



## CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83814  
208-769-2252 FAX: 208-769-2383

### **Mission Statement**

To actively strive to provide a quality park system that offers a diverse range of experiences, preserves local resources, and provides a safe, pleasant, and enjoyable environment.

### **Parks & Recreation Commission Meeting Community Room - Library**

### **AGENDA**

**March 16, 2026 – 5:30 pm**

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) “Conflict of Interest” Declaration
- 4) Approval of January 26, 2026, Minutes – Action Item
- 5) Staff Comments
- 6) Commissioner Comments
- 7) Public Comments (Comments limited to **3** minutes)
- 8) Jewett House Caretaker Agreement – Action Item
- 9) Next Meeting / Adjournment:
  - Monday, April 20, 2026-5:30 pm-Library Community Room

*The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact the Parks Department at (208)769-2252 at least 72 hours in advance of the meeting date and time.*



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CITY HALL, 710 E. MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83816-3964  
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## 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.

**PARKS & RECREATION COMMISSION  
STAFF REPORT**

**Date:** March 16, 2026  
**From:** Adam Rouse, Recreation Superintendent  
**SUBJECT:** JEWETT HOUSE CARETAKER AGREEMENT

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**DECISION POINT:** Should the City Council approve the Jewett House Caretaker Agreement with Peter and Vicky Clancy.

**HISTORY:** The Jewett House was under the same caretaker since 1985. At that time a letter of appointment was the agreement on record. Staff posted an advertisement for the caretaker position requesting applicants submit a resume and references in late November. The position was open through December and closed on January 9. A dozen applications were received and four couples were interviewed. Peter and Vicky Clancy were offered, and accepted, the offer of Jewett House caretakers.

**FINANCIAL ANALYSIS:** There is no impact to the City.

**PERFORMANCE ANALYSIS:** The agreement will formally capture expectations, commitment, and performance of the position, and allows for clarity for both parties.

**DECISION POINT / RECOMMENDATION:** Recommend the City Council approve the Jewett House Caretaker Agreement with Peter and Vicky Clancy.

## **JEWETT HOUSE CARETAKER AGREEMENT**

The City of Coeur d'Alene (hereinafter the "City") and Peter and Vicki Clancy (hereinafter the "Clancys") enter into this agreement for the provision of caretaker services by the Clancys for the Jewett House. The three-year agreement will begin May 1, 2026, and expire June 30, 2029.

The parties hereby agree as follows:

1. The goal and purpose of this agreement is to cultivate a positive, supportive partnership that contributes to a constructive environment at the Jewett House.
2. The first six months of residency will be a "probationary" period, to allow for open communication, clarifying terms of this working relationship, and determining the ability of the Clancys to carry out the duties required.
3. The appointment is at the discretion of the City. If termination is without cause, the City will give the Clancys at least sixty (60) days' written notice to vacate. If termination is for cause, the City will give the Clancys at least thirty (30) days' written notice. If termination is for a breach of this Agreement, the City will give the Clancys' seven (7) days to cure the breach prior to terminating the Agreement.
4. If performance meets expectations, this agreement may be extended for an additional three years at the sole discretion of the City. The City will not refuse to extend the agreement unreasonably or without cause.
5. The Clancys need not always be present at the house. However, the Clancys will generally be available during weekly senior hours, provide tours for weekend events, and be available whenever the Jewett House is open to the public. For weekend events, the Clancys will be onsite to monitor, properly care for the facility, and coordinate with users during their activity. The Clancys shall receive one weekend off a month from June through September, coordinating absences with the Parks and Recreation Department. For purposes of this agreement, the weekend is the period from Friday at 5:00 p.m. to Monday at 8:00 a.m. Months outside of June through September, weekends are not generally scheduled, however, senior activities do still take place Monday through Friday.
6. On the second floor on the west side of the house, the large room, enclosed sunroom, master bathroom, two bedrooms, "Jack and Jill" restroom, and north enclosed sunroom are designated as the Clancys' private living quarters. The main floor kitchen is also for the Clancys' use and may be used, at the discretion of the Clancys, on a very limited basis by other facility users. Personal visitors are allowed, PROVIDED, visitors are restricted to small groups and activities conducive to the character of the facility.
7. The Clancys shall not be considered employees of the City and shall not be considered agents of the City except in the performance of duties outlined herein.

**DUTIES**

8. Under the general supervision of the Recreation Superintendent, the Caretakers shall maintain the Jewett House and grounds, reside in the facility, assist with Jewett House programs and events, weekend and staff events, and perform related work as may be required by the Recreation Superintendent.

9. The Clancys shall maintain an adequate stock of supplies, equipment and materials to be used in maintenance and repair work; sweep, mop, wax, and buff floors, dust and polish furniture and woodwork, empty and clean waste receptacles, clean restrooms, wash windows, woodwork and walls. Further, the Clancys shall regularly wash the exterior of the home, May to October.

10. The Clancys shall coordinate with facility users according to house guidelines, set up onsite meetings and activity rooms and areas, perform minor repair work on buildings, fixtures, and grounds, coordinate activities of outside repair and maintenance, and may collect and record donations.

11. The Clancys shall report all problems and changes in the condition of the facility to the Recreation Superintendent in a timely manner. In the event an emergency affecting life safety or the structural integrity of the facilities, the Clancys shall report to the Recreation Superintendent as soon as practicable.

**QUALIFICATIONS**

12. The Clancys shall, always during the term of this Agreement:

- a. Possess the knowledge of the practices, tools, equipment, and materials used in custodial work, and of good safety practices as applied to custodial work.
- b. Possess the ability to perform outdoor maintenance.
- c. Demonstrate the ability to operate tools and equipment used in custodial and minor maintenance work.
- d. Follow and give complete and reasonable written and oral instructions.
- e. Work independently.
- f. Establish and maintain positive, effective working relationships with others.

**CONDITIONS**

13. The Caretakers work under the direction of the Recreation Superintendent. The Caretakers are not considered employees of the City of Coeur d'Alene and continued

caretaking is at the will of the Parks and Recreation Department. The Department has established the following conditions regarding the appointment:

- a. A married couple with no additional dependents.
- b. Other employment obligations must allow one caretaker to be generally available at the house, especially during program hours.
- c. No home occupations may be carried on at the house.
- d. No pets are allowed.
- e. Carry Renter's Insurance for personal belongings.

**COMPENSATION**

14. The Caretakers shall have the free use of specified rooms of the Jewett House as living quarters, as designated by the Recreation Superintendent. Heat, electricity, water, and internet are paid for by the City. Supplies and equipment for repair and maintenance of the facility will be furnished by the City upon written request. Personal expenses are the responsibility of the Clancys. The City will pay an hourly monitoring fee of \$50 for weekend or special events, but not for the weekly senior activities. The Clancys will provide a recording of their time per event for payment. Disbursement shall be made monthly through City of Coeur d'Alene Accounts Payables and will require a completed IRS Form 1099.

CITY OF COEUR D'ALENE

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Daniel K. Gookin, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter and Vicky Clancy

\_\_\_\_\_  
Date