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

November 16, 2026 – 5:30 pm

1) Roll Call
2) Pledge of Allegiance
3) "Conflict of Interest" Declaration
4) Approval of October 19 Meeting Minutes - Action Item
5) Approval of October 19 Special Meeting Minutes - Action Item
6) Staff Comments
7) Commissioner Comments
8) Public Comments (Comments limited to **3** minutes)
9) Museum of North Idaho MOU - Action Item
10) Panhandle Parks Foundation Agreement - Action Item
11) Midway Depot and Trail Enhancements - Information Item
12) Land and Water Conservation Fund Paperwork - Information Item
13) Next Meeting / Adjournment:
    - Monday, December 14, 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
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.

PARKS & RECREATION COMMISSION
SPECIAL MEETING MINUTES
October 19, 2026
Ron Edinger Room, City Hall

MEMBERS' PRESENT:

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

ABSENT:

Bridget Hill
Warren Bakes
Mason Ter Doest

STAFF PRESENT:

Adam Rouse, Parks & Recreation Director
Melissa Brandt, Administrative Assistant

GUESTS:

Kathy Muir, State & Federal Grant Manager, Idaho Department of Parks & Recreation

Anissa Crane, North Region Grant Specialist, Idaho Department of Parks & Recreation

CALL TO ORDER: Commissioner Cranston called the meeting to order at 10:00 am.

1. ROLL CALL

Five members present resulting in a quorum.

2. LAND AND WATER CONSERVATION FUND– *Information Item*

Parks Director Adam Rouse welcomed representatives from IDPR and explained that the purpose of the meeting was to provide background and guidance regarding longstanding Land and Water Conservation Fund (LWCF) compliance issues. Due to staff turnover and the complexity of the matter, the City requested assistance in understanding the history of the issue and identifying steps necessary to return to compliance.

IDPR Grant Manager, Kathy Muir provided an overview of the City's LWCF compliance issues. Muir explained that several years ago the City and North Idaho College (NIC) partnered to relocate tennis courts. A portion of the courts at NIC were removed and replacement courts were constructed at Cherry Hill Park. During a subsequent compliance inspection, IDPR discovered that the remaining NIC tennis courts had also been removed as part of later campus improvements. Because the courts had originally been funded or protected under LWCF requirements, their removal constituted a conversion of protected recreation property that required approval and replacement through the National Park Service (NPS).

The City previously attempted to address the issue by identifying replacement property commonly referred to as the "Hawks Nest" or "Trails" property. However, the required conversion process through the National Park Service was not completed properly, leaving the issue unresolved.

During subsequent reviews, IDPR also discovered that several residential lots had been developed within the LWCF boundary at Memorial Field as a result of prior land transactions. Although the developed lots represent only a small portion of the property, they remain within the federally protected LWCF boundary and therefore create a second conversion issue requiring mitigation.

Muir clarified that LWCF boundaries are not always identical to property ownership boundaries. The protected area is defined by the original LWCF project boundary approved by the National Park Service. Muir explained that LWCF regulations require any converted recreation land to be replaced with property of equal or greater fair market value and recreational utility. Previous appraisals indicated: the former NIC tennis court conversion was valued at approximately $2.12 million; the proposed Hawks Nest/Trails replacement property was valued at approximately $672,000; based on IDPR's calculations, the City is currently approximately $2 million short of the replacement value needed to resolve the combined conversion issues.

Commissioner Tate asked whether replacement property must be a single parcel. Muir responded that multiple parcels could potentially be used and that the tennis court and Memorial Field conversions could potentially be addressed separately.

Commissioners discussed several potential properties that may warrant further evaluation, including: the Hawks Nest/Trails property; undeveloped portions of Cherry Hill Park; future park property anticipated through development projects; other City-owned properties not currently dedicated to public recreation. Muir noted that replacement property cannot already be developed and functioning as public outdoor recreation land. However, undeveloped City-owned property may qualify if it can be dedicated and developed for recreational use.

Commissioners also discussed the possibility of proposed facilities such as pickleball courts, ballfields, playgrounds, or other active recreation amenities serving as comparable recreational replacement uses.

Muir explained that any proposed conversion package would require a federal "Yellow Book" appraisal for both the converted property and proposed replacement property, an independent appraisal review to verify compliance with federal standards, and, documentation demonstrating sufficient fair market value and recreational utility.
She noted that previous work on the Hawks Nest proposal had advanced substantially before being halted due to insufficient replacement value.

Commissioners asked about the anticipated timeline for resolving the compliance issues. Muir explained that once the City identifies acceptable replacement property and completes the required appraisals, IDPR will assist with preparation of the necessary National Park Service documentation.
While timelines vary depending on federal review processes, environmental reviews, tribal consultation requirements, and staffing levels, Muir estimated that approval could potentially occur within approximately one year after a complete application package is submitted.

Commissioners expressed appreciation for IDPR's assistance and indicated that additional discussion should occur during a future workshop session. Director Rouse stated that staff would continue evaluating potential replacement properties and would brief City administration regarding the newly identified Memorial Field boundary issue.

Commissioners agreed that returning the City to LWCF compliance is important to preserve eligibility for future grant opportunities and recreation funding. The Commission directed staff to place LWCF compliance and potential replacement property options on a future workshop agenda for further discussion.

3. NEXT MEETING / ADJOURNMENT:

Commissioner Cranston asked for a motion to adjourn the meeting. Commissioner Wood made a motion to adjourn the meeting Commissioner Tate seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 10:29 am.

(Materials shared at the meeting are attached to the minutes for the record.)

