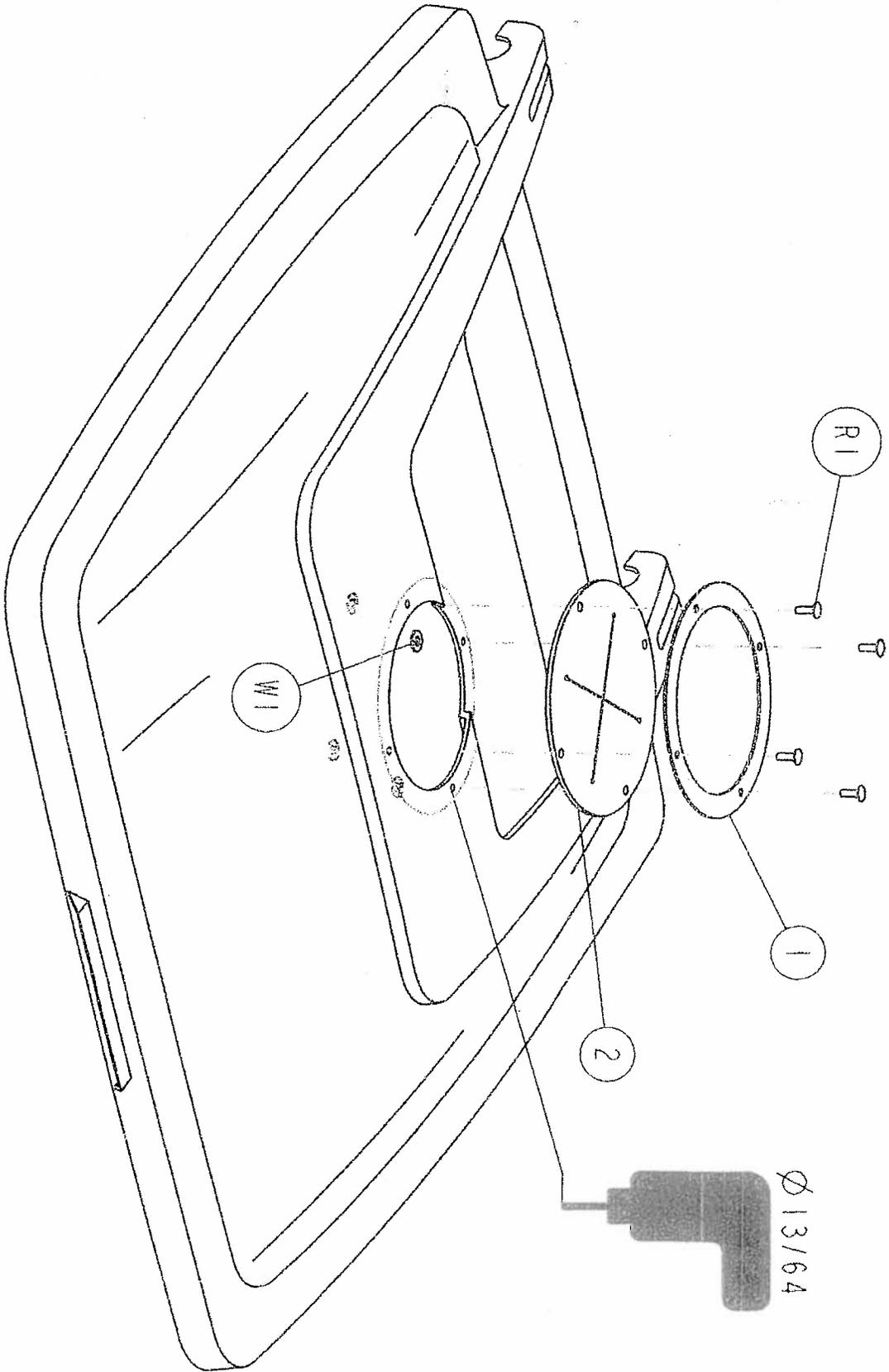
Harmon – Sunway Soccer – City Park & ?

Locking lid 95 gallon recycles containers with small lid cutouts for bottles and cans. To be placed by each trash can location within Park.

Large high volume events (Western Days) may require containers be removed or event sponsor to cover increase cost due to large volume and addition containers.

Twin Falls Parks & Recreation will be required to move each container to street curb before 7:00 AM on set service day.

Additional signage may be needed at park entrances to inform public of program and materials excepted.



