**PARKS & RECREATION COMMISSION**
**MEETING MINUTES**
**October 19, 2026**
**Community Room, Library**

**MEMBERS' PRESENT:**

Scott Cranston, Chair
Christie Wood
Jim Lien
Mike McDowell
Bridgett Hill
Ginny Tate

**STAFF PRESENT:**

Adam Rouse, Parks & Recreation Director
Barry Porath, Parks Superintendent
Jordan Anderson, Recreation Superintendent
Melissa Brandt, Administrative Assistant

**GUESTS:**

**ABSENT:**
Warren Bakes
Mason TerDoest, Student Rep

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

## 1. ROLL CALL

Six 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 Wood made a motion to approve the minutes of both the September 14, and September 29, 2026, meetings, Commissioner McDowell seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

## 5. STAFF COMMENTS

Superintendent Anderson introduced Cora Wilt, the City's new Recreation Coordinator, and provided a recreation program update. Youth soccer concluded another successful season with approximately 1,200 participants in grades K-8. Fall softball wrapped up with more than 100 adult teams participating across multiple divisions. Youth basketball registration exceeded 500 participants, with practices beginning in October and games scheduled to begin in November. Swim lessons continue at the McGrane Center, though recruitment and retention of swim instructors remains a challenge. Anderson highlighted several successful community partnerships, including programs with Coeur d'Alene Public Golf Course, North Idaho College athletics, Future Star Sports, Northwest Pickleball Club, Bill's Heating, and Bricks Camp. He reported that the Jewett House remains extremely popular, completing a full 2026 and 2027 reservations nearly full. He also discussed recent staffing changes, including his promotion to Recreation Superintendent, the hiring of Recreation Coordinator Cora Wilt, and Recreation Monitor Kyler Thornton.

Commissioner Lien inquired about the youth golf program. Anderson reported that instruction begins at age five and that classes routinely fill within days of registration opening.

Superintendent Porath reported completion of the removal of all storm-damaged trees in Forest Cemetery resulting from previous windstorms. Staff will now begin proactive tree assessments to identify and remove diseased or hazardous trees before they become safety concerns. Porath announced completion of seasonal irrigation winterization and closure of park restrooms for the season. Work on the McEuen Park turf replacement project is expected to be completed within the week. He also reported that Parks staff recently completed restoration and staining of the Fort Sherman Playground, noting the high quality of the finished project. Porath recognized Lead Worker Mark Walter on his retirement after 12 years of service with the City.

Commissioner Lien expressed concern regarding the availability of portable restroom facilities near Independence Point during the winter months. Director Rouse explained that staff is evaluating strategic placement of a limited number of portable restrooms while balancing costs and aesthetic considerations. Commissioners also discussed pine beetle impacts at Cherry Hill and other natural areas. Porath reported ongoing mitigation efforts, including removal of infested trees through grant-funded work. Several commissioners complimented Parks staff for maintaining the appearance and quality of City parks despite heavy summer use.

Director Rouse reported continued growth in recreation revenues, which have increased significantly over the past several years due in part to expanded programming and community partnerships. Jewett House revenues also continued to increase, exceeding $80,000 for the year and allowing the facility to remain self-sustaining. Rouse discussed staffing updates within the Parks Department, including plans to fill vacant positions and enhance field leadership by creating additional lead worker opportunities. He provided an update on the Land and Water Conservation Fund compliance process, noting that staff continues to work with Idaho Department of Parks and Recreation staff to resolve long-standing compliance issues and restore eligibility for future grant opportunities. Rouse also addressed public concerns regarding seasonal winterization of the K27 Memorial fountain, explaining that operational adjustments are necessary to prevent freeze damage and preserve the memorial. Staff intends to develop a formal seasonal operating policy while maintaining the memorial's appearance and significance throughout the year.

## 6. COMMISSIONER COMMENTS

None.

## 7. PUBLIC COMMENTS

None.