From: ROUSE, ADAM
To: BRANDT, MELISSA
Subject: FW: Questions about compliance.
Date: Monday, October 19, 2026 10:44:39 AM
Attachments: image001.png
image002.png
Coeur dAlene Conversion Proposal 2023 version 3.pdf

Adam Rouse
Parks and Recreation Director

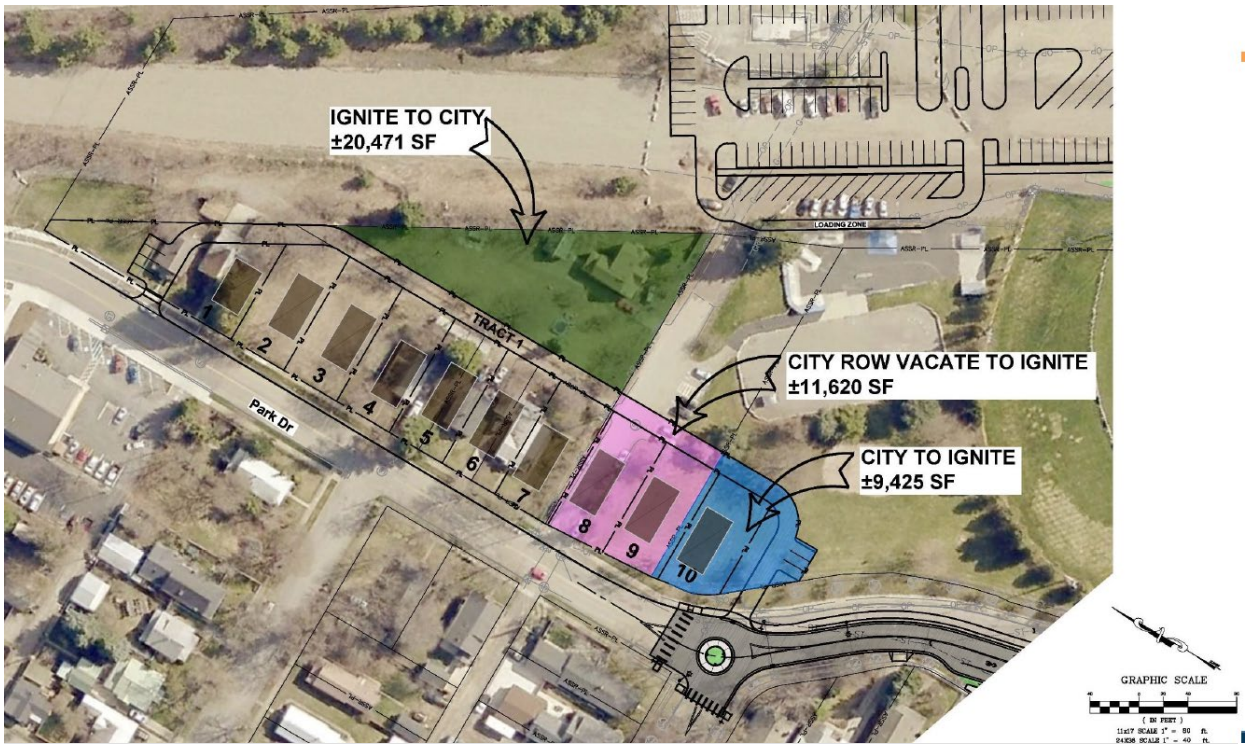
City of Coeur d'Alene IDAHO

From: Kathy Muir <Kathy.Muir@idpr.idaho.gov>
Sent: Tuesday, August 25, 2026 12:12 PM
To: ROUSE, ADAM <acrouse@cdaid.org>
Subject: RE: Questions about compliance.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Adam,
It's a lot to explain, so I'm going to try and just give you the basics. We should probably have a meeting about it at some point. I've attached a proposal from a few years ago that shows the properties with issues, but you probably won't understand this without all the history. Here are some facts.

- At some point (before my time) the city and NIC entered into an agreement to be co-sponsors on tennis courts on college property. There was a previous conversion where the city replaced some of those tennis courts with property at Cherry Hill. THEN the college completely removed the tennis courts and created another conversion of use at that site. They worked with the city to build new courts at Memorial Field but didn't go through the proper process to make it a legitimate property trade via the federal rules. That's one issue.
- In 2017 the city entered into a land trade apparently thinking that this was also a legitimate land trade that would not create issues. Also not a sanctioned process that satisfies the federal rules. That's the second issue.
- We have talked with NPS about using the "Hawks Nest" property and got approval to move forward. However, when the appraisals were complete, I discovered that the replacement property presented doesn't have enough value to satisfy the requirements. So, the question is, would the city want to move forward using the Hawks Nest value to satisfy some of the issue, or does the city want to find another property to use as replacement for these two issues?



From: ROUSE, ADAM <acrouse@cdaid.org>
Sent: Thursday, August 20, 2026 9:02 AM
To: Kathy Muir <Kathy.Muir@idpr.idaho.gov>
Subject: RE: Questions about compliance.

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

That would be great. Thank you Kathy.

Adam Rouse
Parks and Recreation Director

City of Coeur d'Alene IDAHO

From: Kathy Muir <Kathy.Muir@idpr.idaho.gov>
Sent: Thursday, August 20, 2026 5:27 AM

To: ROUSE, ADAM <acrouse@cdaid.org>
Subject: Re: Questions about compliance.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hey Adam! I'm in eastern Idaho right now and I don't have access to our network. I'll sent you a history next week when I'm back in the office.

Get Outlook for iOS

From: ROUSE, ADAM <acrouse@cdaid.org>
Sent: Wednesday, 19 August 2026 12:05:46
To: Kathy Muir <Kathy.Muir@idpr.idaho.gov>
Subject: Questions about compliance.

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good morning Kathy. Hope all is going well in your world. I am hoping to get some information and or a history lesson on where the city stands with compliance with land and water. I know you have had a few conversations with Monte, but I am hoping for a complete understanding of where we are at, how we got to this point, and the necessary steps to remedy. I appreciate any information you have to share. Thank you.

