



# CITY OF COEUR D'ALENE

## PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E. MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83816-3964  
208-769-2252 – FAX 208-769-2383

### PARKS & RECREATION COMMISSION MINUTES

January 26, 2026 – 5:30 p.m.  
COMMUNITY ROOM - LIBRARY

#### **MEMBERS PRESENT:**

Scott Cranston, Chair  
Bridget Hill  
Jim Lien  
Warren Bakes

#### **ABSENT:**

Mike McDowell  
Ginny Tate  
Christie Wood  
Mason TerDoest, Student Rep  
Jennifer Pytlewski, Alt Student Rep

#### **STAFF PRESENT:**

Bill Greenwood, Parks & Recreation Director  
Adam Rouse, Recreation Superintendent  
Monte McCully, Trail Coordinator  
Melissa Brandt, Transcriptionist

#### **GUESTS:**

Lindsay Patterson  
Suzanne Knutson  
Chris Shelton  
Chris Meyer

**CALL TO ORDER:** Commissioner Cranston called the meeting to order at 5:30 p.m.

#### **1. ROLL CALL**

Four members present resulting in a quorum.

#### **2. PLEDGE OF ALLEGIANCE**

Commissioner Hill led the Pledge of Allegiance.

#### **3. CONFLICT OF INTEREST**

None.

#### **4. APPROVAL OF MINUTES – Action Item**

Commissioner Lien made a motion to approve the minutes of December 15, 2025, meeting, Commissioner Hill seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

#### **5. STAFF COMMENTS**

Director Greenwood: We lost more than 30 trees at Forest Cemetery in the last windstorm appeared to be a micro-burst that half-uprooted and broke treetops. This occurrence there has been some headstone damage, the cemetery was closed for about three weeks. We have a couple open positions, advertising for a park lead worker and Urban Forester. We will also have lead custodian interviews occurring next month.

Superintendent Rouse: Just completed 3<sup>rd</sup>-8<sup>th</sup> grade basketball serving over 500 kids. Men's winter basketball season has finished up with registration for spring taking place now with 16-20 teams. Our K-2<sup>nd</sup> grade basketball program is underway with 30 teams; swim registration took place today 200 kids have been registered for this six-week season. Soccer camps are going on now with NIC men's head coach offering four sets of camps. Renewed our contract with the public golf course for kid's lessons. Fully booked at the Jewett House for 2026, taking bookings for 2027. An MOU forthcoming with the school district renegotiating our agreement. For the Jewett House Caretaker position, we received 12 submittals. We are interviewing four submissions over the next couple of weeks. Hopefully a new caretaker will be onsite before our busy season starts.

Commissioner Cranston: How are the numbers trending and any issues with facilities? Rouse: K-2<sup>nd</sup> grade basketball registration down about 20 kids, other programs trending up 10-15%. Adding gymnasium space for the winter, we are full in the facilities we do have, staffing can also become an issue trying to cover all programs.

## **6. COMMISSIONER COMMENTS**

Commissioner Bakes: We had family visiting this summer and fall. Everyone who has come we've taken them to Tubbs, parks, and the river, without exception everyone has been enthralled with the park system.

## **7. PUBLIC COMMENTS**

Suzanne Knutson, 4208 West Appaloosa Road, board member of Specialized Needs Recreation, thank you, Commissioners, for being here tonight and all you do in our community to keep things fun. We at SNR are very encouraged by the lengthy partnership we have had with CDA Parks and Recreation for 42 years. We are grateful to see it continue through and ask for your support tonight for this MOU.

## **8. SPECIALIZED NEEDS RECREATION MOU – Action Item**

*Commissioner Cranston read the staff report for the record.*

Superintendent Rouse: This is the finished version of what was brought to the December meeting. A good opportunity for them to expand with a dedicated piece of land to assist in their efforts to fundraise, and we would be able to utilize the space for our programs and partner with them on programs.

Commissioner Cranston: Will the land still be adequate for a facility and field use. Rouse: We're looking at the building piece and the goal to develop the whole space and outdoor ground.

