



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

May 18, 2026 – 5:30 pm

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) “Conflict of Interest” Declaration
- 4) Approval of April 20, 2026, Minutes – Action Item
- 5) Staff Comments
- 6) Commissioner Comments
- 7) Public Comments (Comments limited to **3** minutes)
- 8) City Park Rotary Bandshell Refresh-Information Item
- 9) Jewett House Caretakers Introduction – Information Item
- 10) Panhandle Parks Foundation Update – Information Item
- 11) Update Municipal Code 4.25.030 – Action Item
- 12) Next Meeting / Adjournment:
 - Monday, June 15, 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.

**PARKS & RECREATION COMMISSION
MEETING MINUTES
April 20, 2026
Community Room, Library**

MEMBERS' PRESENT:

Scott Cranston, Chair
Mike McDowell
Christie Wood (late arrival 5:33 pm)
Jim Lien
Ginny Tate
Mason TerDoest, Student Rep

STAFF PRESENT:

Adam Rouse, Interim Parks & Recreation Director
Jordan Anderson, Recreation Coordinator
Shane O'Shea, Trail Coordinator
Melissa Brandt, Administrative Assistant

ABSENT:

Bridget Hill
Warren Bakes
Jennifer Pytlewski, Alt Student Rep

GUESTS:

Dave Taylor, Tubbs Hill Foundation
Annette Brandsvold, Tubbs Hill Foundation

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

1. ROLL CALL

Five members present resulting in a quorum.

2. PLEDGE OF ALLEGIANCE

Commissioner Lien 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 the January 26, 2026, meeting, Commissioner Tate seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

5. STAFF COMMENTS

Interim Director Rouse: Parks division is in the middle of spring duties. We are working on a bid packet for turf replacement at the McEuen playground. Interviews were held for a Parks Worker II a seasonal was offered the position we also have approval for two more vacant Parks Worker II's that will be filled in May and June. We have had a strong seasonal candidate pool. We will be close to fully staffed. Building Maintenance is obtaining quotes to replace the Bandshell stage at City Park, and quotes for a leak at the 3rd Street parking garage.

Recreation Coordinator Anderson: Finished up basketball with nearly 1,000 participants. Our spring and summer programs are in full swing. Spring soccer games started last week with more than 600 participants and a good group of young officials. T-ball camp for 3- and 4-year-olds filled up in less than a week with plans for

basketball camps for this age group. Adult softball has 75 teams spread out over multiple divisions: coed, men's, church, and senior. Our partnership with Coeur d'Alene Public Golf Course has been a great success with 200 kids participating in over four sessions, ages 5-7, 8-10, and 11-13. Great volunteers and use of their equipment. North Idaho College soccer camps have been very successful, some indoor camps this winter and other offerings this spring and summer. We have been building more community partnerships, including Future Starz Youth Sports physical education through the summer we are still working through details. Pickleball youth camps and adult lessons also continue this summer. Bills Heating & Cooling, one of our regular sponsors, came to us a couple weeks ago with an idea of a basketball camp with Gonzaga University basketball player Davis Vogle (NIL funds through Gonzaga). We anticipate camp to fill up quickly. Brix Lego based camp, weeklong held at one of the school gyms, excited to explore this opportunity. Jewett House busy as ever booked through 2026 every weekend through the first week of Oct. Already booked 10-12 events for 2027. The Jewett House refresh is coming to an end with new paint, bathroom renovations, and carpet prior to the new caretakers, Peter and Vicki Clancy, moving in mid-May. Strong participation in all programs. Expanding offerings to new partnerships. All programs, except for swim, are available for online registration at teamsideline.com/cdaid.

6. COMMISSIONER COMMENTS

None.

7. PUBLIC COMMENTS

None.

8. TUBBS HILL PRESENTATION – *Information Item*

Dave Taylor, as past president of the Tubbs Hill Foundation, also known as Friends of Tubbs Hill, gave an update on their activities and will also present at the City Council meeting in May per request of the Mayor. The group has been around for about 40 years, with other organizations that helped with the acquisition of Tubbs Hill. We are non-profit and we advocate keeping Tubbs as natural as possible. We also were part of the process for fire mitigation. No negative feedback as we shared information with people on the hill. The hill looks good, natural vegetation is growing back, slash piles are gone and there is new growth of trees. A planting was held last week to continue to restore trees as part of the grant funds. The group fundraises and helped match the city's portion of the grant for the fire mitigation. Main goals are volunteering and educating. We participate with field trips for students, field days, a water festival, museum kids spring break program and library nature walks on Tubbs. Volunteers wear green vests as trail ambassadors to give guidance and educate about Tubbs; we are regularly on the hill. Concerns for Tubbs include the number of people on the hill, our counter recorded nearly 350,000 people at the 3rd Street entrance and once a year we move the counter to East Tubbs and see upwards of 150,000 at that location. Bicyclists are also showing up more. We try to educate folks that they aren't allowed. We do three cleanups a year in coordination with the parks department. Earth day, the 5th of July and October are the standard timeframes for cleanup. Dogs on Tubbs off leash on narrow trails is a problem, dog poop on the hill, not a natural thing, and it makes its way downhill and into the lake. Trail work over the last 6 years we've been very busy. Erosion causes issues, so we re-route trails to help mitigate that problem.

Trail modifications also help with safety. We have captured numbers over time in the last 6 years, 3,000 hours of work, and 500 people volunteering on a regular or periodic basis.

McDowell: What species of trees were planted? Trail Coordinator O'Shea: Ponderosa Pine, White Pine, and Larch. These trees were planted professionally as part of the grant received for fire mitigation.