Adam Rouse
Parks and Recreation Director
City of Coeur d'Alene IDAHO

City of
Coeur d'Alene
IDAHO

Coeur d'Alene Conversion Proposal

Properties in Conversion

The City of Coeur d'Alene has two properties in conversion that we would like to resolve by creating a new 6F boundary around a property that a developer wants to give the City for a park.

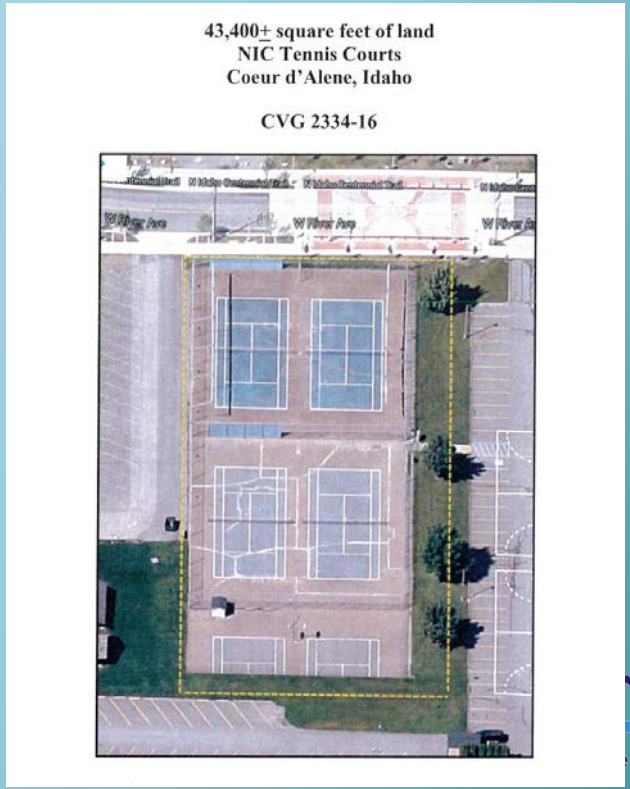
The two properties are a tennis court that was removed at North Idaho College and a portion of Memorial Park that was swapped for an equal amount of land.

The proposed property for the new 6F boundary will be 6 or 7 acres and will be a park with a playground, sports courts, and other amenities.

City of Coeur d'Alene IDAHO

NIC Tennis Courts

NIC removed tennis courts from their campus that were in a 6F boundary. The total size lost was 1 acre of protected property.



City Park and Memorial 2017

The City exchanged a half an acre of protected property with an Urban Renewal agency for a similar size parcel outside the boundary. The total acreage lost between the two conversions is 1.5 acres.

This map shows the original 6F boundary, in red, and what the park looked like in 2017, prior to its reconstruction. The area highlighted in yellow was traded for a similar size area, which put the park in conversion.



City Park and Memorial 2021

This map shows the original 6F boundary and what the park looked like in 2021 after its reconstruction. There are new houses inside the highlighted area.



City Park and Memorial Difference

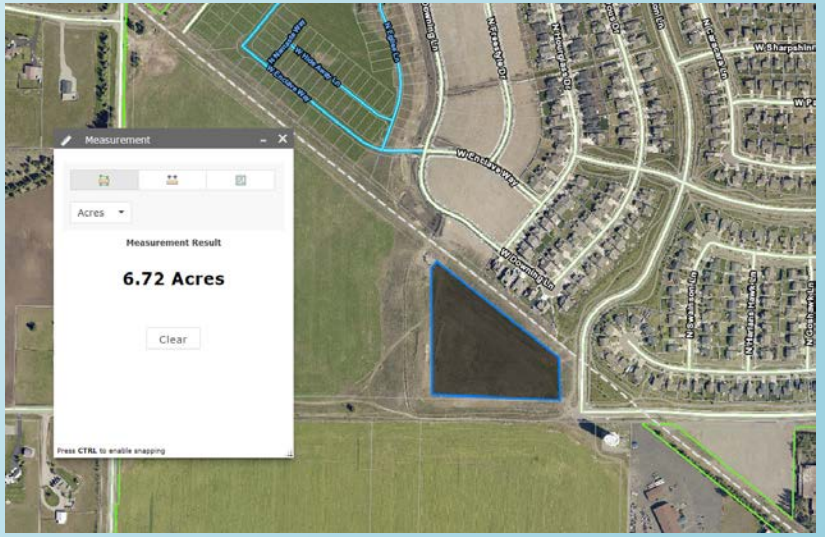
This map shows a close-up of the area that was exchanged from within the 6F boundary.

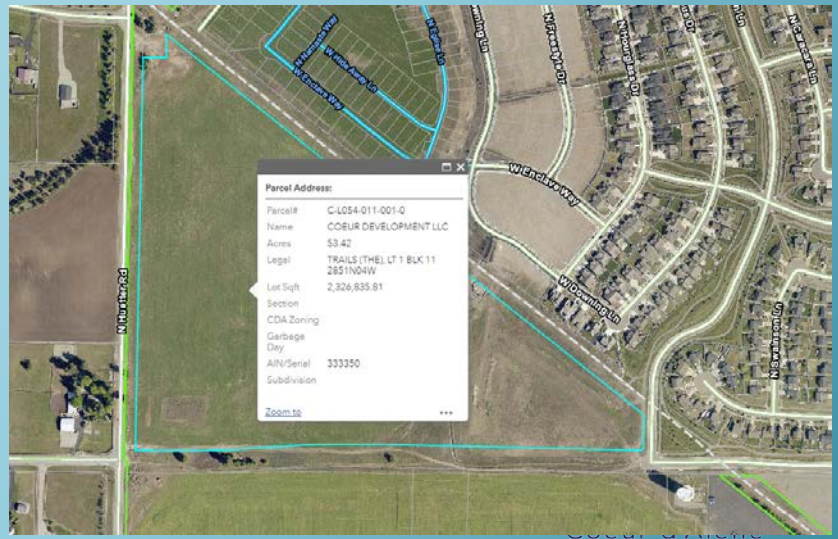


City of Coeur d'Alene IDAHO

Proposed Replacement Land

These maps show an area that a developer is proposing to donate to the City for a park. We would put this proposed park in a 6F boundary to bring us out of conversion. This park will be developed with active uses in mind, such as, a playground, a basketball ball court and pickleball courts.