Commissioner Lien: Regarding Exhibit A, the boxed area is the building space? Is there a timeframe for the MOU? This is an exciting opportunity to support them and all they do. Greenwood: The boxed area indicates where the building would be located with some open space for future field use. The space with an MOU helps their capital campaign efforts. Their kickoff is in March. Rouse: The agreement will be for three years with an option to extend that timeframe.

Suzanne Knutson, SNR Board Member, Lindsay Patterson, SNR Executive Director, and Chris Shelton, volunteer construction manager. Shelton: Parking for the building,

the interior office space and activity rooms will be dedicated for SNR functions. The basketball court would be shared with the City. Greenwood: Head in parking for the building with handicap spaces will be part of the building plans, and use of the parking lot already onsite for overflow. Shelton: Goal is \$3-3.5M as soon as there is money to generate building documents to select a general contractor and be more accurate on funding needed. Patterson: We have had a longstanding relationship with the City since 1984; we can call on them anytime to utilize space for our programs, for our fundraiser in June, kickball this fall, and pickleball lessons. The facility would allow for additional use and expansion by Parks and Recreation. Knutson: Our partnership with Parks and Recreation is just a piece of what we have with the City of Coeur d'Alene; this partnership makes a huge statement to the other cities around us how Coeur d'Alene values those with special needs.

Commissioner Lien made a motion to recommend Council approve the Memorandum of Understanding with Specialized Needs Recreation to formally dedicate their use of property at Cherry Hill Park, 1719 North 15<sup>th</sup> Street, for construction of a recreation facility, Commissioner Bakes seconded the motion. There being no further discussion, motion passed unanimously.

**9. SURPLUS PROPERTY ALONG ATLAS TRAIL – Action Item**

*Commissioner Cranston read the staff report for the record.*

Trail Coordinator McCully: Southeast is Atlas Park to the northwest would be Johnson Mill River Park, property just adjacent to Heritage Health has developed their trail and Lance Douglass will complete his trail. All these trails are nearly complete from Atlas Mill Park to Johnson Mill River Park. We acquired the property 12 years ago some parts of the property were chunked out and difficult to manage and maintain, we have no interest in this specific section. We've been working with Chris Meyer of Parkwood Business Properties to complete this trail section.

Meyer: We have been working with Heritage Health to consolidate eight locations into their Center for Healthy Living in the old US Bank call center. In the process of meeting requirements of the city to enhance the property with enhancements we came up with creative ways to make the area work for the public and Heritage Health. They offered to acquire the city property to meet their needs in exchange for giving the city some park improvements. There are a bunch of ways to add value to the public in exchange for a piece of land that isn't usable by the city. McCully: They also added a bus stop up on Seltice by the parking lot. We would never develop that small triangle as a pocket park as we have two parks already in that area.

Commissioner Lien made a motion to approve surplus of 0.5-acre of city-owned property, which is a portion of Tax #24207 located behind 3700 West Seltice Way along the future Atlas Trail connection in exchange for completion of a portion of the Atlas Trail, substantial public improvements to the adjacent city-owned property and the purchase of solar lighting for the skate park, Commissioner Hill seconded the motion. There being no further discussion, motion passed unanimously.

**10. NORTH IDAHO COLLEGE MOU – Action Item**

*Commissioner Cranston read the staff report for the record.*

Superintendent Rouse: The partnership was mostly a handshake agreement many years ago, there used to be reciprocating use of their gymnasium, we haven't had use of their facilities for about 15 years. Keeping in line with all the other user agreements we've brought forward for collecting fees and bringing these user agreements forward and updating them. Approves dedicated use for them and the city continues to maintain the location, NIC will do their own field preparation.

Commissioner Lien made a motion to recommend Council approve a Memorandum of Understanding with North Idaho College for regular use of the Memorial Field Softball Facility; Commissioner Bakes seconded the motion. There being no further discussion, motion passed unanimously.

**11. NEXT MEETING / ADJOURNMENT:**

Commissioner Cranston announced the next meeting date.

Next meeting date:

- Monday, February 23, 2026: 5:30 p.m., Meeting; Library Community Room

Commissioner Bakes made a motion to adjourn the meeting Commissioner Hill seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:10 pm.