TITLE	CAN COLLAR ASSEMBLY		
DATE	14-Jul-03	SHEETS:	1 of 1
		FIGURE NUMBER	FA-1135
		REV.	
<b>TOTER</b>		<b>INCORPORATED</b>	
		<b>STATESVILLE NC</b>	

## Kevin Dane

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**From:** Patricia Santos <santos\_stories@hotmail.com>  
**Sent:** Tuesday, February 11, 2014 4:12 PM  
**To:** Kevin Dane  
**Subject:** Recycling at parks  
**Attachments:** misc 002.JPG; misc 003.JPG

Dear Parks and Recreation board,

I regularly walk my dogs at city parks and I'm discouraged when I see so many recyclable products in the trash. I was moved to contact the city after one big soccer event at the Sunway Soccer Complex, where the trash bins were filled with plastic bottles, cardboard boxes and soda cans.

For years, the City of Twin Falls has encouraged its residents to recycle at their homes, but the city can do more to encourage recycling. And that, to offer recycling opportunities at the city's many parks. There are ways this can be accomplished:

- Recycling bins be placed at all the city parks during the park season. Without much expenditure, the city can paint RECYCLE on existing bins, or I'm sure any number of civic clubs would volunteer to do that job.
- At the Sunway Soccer Complex, Harmon Park and other facilities hosting soccer, tennis or softball or baseball teams, the many groups using those fields be encouraged to use the recycling bins provided or do recycling on their own.
- For special events, such as Western Days and Arts in the Park, that there be an added expense for use of the park facilities to cover any added costs of hauling away the recycling.
- Along with these actions, the city should inform the public that recycling bins are being provided at the parks and ask for the public's cooperation to use them.

People will recycle if given the chance.

In addition, the less refuse going into the landfills means less expense in the long run for the city and its residents.

I realize this may take some coordination with PSI to pick up the recycling, but there must be a way to make it work.

Thank you and I look forward to the opportunity to discuss this proposal.

Patricia Marcantonio

I have also attached photos of a bin at the Sunway Soccer Complex.



**Recreation Staff Report  
Brandy Mason  
April 2014**

**Spring Soccer:** We have completed registration and games will start on Monday April 14<sup>th</sup>. The season will run through May 8<sup>th</sup> and all games will be played at the Sunway Soccer Complex. We had more participants enroll this year which was up 21 participants from last year's 717. The table below compares the number of participants in each grade from 2012 to 2014.

Grade	2012	2013	2014
K Boys	92	94	95
1 <sup>st</sup> Boys	59	76	68
2 <sup>nd</sup> Boys	57	61	60
3 <sup>rd</sup> -4 <sup>th</sup> Boys	67	81	94
5 <sup>th</sup> -7 <sup>th</sup> Boys	42	40	55
K Girls	69	75	60
1 <sup>st</sup> Girls	49	66	67
2 <sup>nd</sup> Girls	70	41	52
3 <sup>rd</sup> -4 <sup>th</sup> Girls	98	106	110
5 <sup>th</sup> -7 <sup>th</sup> Girls	55	77	77
Total:	658	717	738

**Baseball/Softball:** Regular registration began Monday March 31<sup>st</sup> and will end Monday April 28<sup>th</sup>.

**Men's & Coed Softball:** Rosters will be due on Friday May 2<sup>nd</sup>. The men's league will consist of 16 games with a double elimination tournament to follow and the coed will consist of 10 games with a double elimination tournament. The cost is \$810 for men's and \$650 for coed, which includes game balls and scorekeepers. Games will start the week of Tuesday May 27<sup>th</sup> and run through the 2<sup>nd</sup> or 3<sup>rd</sup> week of August.

**Hershey's Track Meet:** Will be held at Canyon Ridge High School on Saturday May 10<sup>th</sup> from 9am to 1pm. We will be working again with the Twin Falls Kiwanis Club to offer this free event for boys and girls from the ages of 7-14 in the Magic Valley.

**Recreation Report April 2014  
Stacy McClintock  
Recreation Supervisor**

**Spring/Summer Recreation Guide** is currently at the printers, so look for it soon at the Parks and Recreation office, Hansen Building, City Hall, Library, YMCA and the Y/City pool. The Recreation Guide will also be available on line at [www.tfid.org](http://www.tfid.org).

We are currently taking registration for our “**Sporties for Shorties**” program. This program is designed for 4 and 5 year old boys and girls. This program is designed to introduce the fundamentals of all sports, soccer, basketball, football and baseball in a non-competitive environment. Each Saturday, participants work on skill development while having fun. There are no designated teams or coaches and parents are required to participate with their child. Each participant will receive a t-shirt.