6 or 7 Acres

History of the Exchange Parcel

The proposed land was farmland prior to 2007 when it was sold to a developer. The developer then worked out a deal with the Ray and Joan KROC Foundation to haul good structural soil from the prairie farmland (where the proposed lot is located) to fill in the old rock quarry that the foundation had purchased to build the KROC Center on. Any soil or rock in the old quarry that wasn't structural material was filtered out and hauled back to the prairie farmland and used to fill the hole where the good soil was extracted. These pictures show the locations of each spot and the route they used to haul the dirt. It took an entire year to complete the earth moving. In the end, the developer was well paid, but left with a parcel of land that could not be built on. The developer is now proposing to donate it to the city as parkland. A park will give the developer an amenity that will be attractive for the future homes and will give the City a park in an area that is underserved, as far as parkland goes.









Property Values

The property values of the exchanged properties within Memorial Park were the same value. City ordinances don't require an appraisal between the City and the Urban Renewal District if the property exchanged was the same size and value, so an appraisal was never done. An educated guess would put the exchanged property at $300,000 for value of each property. The value is higher in this area, so the smaller properties are valued higher.

For the proposed park, the average price for undeveloped property per acre in Coeur d'Alene in 2023 is $152,226. The proposed park will be between 6 and 7 acres so the value for that property is between $913,356 and $1,065,582. Upon preliminary approval of the lot, appraisals will be made of all properties.

City of Coeur d'Alene IDAHO

PARKS & RECREATION COMMISSION
STAFF REPORT

DATE: November 16, 2026
FROM: Adam Rouse, Parks & Recreation Director
SUBJECT: Museum of North Idaho Memorandum of Understanding
(City Council Action Required)

DECISION POINT: Should the Parks and Recreation Commission recommend that City Council approve a Memorandum of Understanding (MOU) with the Museum of North Idaho to formalize the museum's use of Forest and Riverview Cemeteries for guided tours and provide for a contribution of a portion of tour proceeds to the Cemetery Perpetual Care Fund?

HISTORY: The Museum of North Idaho began offering guided cemetery tours in 2021. Since that time, the program has expanded beyond the fall season and continues to generate community interest in local history. Currently, no formal agreement exists governing the museum's use of City-owned cemetery property for these paid tours.

PERFORMANCE ANALYSIS: The proposed MOU formalizes a successful partnership between the City and the Museum of North Idaho while recognizing the educational and historical value of the cemetery tours. The agreement establishes clear expectations for use of City property and creates consistency with other arrangements involving organizations conducting revenue-generating activities on public property.

In addition, the annual contribution to the Cemetery Perpetual Care Fund provides a mechanism for tour activities to directly support the ongoing care and preservation of the cemeteries that serve as the focus of the program.

FINANCIAL ANALYSIS: Currently, the City doesn’t receive a percentage of the tours. As part of the proposed MOU, the Museum of North Idaho would contribute five percent (5%) of annual tour proceeds to the Cemetery Perpetual Care Fund. Contributions would be made annually and will be used to support the long-term maintenance and preservation of Forest and Riverview Cemeteries.

DECISION POINT/ RECOMMENDATION: The Commission should recommend that City Council approve the Memorandum of Understanding between the City of Coeur d'Alene and the Museum of North Idaho, governing guided tours within Forest and Riverview Cemeteries and providing an annual contribution of five percent (5%) of tour proceeds to the Cemetery Perpetual Care Fund.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF COEUR D'ALENE AND
MUSEUM OF NORTH IDAHO PROVIDING CEMETERY TOURS

I. PURPOSE:

This Memorandum of Understanding (hereinafter referred to as the "MOU") is between the City of Coeur d'Alene (hereinafter referred to as the "City") and the Museum of North Idaho, Inc., (hereinafter referred to as "MONI"), this _____ day of _____, 2026, (hereinafter referred to as the "Effective Date"), and is intended to document the parties' understanding of, and agreement regarding, cemetery tours to take place in the Forest and Riverview Cemeteries.

II. RECITALS:

WHEREAS, the City is a municipal corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, MONI is a non-profit located in Coeur d'Alene, Kootenai County, Idaho, and whose mailing address is P.O. Box 812, Coeur d'Alene, Idaho, 83816; and

WHEREAS, MONI would like to provide tours in the Forest and Riverview Cemeteries for the public; and

WHEREAS, it is the mutual desire of City and MONI to memorialize their understanding and agreement with respect to tours being allowed in the Forest and Riverview Cemeteries; and

WHEREAS, this MOU creates a mutually beneficial solution for the parties involved.

NOW THEREFORE, it is hereby agreed as follows:

III. AGREEMENT:

A. Term:

1. The term of this MOU shall be five (5) years, commencing on the Effective Date of this MOU.

2. This MOU may be extended upon written agreement of the Parties prior to the expiration of the initial term or any extension thereof, upon such terms and conditions the Parties may agree. Notice of MONI's intent to extend the MOU must be delivered to the City no later than sixty (60) days prior to the end of any term.

B. Fees: MONI agrees to share five percent (5%) of the gross proceeds received for the cemetery tours; those fees will be used to help fund the Cemetery Perpetual Care Fund. Payment to the City is to occur by December 31 of each year for the tours conducted in that calendar year.

DRAFT

C. MONI acknowledges and agrees that, during the term of this MOU, the City may cancel one or more tours or suspend tours in the cemeteries based on the needs of the City or activities in the cemeteries. The City will provide MONI with as much notice as possible to allow communication with its customers. The City will not be liable for any loss of income or profit as the result of a cancellation or suspension.

