



CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E. MULLAN AVENUE
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PARKS & RECREATION COMMISSION MINUTES

December 15, 2025 – 5:30 p.m.

COMMUNITY ROOM - LIBRARY

COMMISSIONERS PRESENT:

Scott Cranston, Chair
Mike McDowell
Bridget Hill
Christie Wood, Council Liaison
Jennifer Pytlewski, Alternate Student Representative

ABSENT:

Ginny Tate
Jim Lien
Warren Bales
Mason TerDoest, Student Representative

STAFF PRESENT:

Bill Greenwood, Parks & Recreation Director
Adam Rouse, Recreation Superintendent
Barry Porath, Parks Superintendent
Melissa Brandt, Transcriptionist

GUESTS:

Lindsay Patterson
Essex Prescott
Cory Schneider
Jared Schneider

CALL TO ORDER: Commissioner Cranston called the meeting to order at 5:31 p.m.

1. ROLL CALL

Five members present resulting in a quorum.

2. PLEDGE OF ALLEGIANCE

Commissioner Wood led the Pledge of Allegiance.

3. CONFLICT OF INTEREST

None.

4. APPROVAL OF MINUTES – *Action Item*

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

5. STAFF COMMENTS

Director Greenwood: Preparing for forecasted wind this week, the cemetery will be closed by at the end of the day. Introduced Barry Porath, our park superintendent, he ran the west-end of town for a time and has been with the department for six years. Hired three custodians in our building maintenance division providing services at city hall, the library, fire administration, the police station and streets and engineering. We have created a new floor care and lead custodian who will oversee the four custodians. This position will go to city council for approval at the first meeting in January. The old museum demolition started today that area will become a grassy

knoll and become a part of City Park, with irrigation, grass, and landscaping, providing a nice view of the lake.

6. COMMISSIONER COMMENTS

None.

7. PUBLIC COMMENTS

None.

8. SPECIAL NEEDS RECREATION – Information Item

Director Greenwood: Lindsay Patterson will update us on their programs and share a fundraising plan to create a new facility. We have land at Cherry Hill Park that could be utilized for a partnership with Special Needs Recreation. A Memorandum of Understanding will be forthcoming.

Patterson: Special Needs Recreation formed in 1984 to provide opportunities for underserved community members, a program essential to good health and wellbeing. A shared use facility would benefit SNR and the parks and recreation department. This project aligns with the city's values and is a meaningful investment. Programs offer a lifeline to our families. In 2025, we had 411 active participants, 38% who live in Coeur d'Alene utilizing our 2,000-square foot facility. Our community has grown and so have our programs, our facility is very limited. We have fifty-nine (59) community partners, who support our programs with multi-year commitments. A new facility would allow for indoor and outdoor sport courts, commercial grade kitchen, a dance and yoga studio, art studio and a garden space. A larger facility will allow for more participants. The new location would be 20,000 square feet. Director Greenwood: An MOU in place will help with fundraising. Half the need will have been provided, the land, in a perfect location. There will be an agreement and our use of the facility in the evenings. More details are forthcoming. Perfect location. We are exploring programming for the building, gathering information for office space, a floor plan for needs, and searching for grants.

9. THE BUOY LLC AGREEMENT – Action Item

Commissioner Cranston read the staff report for the record.

Director Greenwood: We have talked through their request and being open year-round, they do very well at this location. There are hurdles to getting the HVAC system to work correctly to heat the facility, complying with city building and fire codes. Winter operation will start next November. The Buoy: Wintertime will look drastically different; the vision is to have an indoor/outdoor feeling. There will be screens that come down with heaters to stay warm. Outdoor feel to it, the screens also block wind coming off the lake. Outdoor seating with firepits if weather permits. The patio lends very well to a lounge space with propane firepits and adequate seating to have the winter ambience outside the screened area. Igloos also would work well on the patio. We will feature the same basic menu with some items leaning toward warm comfort type food. Grab and go, lots of winter traffic at Tubbs, the ice rink, and cruises. Music if weather permits, music based on the weather. Commissioner Wood: Are we required to go out to bid for this concession space? Greenwood: The Buoy already has this location secured through their current agreement. Commissioner McDowell: The agreement mentions a mobile concession cart? The Buoy: Over the years it has been on and off

at the splashpad, we locate the cart closer to the building, easier for operations, not moving around the park, having it closer to the home base it is more consistently stocked. Items are grab and go like ice cream, water, and beverages.

Commissioner Wood made a motion to recommend the City Council approve the five-year lease agreement, with the option of an additional five-year renewal with The Buoy LLC to provide concession services year-round at the McEuen Park Rotary Harbor House, Commissioner McDowell seconded the motion, there being no further discussion and all being in favor, motion passed unanimously. This item will go to General Services/Public Works on December 22, 2025, and to Council on January 6, 2026.

10. NEXT MEETING / ADJOURNMENT:

Director Greenwood announced his retirement on March 20, 2026, he has been with the city since March 22, 1999.

Commissioner Cranston announced the next meeting date.

Next meeting date:

- Monday, January 26, 2026: 5:30 p.m., Meeting; Library Community Room

Commissioner Wood made a motion to adjourn the meeting Commissioner Hill seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:21 pm.