**Success Martial Arts** is a fun and positive way to give kids a head start. Students learn the benefits of discipline and confidence as well as developing coordination, strength and flexibility. These skills will prove valuable in all areas of life. This program is designed for all ages and levels of ability. Season begins May 5th. The cost is \$89, includes uniform.

Currently we are prepping the softball and baseball fields for **Cal Ripken/Babe Ruth** baseball/softball.

Currently we are taking registration for Youth Baseball/Softball. Registration is for kids that are currently in kindergarten through eighth grade. Registration dates are March 31<sup>st</sup> through April 28<sup>th</sup>. After April 28<sup>th</sup> a late registration fee will be added to the account.

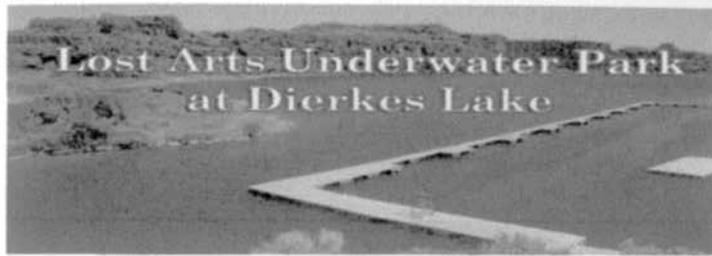
Dr. Ward from Ward Orthodontics will be sponsoring the baseball/softball shirts this year.

Staff has purchased a storage container at the Sunway Soccer Complex, so we will not be renting from Apex container anymore.

**Parks Department Report  
Parks Coordinators  
Todd Andersen & Kevin Skelton  
April 2014**

The past month the Parks Department has been working on the following projects and regular maintenance:

- Baxter’s Park is under construction, PI line has been installed, pump house concrete pad has been poured and the pump house has been placed. More grading and rock removal is being done. Seeding will take place later this month.
- Two pre-fabricated restroom and two picnic shelter permits have been secured and the contractor will be Doug McCoy Construction.
- All the restrooms are now open.
- 19 trees have been planted at Shoshone Falls Park and 22 trees have been planted at Baxters Dog Park.
- Pre-emergent herbicide applications are complete.



## Proposal for Underwater Park

Twin Falls Parks and Recreation

11:45am - April 8<sup>th</sup> - Council Chambers

**Presented by:** Paul Melni - Master Scuba Diver Trainer/EFR Instructor

**Summary:** This is a proposal to create an underwater gallery of objects to be used as an attraction for recreational scuba divers. The artistic pieces will range from sculptures to a small airplane, all being permanently installed on the lake bottom. This project also aims to improve fish habitats by providing artificial reefs. Our goal is to create an inexpensive, safe, and enjoyable experience for both local divers and tourists alike.

### **Presentation Outline:**

Introduction

Project Proposal

Other Underwater Parks

Environmental Benefits

Safety/Cost

Marketing

Q/A

Thank you for your consideration.

Paul Melni  
Riverat Adventure Toys  
701 2<sup>nd</sup> Ave S  
Twin Falls, ID 83302  
208-735-8697



**TWIN FALLS COMMUNITY FOUNDATION**  
**P. O. Box 5632**  
**TWIN FALLS, IDAHO 83303-5632**  
**(208) 734-6181 ext 113**

March 10, 2014

**CITY OF TWIN FALLS**  
**PARKS AND RECREATION COMMISSION**  
**136 Maxell Avenue**  
**Twin Falls, ID 83301**

**Att: Dennis Bowyer**

Dear Dennis,

In accordance with the City of Twin Falls Naming Policy, adopted April 23, 2012, please accept this letter as a formal request to officially name the new proposed plaza and splash park in Downtown Twin Falls the **DOWNTOWN COMMONS**. The Twin Falls Community Foundation has been involved in this project for nearly two years now, raising funds and obtaining architectural designs and specifications. We have solicited and obtained positive feedback from a wide variety of citizens regarding the proposed plan. We have also previously obtained approval to proceed from the Twin Falls City Council. As a Board we have referred to the project as the **DOWNTOWN COMMONS** for much of the past year and would propose to the City of Twin Falls approve the official use of this name.

The reason that we propose the name **DOWNTOWN COMMONS** is that the area is strategically located in Downtown Twin Falls. It is also common in many areas of the country to refer to facilities and areas of this sort as "COMMONS". This term refers to a common gathering place and we feel this describes exactly what the new plaza is and will become.