D. Tours may only take place after 5 p.m. for the fall schedule as agreed upon by the City and MONI each month. Any other occasions must be approved by the City in writing. There will be no tours allowed on Halloween or City holidays.

E. MONI agrees to maintain general liability insurance with limits of at least $1,000,000, proof of which is to be provided to the City, naming the City of Coeur d'Alene as an additional insured.

F. Each party shall be liable for all claims, damages, or suits arising from the acts, omissions, or negligence of its own officers, agents, and employees. MONI agrees to hold the City harmless, and defend the City in any litigation, for claims arising out of the acts, omission, or negligence of MONI's officers, agents, employees, or customers.

G. MONI shall not allow the possession or consumption of alcohol in any cemetery. MONI shall ensure that all participants on cemetery tours conduct themselves in a respectful manner.

H. MONI shall notify the Parks and Recreation Department of the City should a tour result in any damage to any part of a cemetery, or should MONI discover any damage in a cemetery or in unsafe condition.

I. MONI shall comply with all applicable City Codes and regulations, as well as State and Federal laws and regulations, in the conduct of its tours. MONI shall be responsible for the actions of its employees and customers while on City property.

J. Termination for Convenience. Either party may terminate this Agreement upon ninety (90) days' written notice to the other party. Within ninety (90) days of the effective date of termination, each party shall forward to the other party any and all billings due and owing.

K. Termination for Default. If MONI fails to follow the terms and conditions of this Agreement, the City may terminate this Agreement for cause without giving ninety (90) days' written notice. Prior to termination, the City shall provide written notice to MONI of such default and give MONI seven (7) days from the date of written notification to cure the default. In the event MONI fails to cure the default within the seven (7) days, the City may immediately terminate this Agreement.

L. MONI shall not assign its rights or duties under this MOU without the written consent of the City.

DRAFT

M. Lines of communication shall be kept open between the Parties to discuss any concerns related to the terms of this MOU and to reach mutually agreeable solutions in a timely manner.

N. MONI may have one portable restroom onsite for the fall tours with location approval by Cemetery Staff.

O. This MOU may not be modified or amended except in a writing signed by both parties.

IN WITNESS WHEREOF, this MOU is executed the day and year first written above.

CITY OF COEUR D'ALENE	**MUSEM OF NORTH IDAHO**
Adam Rouse, Director Parks & Recreation Department	Britt Thurman, Executive Director Museum of North Idaho

DRAFT

PARKS & RECREATION COMMISSION
STAFF REPORT

DATE: November 16, 2026
FROM: Adam Rouse, Parks & Recreation Director
SUBJECT: Panhandle Parks Foundation Memorandum of Understanding
(City Council Action Required)

DECISION POINT: Should the Parks and Recreation Commission recommend that City Council approve a Memorandum of Understanding (MOU) between the City of Coeur d'Alene and the Panhandle Parks Foundation establishing roles, responsibilities, and procedures related to park naming rights, sponsorships, and fundraising opportunities within the City park system.

HISTORY: The Panhandle Parks Foundation is a local nonprofit organization dedicated to supporting parks, recreation amenities, and public open spaces throughout the region. For many years, the Foundation has partnered with the City of Coeur d'Alene on a variety of successful fundraising and donation initiatives, including support for dog parks at Northshire Park, Cherry Hill Park, and McEuen Park, fundraising efforts for the Memorial Skatepark, and the administration of memorial bench and feature sponsorships throughout the park system.

As sponsorship opportunities and memorial naming requests continue to increase, staff have worked with the Foundation to develop a formal framework that clearly defines the responsibilities of both organizations. The proposed MOU establishes expectations for marketing and managing sponsorship opportunities, handling donated funds, providing financial reporting, and ensuring compliance with the City's Naming and Sponsorship Policy.

The agreement recognizes that sponsorships and naming opportunities can provide an additional source of funding for park improvements, land acquisition, facility enhancements, and other capital investments that benefit the community while reducing reliance on traditional funding sources.

PERFORMANCE ANALYSIS: The proposed partnership formalizes an existing working relationship and provides clear procedures for the administration of sponsorship and naming opportunities. The agreement is expected to: increase fundraising capacity for park projects; improve tracking and accountability of sponsorship agreements; provide regular financial reporting and oversight; create a consistent process for naming and sponsorship opportunities; support future park development and enhancement projects without increasing operational impacts on City staff. The Parks & Recreation Commission has final authority for naming within the park system, and in some cases may forward requests to City Council for approval.

FINANCIAL ANALYSIS: The proposed MOU includes an annual City contribution of $5,000 to support administrative services provided by the Foundation.

The Foundation would retain an administrative fee for managing sponsorships, naming agreements, donor relations, record keeping, and fund administration. The current draft provides for a fee of up to fifteen percent of contributions, with a cap of $3,750 on donations exceeding $25,000. Staff are continuing discussions with the Foundation regarding the final administrative fee structure and may recommend revisions prior to final execution of the agreement.

Revenue generated through sponsorships and naming opportunities would be dedicated to park-related projects and improvements, creating an additional funding source for future capital needs.

DECISION POINT/ RECOMMENDATION: The Commission should recommend that City Council approve a five-year Memorandum of Understanding (MOU) between the City of Coeur d'Alene and the Panhandle Parks Foundation establishing roles, responsibilities, and procedures related to park naming rights, sponsorships, and fundraising opportunities within the City park system.

MEMORANDUM OF UNDERSTANDING
CITY OF COEUR D'ALENE
AND
PANHANDLE PARKS FOUNDATION

I. PURPOSE:

This Memorandum of Understanding (MOU) dated _____, 2026, is between the City of Coeur d'Alene (the "City"), and the Panhandle Parks Foundation (the "Foundation"), located at 212 Ironwood Drive, PMB 124, Suite D, Coeur d'Alene, Idaho, and is intended to document the parties' understanding of, and agreement to identify, the level of naming opportunities, funding allocation, and expectations between the City and the Foundation.