## 8. ESTABLISH AD HOC COMMITTEE FOR CITY PARK PROMENADE – *Action Item*

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

Commissioner Cranston proposed formation of an Ad Hoc Committee to evaluate improvements to the City Park Promenade corridor. Director Rouse stated the committee would provide an opportunity to develop a long-term vision for the promenade, Centennial

Trail alignment through City Park, and connectivity opportunities involving Independence Point. He noted the corridor serves nearly one million annual users and has significant infrastructure, landscaping, accessibility, and amenity needs. Commissioner Wood thanked community members who have expressed interest in participating in the effort and emphasized the importance of public-private partnerships. Commissioners also acknowledged ongoing public feedback regarding the condition of the promenade and the need to maintain a high-quality waterfront experience.

Commissioner Wood made a motion, seconded by Commissioner Tate to approve the formation of the Ad Hoc committee, that would assist the parks and recreation commission and director, in determining the future of the promenade improvements to the City Park corridor. Motion passed unanimously.

**9. PANHANDLE PARKS FOUNDATION MOU-MORRISON MEMORIAL –** *Action Item*

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

Director Rouse provided additional information regarding the proposed memorial honoring firefighter John Morrison. He explained that the proposed location is a small waterfront area near Independence Point and that conceptual designs have been developed in consultation with the Morrison family, Panhandle Parks Foundation representatives, and community stakeholders. Rouse noted that the memorial design would incorporate landscaping, seating, and public gathering space. The proposed MOU formalizes the partnership and establishes a framework for fundraising, design, construction, and future maintenance. Commissioner Wood expressed support for the project, noting its importance as a place for firefighters, family members, and community members to honor Morrison's service and sacrifice.

Commissioner Tate made a motion, seconded by Commissioner Hill to recommend Council approve the Memorandum of Understanding with Panhandle Parks Foundation to establish a permanent memorial at or near Independence Point honoring John Morrison.

**10. CEMETERY ORDINANCE CHANGES** – *Information Item*

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

Director Rouse reviewed proposed amendments to the Cemetery Code, noting that the ordinance has not undergone a comprehensive update in over twenty years. Proposed revisions clarify administrative responsibilities, update provisions related to veteran organizations, improve operational efficiencies, and maximize available burial space. Major amendments include allowing additional cremated remains within existing burial lots, establishing procedures for reclaiming abandoned lots in accordance with Idaho law, and clarifying management responsibilities and operating procedures. Rouse noted that while the amendments are primarily administrative in nature, they will generate modest additional revenue opportunities and improve overall cemetery management. Commissioner Tate complimented staff on the quality and upkeep of Forest Cemetery.

Commissioner Tate made a motion, seconded by Commissioner McDowell to recommend City Council adopt the proposed amendments to the Municipal Code pertaining to cemetery operations and management.

**11. LAND AND WATER CONSERVATION FUND UPDATE –** *Information Item*

Director Rouse reported that the Commission's earlier workshop with representatives from Idaho Department of Parks and Recreation provided additional background regarding the City's Land and Water Conservation Fund compliance issues. He explained that staff is working through a complicated compliance process to address historical deficiencies and restore the City's eligibility for future grant funding opportunities. Commissioner McDowell suggested developing a checklist of required actions to ensure all compliance requirements are clearly identified and tracked as the City moves forward. Staff agreed to prepare such a document.

**12. I-90 PROJECT MAINTENANCE AGREEMENT** – *Information Item*

Director Rouse provided an update regarding ongoing discussions with Idaho Transportation Department (ITD) related to maintenance responsibilities for landscaping located within the I-90 and Northwest Boulevard interchange. Rouse explained that a maintenance agreement executed nearly thirty years ago commits the City to maintaining landscaping features located on state-owned property. Staff recently met with ITD representatives to discuss restoration of areas disturbed during current construction activities and to explore more equitable maintenance arrangements moving forward. Options under consideration include redesigning landscaping to reduce maintenance costs, financial participation by ITD in irrigation and maintenance expenses, or returning maintenance responsibilities to the state. Commissioners discussed the importance of maintaining an attractive gateway into Coeur d'Alene while balancing long-term operational costs and staffing demands. Staff will continue discussions with ITD and keep the Commission informed of future developments.

**13. NEXT MEETING / ADJOURNMENT:**

Commissioner Cranston announced the next meeting date.

Next meeting date:

- Monday, November 16, 2026: 5:30 p.m., Meeting; Library Community Room

Commissioner McDowell 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.