9. LITTLE LEAGUE BUILDING MOU – Action Item

Commissioner Cranston read the staff report for the record.

Interim Director Rouse: Recently negotiated a renewed agreement with the Little League board. We hoped to have their architect attend; he was unable to do so. The building will take up some parking stalls. This won't be just a baseball facility but will be open for our program use and will include a restroom facility. This will be a good asset for us to utilize for our programs.

Commissioner Cranston: Any issues with the number of parking spaces lost and the requirement for a certain number of spaces? Rouse: will talk through that with planning department.

Commissioner Wood: Is there a timeframe? Rouse: We're requesting a three-year term. Don't believe they will have a problem raising the funds within the three years.

Commissioner TerDoest: Will this facility be open to the public? Rouse: Not on an individual basis, it would be for use by our programs or partner programs.

Commissioner Wood made a motion to recommend Council approve a Memorandum of Understanding with Coeur d'Alene Little League to reserve property at Canfield Sports Complex located at 5370 North 15th Street, for the purpose of an indoor baseball facility, Commissioner McDowell seconded the motion. There being no further discussion, motion passed unanimously.

10. UPDATE MUNICIPAL CODE 4.25.030 – Action Item

Commissioner Cranston read the staff report for the record.

Interim Director Rouse: We would like to add these two parks, Centennial Rotary Park on Sherman and Cherry Hill, to our alcohol permitted locations, same staffing and security requirements, makes sense given the events these groups have requested for sponsorships for their events.

Commissioner Wood: Has there been any conversations with Fire and the Police Department regarding these two locations, the last time the Downtown Association wanted to make a change to their event, it was not unanimous regarding the impact on police, fire, and parks. Impact on Sherman avenue is difficult for police and fire to control people outside, keeping them in a designated area. This needs a lot of conversation would not recommend skipping general services/public works, more work on this with consultation with police and fire.

Commissioner Cranston: Discuss with police and fire and bring back that information to the commissioner.

Commissioner Wood made a motion to table this item until conversations could be held with police and fire, Commissioner Tate seconded the motion. There being no further discussion, motion passed unanimously.

11. CANCOURSE MOU TRANSFER– Action Item

Commissioner Cranston read the staff report for the record.

Interim Director Rouse: Introduction of Shane O’Shea, a lead worker who took over as the Trail Coordinator upon Monte McCully becoming our Urban Forester. The transfer meets the overall objective of our natural open space master plan. This transfer of the property to the forest legacy program provides that the property would stay in the conservancy and protects into perpetuity. Cancourse is utilized by hikers and bikers, there has been no outcry from neighbors and no trash issues, the only issue is lack of parking. A renewal of the agreement will occur after the expiration of the current rollover term of five years.

Commissioner McDowell made a motion to recommend Council consent to the transfer of the existing five-year renewal Lease Agreement with Cancourse, LLC, to Inland Northwest Land Conservancy, Commissioner Tate seconded the motion. There being no further discussion, motion passed unanimously.

12. NEXT MEETING / ADJOURNMENT:

Commissioner Cranston announced the next meeting date.

Next meeting date:

- Monday, May 18, 2026: 5:30 p.m., Meeting; Library Community Room

Commissioner Lien made a motion to adjourn the meeting Commissioner Wood seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:33 pm.

**PARKS & RECREATION COMMISSION
STAFF REPORT**

DATE: May 18, 2026
FROM: Adam Rouse, Interim Parks and Recreation Director
RE: Update Coeur d'Alene Municipal Code § 4.25.030

DECISION POINT: Should the Parks and Recreation Commission recommend that the City Council add Coeur d'Alene Rotary Centennial Park and Cherry Hill Park to existing Coeur d'Alene Municipal Code § 4.25.030 to allow possession and consumption of beer, wine or other alcoholic beverages with a permit.

HISTORY: In 2007, the Parks Department received approval to allow the possession and consumption of alcohol at Riverstone Park with a permit and associated fees, including security. Riverstone Park became a test area for alcohol on public property. After several successful years at Riverstone, in 2014, City Park, McEuen Park, and the Jewett House were added to this exception for possession and consumption of alcohol. All alcohol events require an alcohol permit purchased through the Parks Department. Alcohol security fees are collected and Park staff schedule security with an outside security firm. Park staff also educate permit holders on the duties to ensure open containers stay within the boundaries of the roped-off area.

FINANCIAL ANALYSIS: Adding two parks where alcohol may be possessed and consumed causes no increased cost to the City. Alcohol permit and security fees will be collected, providing nominal revenue.

PERFORMANCE ANALYSIS: Park staff have vetted this proposed change with the City Police, Fire, and Legal Departments. The Inland Northwest Pickleball Club has requested permission to have a local brewery as a sponsor for its annual tournament held at Cherry Hill Park. The Coeur d'Alene Rotary Centennial Park is utilized by our local Rotarians, the Downtown Association, and the Arts and Culture Alliance, as well as being used as a space for public use. We have had requests from all three groups to allow them to serve alcohol as part of their events and fundraisers. All alcohol events in a City park require an alcohol permit and security fees purchased through the Parks Department. Security personnel oversee events, ensuring no underage drinking and that all drinks are kept within a roped-off area.

DECISION POINT/RECOMMENDATION: The Parks and Recreation Commission should recommend that the City Council add Coeur d'Alene Rotary Centennial Park and Cherry Hill Park to existing Coeur d'Alene Municipal Code § 4.25.030 to allow possession and consumption of beer, wine or other alcohol beverages with a permit.