II. RECITALS:

WHEREAS, the Foundation is a 501(c)3 non-profit organization in the State of Idaho; and

WHEREAS, the City is a municipal corporation organized under the laws of the State of Idaho; and

WHEREAS, the City and the Foundation agree that naming and sponsorship opportunities within the parks is a source of revenue for the short- and long-term benefit of the Coeur d'Alene Park System; and

WHEREAS, it is the mutual desire of the Foundation and the City to memorialize their understanding and agreement with respect to the partnership which has been established for the benefit of the parks in compliance with State and Federal requirements; and

WHEREAS, the Foundation has benefited the City through similar endeavors by assisting in raising and managing the funds for the development of dog parks at Northshire Park, Cherry Hill, and McEuen, and managed donations and fundraising for the Memorial Skatepark, as well as multiple memorial naming rights for benches and other features throughout several parks; and

WHEREAS, this MOU creates a mutually beneficial solution for all parties involved.

NOW, THEREFORE, it is hereby agreed as follows:

III. AGREEMENT:

A. Ownership:

The City owns all the land, structures, features and amenities, and is responsible for the operation and maintenance, of all public facilities and amenities located within the City parks.

B. The City hereby agrees to

1. Pay an annual stipend to the Foundation of $5,000 for support services. The Foundation agrees to present an invoice for such services to the City after October 1st of each year. The City will pay the invoice within thirty (30) days of receipt.

DRAFT

2. Provide routine maintenance of all the parks including structures, facilities and amenities.

3. Bear the cost of utilities including upgrades as may be necessary and/or required by federal or state law or city ordinance.

4. Incur the full cost of necessary work in the event the City deems upgrades or altering in any way that specific park amenities need upgrading.

5. Review sponsorship requests prior to final approval to ensure the sponsorship is following the City's naming and sponsorship policy.

6. Allow the Foundation to retain an administrative fee of up to 15% for managing the funds, sponsorships, and individual contracts/agreements which shall not exceed $3,750 for contributions of more than $25,000.

7.

C. The Foundation hereby agrees to:

1. Advertise, market, and negotiate sponsorship and naming opportunities for the CDA Parks, and hold all funds in a dedicated account to be used only by the CDA Parks for land acquisition, park development, or, in some cases, infrastructure repairs.

2. Unless otherwise negotiated and agreed to in writing between the City and the Foundation, item (B)(2) above will remain in effect for naming and sponsorship opportunities.

3. Submit quarterly financial reports to the Parks and Recreation Department identifying revenue and expenses for naming and sponsorships.

4. Present a progress report of naming and sponsorships annually at a Parks and Recreation Commission scheduled meeting.

5. Maintain records of all naming and sponsorships that have been approved and follow up on deadlines for renewals with current sponsors and potential new sponsors.

6. Remain consistent with signage that has been pre-approved by the Parks and Recreation Commission.

D. It is further agreed by all parties:

1. That lines of communication shall be kept open to discuss any concerns arising from the terms of this MOU and to reach mutually agreeable solutions in a timely manner.

2. That this MOU may be modified only by mutual written agreement.

3. That this MOU shall continue in full force and effect for a period of five (5) years, beginning on the date of last signature below, unless terminated by either party with at least thirty (30) days' notice to the other party. At the end of the five (5) year period, this MOU may be renewed by written mutual agreement of the parties on such terms and for such period as the parties may deem appropriate.

CITY OF COEUR D'ALENE **PANHANDLE PARKS FOUNDATION**

Adam Rouse, Director
Parks & Recreation Department

Sandy Young, President

DRAFT

NPS Form 10-904A
OMB Control No. 1024-0031
Expiration Date 11/30/2027

2025 LWCF

National Park Service
U.S. Department of the Interior
State and Local Assistance Programs

Compliance and Stewardship (C&S) Form

Grant Name & Project Number(s):

Park Name(s):

LWCF Sponsor(s):

Date of Preparation:

The purpose of the C&S form is to provide information about Land and Water Conservation Fund (LWCF) compliance and stewardship proposals submitted for National Park Service (NPS) review. This form should be completed for any proposal that will impact a park or other recreation area that received LWCF assistance. Consultation with the NPS should occur before the form is completed. All proposals will be reviewed by the NPS in accordance with the LWCF Manual and other applicable federal laws, regulations, and guidance.

Generally, all compliance actions require the completion of all of Section 3.0 – Resource Information. Any exceptions are noted in the instructions for Section 3.0.

☐ Conversion of Use (fill out 1.0, 1.1, 1.2 and 3.0)

☐ Other Compliance Actions Requiring NPS Review and Approval (fill out 2.0 with relevant sub-section(s) and 3.0)
☐ Sponsor Change (2.1)
☐ Significant Change in Use (2.2)
☐ Temporary Non-Conforming Use (2.3)
☐ Sheltering (2.4)
☐ New Public Facility (2.5)

Brief Description of the Proposal:
Click here to enter text.

SECTION 1.0 CONVERSION OF USE

1.1 Required Information for All Conversions

Part A and B should be completed for all conversions, including full, partial, and small conversions.

A. Attachments checklist

☐ Transmittal letter from the SLO/ASLO that indicates the state's support for the proposal

☐ LWCF project amendment form

☐ Documentation of NPS concurrence with the existing LWCF boundary area and the proposed conversion footprint

☐ Documentation of NPS concurrence that the proposed replacement property meets LWCF requirements

☐ Valuation documentation for conversion and replacement sites – either (a) appraisals and appraisal reviews OR (b) waiver valuations (as applicable)

☐ NEPA documentation (as applicable)

☐ NHPA documentation (as applicable)

☐ Evidence of other federal law compliance as needed (i.e. ESA, CWA, etc.)

