

COMMISSIONERS:

Marc Lambert Richard Birrell Joey Martin Tom Reynolds Liyah Babayan Brian Rice Aaron Camacho Gabe Ostyn Cindy Collins
Chairman Vice Chairman



Meeting Minutes
Meeting of the Parks and Recreation Commission
Tuesday, June 14, 2016 11:30 am- City Council Chambers
305 3rd Ave E – Twin Falls, Idaho

CONFIRMATION OF QUORUM – A quorum was established		
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA		
AGENDA ITEMS	Purpose:	By:
I. <u>CONSENT CALENDAR:</u> Request to approve meetings minutes of April 19, 2016	Action	Nikki Miller
II. <u>ITEMS FOR CONSIDERATION:</u>		
1. Review of public meeting conduct and procedure	Presentation	Mitch Humble
2. Parks and Recreation Updates	Presentation	Stacy McClintock/ Wendy Davis
3. Tree Commission Bylaws/Review	Presentation	
4. Other Items from the Commission	Discussion	Wendy Davis
	Commission	
III. <u>ATTACHMENTS:</u>		
1. April 19, 2016 Meeting Minutes		
2. Parks and Recreation Updates		
3. Tree Commission Bylaws		
V. <u>ADJOURNMENT:</u>		

Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.

Present: Marc Lambert, Aaron Camacho, Gabe Ostyn, Cindy Collins, Liyah Babayan, Brian Rice

Absent: Joey Martin, Richard Birrell, Tom Reynolds

Staff Present: Wendy Davis, Mitch Humble and Nikki Miller

Staff Absent: Stacy McClintock

Council Present: N/A

Council Absent: Nikki Boyd

Guest: N/A

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA: None

AGENDA ITEMS

I. CONSENT CALENDAR:

Request to approve the minutes of the April 19, 2016 meeting. There were no meeting minutes for May as there was not a quorum. Liyah moved to approve meeting minutes as presented, Aaron seconded the motion and the minutes were approved with a unanimous vote.

II. ITEMS FOR CONSIDERATION:

1. Review of public meeting conduct and procedure

Mitch Humble addressed the Commission with the procedures, process, and decorum in running an Advisory Board. He explained the duties of the Commission as an advisory board that reports to the City Council. The Parks and Recreation Commission gives recommendations to the City Council for the Parks and Recreation department, the YMCA/City Pool, the Golf Course, and the Tree Commission. Mitch indicated that motions are made in the positive and voting then takes place. He also covered what Fees In-Lieu of are all about and how to review and make recommendations.

Mitch went on to explain how to make a motions, seconding and voting. He stated that there are two ways to vote, a voice vote and a roll call vote and when a roll call vote might be needed over a voice vote.

This Commission is composed of nine-members, with a quorum being five members present. The Commission is required to follow the Open Meeting Laws that the Council has to follow. Agendas are prepared and posted and should be followed in the meeting. If an item is not on the agenda a motion is required to add an item to the agenda. Liyah Babayan asked Mitch to speak on email items. Mitch indicated that due to the open meeting laws two or more members should not get together and discuss items. All items should be discussed at the meeting. Emails should not be for discussing potential items that should be addressed at a meeting. He cautioned the Commission to be aware when meeting or hanging out with another Commissioner in regards to the open meeting laws. Mitch also covered conflicts of interest. It might not apply so much on this Commission, however if a decision has to be made and a commission member has a direct personal relation to the decision that member may need to excuse themselves from voting.

Wendy asked Mitch if there is a percentage of the meetings that a member needs to attend to be an active member of the Commission. Mitch indicated that there is not a requirement for attendance however there is an expectation that members be in attendance. The Commission cannot remove a member but the Council can. A concern needs to be taken to the Council liaison if there is an issue. Mitch also indicated that a Commission member can remove themselves if their circumstances changed and they are unable to fulfill their term.

Wendy asked Mitch to go over the how to conduct a meeting, how to make motions, who to address and how to stay on point. Mitch went over proper protocol on discussions on an item. Once a discussion has taken place a motion

can be made and this will help keep the focus on the motion and the discussion is very clear. Get the motion on the table and go from there. The Roberts Rules of Order are basically what the City follows.

2. Parks and Recreation Updates

Wendy covered the department updates with the Commission. She commented on the movies in the park and that a decision was made based on the attendance from last year to have one show in June and two shows in July and August. The City is asking for a design to build bid for the Pickleball courts and the bids are due June 28th at 5pm. The asphalt on the CSI tennis courts will be taking place June 20th with the courts being available again the second week in July. Wendy gave a brief update on the First Federal Splash Park, the hours of operation are 10am-8pm. The water does not run continuously, there is button that can be pushed and the water will run for 8 minutes and will shut off until the button is pushed again. The department is researching and working on informational/rule signs for the park. The flower baskets are up and the water truck has been revamped with better lights and a watering wand and a safer sitting place for personnel. Liyah commented how beautiful the baskets look. Wendy gave an overview of the five-acre project out at Sunway Soccer field. That has not started yet as the department is looking at the turf aspect and how to best resource and design that area. The Centennial trail experienced some damage and erosion from water runoff and is being worked on to avoid this in the future.

3. Tree Commission Bylaws/Review

Wendy and Mitch covered the Tree Commission responsibilities and what it means to be recognized as a Tree City, USA. Mitch talked about the trees in the City right away. There is an ordinance that addresses these trees. A permit is required to remove trees in the right away and or replace a tree according to the ordinance.

4. Other Items from the Commission

Marc asked about the YMCA and if there is an update. Mitch addressed this question. City Staff was directed to look deeper into the financials as there could be taxpayer money involved. The City is working with the Y and the goal of the City is to keep the pool open.

Cindy Collins asked about the Eagle Scout sign project at the Evel Knievel jump site. Wendy indicated that there were some grammatical items that needed corrected and everything is in place and he is anticipating to have the sign up by the 4th of July. Wendy has the final proof and will be checking to see if a sign permit will be needed for the project. Mitch informed the Commission that the department gets a lot of requests for Eagle projects and the department needs some ideas so if any commission members have any ideas they would be welcomed.

III. COMMISSION REPORTS/ANNOUNCEMENTS:

IV. ADJOURNMENT: Meeting adjourned at 1pm. Next Commission meeting will be July 12, 2016 at City Council Chambers located at 305 3rd Ave E., at 11:30 am.