If you could please review this request and, if acceptable to your commission, forward it to the City of Twin Falls City Council for final approval. Should you have any questions or comments, please feel free to contact me.

Respectfully,

*Terry C. McCurdy*

Terry C. McCurdy  
Chairman, Twin Falls Community Foundation, Inc.



## City of Twin Falls Naming Policy

### Public Buildings, Streets, Public Parks, & Park and Recreation Facilities

The City of Twin Falls believes that the designation of names for public buildings, streets, public parks, and park and recreation facilities is in the public interest and should promote & celebrate the community's identity, diversity and pride.

The City Council shall designate the names of public buildings, streets, public parks, and parks and recreation facilities, after receiving a recommendation from the Parks and Recreation Commission which recommendation shall be based on public input and compliance to the standards contained herein.

The selection of names for buildings, streets, parks, and park and recreation facilities shall be based upon the following criteria:

1. Neighborhood or geographical identification (e.g. Harrison and Morning Sun Parks, Albion, Buhl, etc. street names)
2. Natural or geological features (e.g. Shoshone Falls and Dierkes Lake)
3. Local or national historical or cultural significance (e.g. Oregon Trail Youth Complex and Frontier Field)
4. A historical figure, individual, family, or organization that has made a significant land, monetary, or service contribution to the acquisition of the property, park system, or the community in general (e.g. Cascade Park, Clyde Thomsen Park, Drury Park, and Harry Barry Park)
  - Building, parks, and facilities shall not ordinarily be named for living persons, except in the event that an individual, family or organization has made a significant and tangible contribution or donations to, or has performed extraordinary or outstanding public service for the community and/or parks and recreation system, or in cases where such name is stipulated as a condition of the donation or acquisition.

- In cases where the person is living, or the event to be commemorated took place within the last year, there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
  - In cases where the person is deceased, the person shall have been deceased for a minimum of six months, and there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
  - In cases of outstanding public service; buildings, streets, parks or facilities may be named for a person, provided at least six or more months have lapsed between the service provided and the consideration for naming.
5. In general, portions of a facility typically do not have a name other than that of the entire facility. However, a park's interior features, rooms in a building, sub-elements and/or facilities may have names other than that of the entire park (e.g. Carter Gibb Field at Frontier Field). In naming minor facilities, rooms, and sub-elements or parks, these names are subject to the criteria designated herein.

Elected/appointed City of Twin Falls officials and currently employed staff shall not be eligible for consideration until they are no longer in office or have been retired from city service for at least six months.

6. A name, once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

## **Procedure**

1. A request for naming of a public building, street, public park, or park and recreation facility shall be submitted in writing to the Parks and Recreation Department.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria in this policy. When naming after a person or persons, the application will describe that person's local or national historical or cultural significance. Written documentation of approval by next of kin to be honored (if available) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks & Recreation commission. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
3. Upon completion of staff review, the request will be scheduled for consideration by the Parks and Recreation Commission. The request will be considered at a public meeting to provide the opportunity for public input on the proposed naming.
4. The Parks and Recreation Commission shall forward their recommendation to the City Council for final decision.

5. If a contest or competition is to be held to determine the name of a building, street, park, or park and recreation facility, the Parks and Recreation Commission and the Parks & Recreation Director or appropriate staff shall establish guidelines and rules for the contest.
6. The City Council and/or the Parks and Recreation Commission can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
7. In the absence of any naming requests, the Parks and Recreation Commission shall adhere to criteria stated in this policy in recommendation of a name.

### **Renaming of Existing Public Buildings, Public Park, and Park and Recreation Facilities**

Renaming of public buildings, streets, public parks, and parks and recreation facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming. The process for renaming a facility is the same procedure to name a public building, street, public park, or park and recreation facility.

### **General Naming Regulations**

1. Land and/or improvements dedicated to the City as part of a subdivision's development requirements shall not be considered a significant contribution as it relates to this naming policy.
2. This naming policy shall not apply to new streets being proposed and/or constructed as part of a subdivision by a developer.
3. Nothing contained in this policy shall prevent the City from entering into a contractual agreement regarding the naming and sponsorship of a facility. A naming and sponsorship contract shall be subject to the process described in this policy. A facility sponsorship name shall not be considered permanent, but will expire with the expiration of the contract.
4. In the renaming of a street, the applicant shall notify all property owners and residents on that street of a public hearing in front of the City Council.
5. The regulations contained in this policy may be waived in certain circumstances at the discretion of the City Council.

Adopted April 23, 2012