☐ Intergovernmental review comments (as applicable)

☐ Description and Notification Form (DNF)

☐ Maps:

- ☐ Signed and dated proposed LWCF boundary map(s) for the replacement site(s) and, for partial conversions, the original remaining park site
- ☐ Site development plan for the proposed replacement property
- ☐ Site plan for the remaining parkland (for partial conversions)
- ☐ Location map depicting the locations of the conversion and the replacement properties and their relative location to one another

B. Basic conversion information

Reproduce tables as needed for multiple sites.

CONVERSION SUMMARY & APPRAISAL/WAIVER VALUATION CERTIFICATION

Conversion site	Name(s)
	Converted acreage
	Remaining acreages at site, if any
	Fair market value
	Appraisal effective date
	☐ A State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions OR ☐ The State has prepared a waiver valuation for this property in conformity with 49 C.F.R. 24.102(c)(2)(ii)

Replacement site	Name(s)
	Replacement acreage
	Fair market value
	Appraisal effective date
	☐ A State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions OR ☐ The State has prepared a waiver valuation for this property in conformity with 49 C.F.R. 24.102(c)(2)(ii)

SLO/ASLO Signature Date

Name, Title, and Agency

1. A detailed explanation of the sponsor's need to convert the LWCF parkland including all efforts to consider other practical alternatives to this conversion, how they were evaluated, and the reasons they were not pursued.

2. An explanation of how the conversion is in accord with the goals and objectives of the current State Comprehensive Outdoor Recreation Plan (SCORP).

1.2 Additional Details

1. For the park land proposed for conversion, a detailed description including the following:
    a. Description of the area proposed for the conversion including the acreage to be converted and any acreage remaining. For determining the size of the conversion, consider not only the physical footprint of the activity precipitating the conversion, but how the precipitating activity will impact the entire LWCF park area. In many cases the size of the converted area is larger than the physical footprint. Include a description of the recreation resources, facilities, and recreation opportunities that will be impacted, displaced or lost due to the proposed conversion. For proposals to partially convert a LWCF park area, the remaining LWCF park land must remain recreationally viable and not be impacted by the activities that are precipitating the conversion. If it is anticipated that the precipitating activities will impact the remaining LWCF area, the proposed area for the conversion should be expanded to encompass all impacted park land.

    b. Description of the community and population(s) served by the park, including users of the park and recreation uses.

2. For each proposed replacement site:

a. Description of the site's physical characteristics and resource attributes with number and types of resources and features on the site, for example, 15 acres wetland, 2,000 feet beachfront, 50 acres forest, scenic views, 75 acres riparian, vacant lot, special habitat, any unique or special features, structures, recreation amenities, historic/cultural resources, hazardous materials/contamination history, restrictions, institutional controls, easements, rights-of-way, overhead/underground utilities including overhead wires, towers, etc.

b. Identification of the owner of the replacement site and its recent history of use/function up to the present.

c. Detailed explanation of how the proposed replacement site is of reasonably equivalent usefulness and location as the property being converted, including a description of the recreation needs that will be met and/or developed at the new replacement parks, population(s) to be served, and new outdoor recreation resources, facilities, and opportunities to be provided.

d. Identification of owner and manager of the new replacement park.

e. Name of the new replacement park. If the replacement park land will be added to an existing public park area, the existing area is expected to be included within the LWCF boundary. What is the name of the existing public park area? Is the existing park already LWCF-protected?

f. Timeframe for completing development of the new outdoor recreation area(s) to replace the recreation opportunity lost per the terms of conversion approval and the date the replacement park(s) will be open to the public.

SECTION 2.0 OTHER COMPLIANCE ACTIONS FOR NPS REVIEW AND APPROVAL

2.1 Sponsor Change

A change in sponsor is an administrative change so the completion of Section 3.0 – Resource Information is not necessary.

A. Attachments checklist

☐ LWCF project amendment form
☐ LWCF boundary map with signature/date by the new sponsor and the state

B. Description

1. Why is the change in sponsor necessary?

2. What is the process and timeline for amending the state/local LWCF agreement?

3. What is the legal name of the proposed new sponsor? Are they an eligible sponsor for the LWCF program?

2.2 Significant Change in Use

A. Attachments checklist

☐ Transmittal letter or email from the SLO/ASLO that indicates the state's support for the proposal
☐ Map – site plan showing the location of the proposed use in relation to the LWCF boundary

B. Description

1. Description of the proposed changes and how they significantly contravene the original plans or intent for use of the site as documented in the LWCF grant agreement(s).

2. Explanation of the need for change in use and how the change is consistent with local plans and the goals and objectives of the current SCORP.

2.3 Temporary Non-Conforming Use

A. Attachments checklist

☐ Transmittal letter from the SLO/ASLO that indicates the state's support for the proposal
☐ Maps:
☐ Drawings and/or renderings of the proposed use
☐ Site plan showing the location of the proposed use in relation to the LWCF boundary

B. Description

1. Describe in detail the proposed temporary non-conforming use and all associated activities, why it is needed, and alternative locations that were considered and why they were not pursued.

2. Explain length of time needed for the temporary non-conforming use and why.

3. Describe the size of the LWCF area that will be affected by the temporary non-conforming use activities and expected impacts to public outdoor recreation areas, facilities and opportunities. Explain plans or efforts to keep the size of the area impacted to a minimum.

4. Describe any anticipated temporary/permanent impacts to the LWCF area and how the sponsor will mitigate them during and after the non-conforming use ceases.

2.4 Sheltering

An enclosed or sheltered recreation facility is defined as a facility that was originally assisted by LWCF or would be eligible for LWCF assistance if it was to be outdoors. LWCF assistance may be provided to shelter swimming pools and ice skating rinks only, when they are located in areas that meet specific cold climatic criteria. Project sponsors may seek approval to shelter or enclose other types of recreation facilities at their own expense, regardless of prevailing climatic conditions.

A. Attachments checklist

☐ Transmittal letter from the SLO/ASLO that indicates the state's support for the proposal

☐ Drawings and/or renderings of the proposed facility

☐ Site plan showing the location of the facility to be enclosed in relation to the LWCF boundary

☐ Provide a copy of the cold climatic data used to make the eligibility determination (if applicable; see manual).

B. Description

1. (If applicable) Explain how it was determined that the site meets the cold climate criteria described in the LWCF manual.

2. Describe the proposed sheltered facility, how it would operate, the recreation uses that could typically occur outdoors, and how the primary purpose of the sheltered facility will be recreation.

3. Explain how the sheltered facility would not substantially diminish the outdoor recreation values of the site including how the sheltered facility will be compatible with and significantly supportive of the outdoor recreation resources present and/or planned.

4. Explain how the sheltered facility will benefit the total park's outdoor recreation use.

5. Describe efforts provided to the public to review the proposal to shelter the facility and has local support.

6. Document that the sheltered facility will be under the control and tenure of the public agency that sponsors and administers the underlying park area.

2.5 New Public Facility

A. Attachments checklist

☐ Transmittal letter from the SLO/ASLO that indicates the state's support for the proposal, why it would result in a net benefit to outdoor recreation at the site, and the life expectancy of the facility.

☐ Maps:

- ☐Drawings and/or renderings of the proposed facility
- ☐ Site plan showing the location of the proposed use (and any surrounding impacted area) in relation to the LWCF boundary

B. Description

1. Describe the purpose and all proposed uses of the public facility such as types of programming, recreation activities, and special events including intended users of the new facility and any agency, organization, or other party to occupy the facility. Describe the interior and exterior of the facility, such as office space, meeting rooms, food/beverage area, residential/lodging area, classrooms, gyms, etc.

2. Explain how the facility will be compatible with and not diminish the outdoor recreation area. Explain how the facility and associated uses will significantly support and enhance existing and planned outdoor recreation resources and uses of the site, and how outdoor recreation use will remain the primary function of the site. (The public's outdoor recreation use must continue to be greater than that expected for any indoor use, unless the site is a single facility, such as a swimming pool, which virtually occupies the entire site.)

3. Explain the design and location alternatives considered for the public facility and why they were not pursued.

4. Explain who will own and/or operate and maintain the facility? Attach any 3rd party leases and operation and management agreements. When will the facility be open to the public? Will the facility ever be used for private functions and closed to the public? Explain any user or other fees that will be instituted, including the fee structure.

SECTION 3.0 RESOURCE INFORMATION

Consultation with NPS regarding the NEPA pathway for a proposal should occur prior to completing this section.

A. Environmental resources survey

The tables below serve as a record of the environmental resources present at the site, whether the proposed action is likely to have impacts on those resources. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Resources Survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

If multiple parks are being acquired or developed, please complete the following tables individually for each table.

Table 1 – For each resource, indicate if positive or negative impacts are anticipated to result from the action. Or indicate if the resource will not be impacted or is not present.

+	indicates positive impacts are anticipated to result from the action
-	indicates negative impacts are anticipated to result from the action
No Impact	Indicates the project will have an insignificant impact positive or negative
No Present	Indicates the resource does not exist on site
Unknown	Indicates more research is needed to determine impacts (May indicate the need for an Environmental Assessment)

Site Name:

	How will the project affect the following resources?	+	-	No Impact	Not Present	Unknown
1	Air quality	☐	☐	☐	☐	☐
2	Circulation and transportation	☐	☐	☐	☐	☐
3	Climate	☐	☐	☐	☐	☐
4	Contamination or hazardous materials even if remediated	☐	☐	☐	☐	☐
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	☐	☐	☐	☐	☐
6	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	☐	☐	☐	☐	☐
7	Historic or cultural resources	☐	☐	☐	☐	☐
8	Invasive species	☐	☐	☐	☐	☐
9	Land use plans or policies from other agencies including tribes	☐	☐	☐	☐	☐
10	Lightscapes, especially night sky	☐	☐	☐	☐	☐
11	Migratory birds and/or Bald and Golden Eagles	☐	☐	☐	☐	☐
12	Recreation resources	☐	☐	☐	☐	☐
13	Socioeconomics: changes to tax base or competition with private sector	☐	☐	☐	☐	☐
14	Sound (noise impacts)	☐	☐	☐	☐	☐

15	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	☐	☐	☐	☐	☐
16	Water quality and/or quantity	☐	☐	☐	☐	☐
17	Water: coastal barrier resources or coastal zones	☐	☐	☐	☐	☐
18	Water: marine and/or estuarine	☐	☐	☐	☐	☐
19	Water: stream flow characteristics	☐	☐	☐	☐	☐
20	Water: wetlands and floodplains	☐	☐	☐	☐	☐
21	Other important resources Explain:	☐	☐	☐	☐	☐

Table 2 – This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer "yes" for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in table 1.

	Will your proposal:	Y	N
1	Have significant negative impacts on public health or safety?	☐	☐
2	Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?	☐	☐
3	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?	☐	☐
4	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?	☐	☐
5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	☐	☐
6	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?	☐	☐
7	Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?	☐	☐
8	Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species?	☐	☐
9	Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	☐	☐
10	Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?	☐	☐
11	Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species?	☐	☐

1. Have there been any previous NEPA/SEPA reviews that are relevant to the grant project or this site?
   a. ☐ No
   b. ☐ Yes – Summarize the findings and determinations below. If attaching documentation, please clearly cite the document name and page number below.

2. Who contributed to filling out the Environmental Resources Survey (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?

3. List all required federal permit(s)/approval(s) needed for the grant project and the date(s) acquired.

4. Explain any negative or unknown impacts identified in Table 1 of the Environmental Resources Survey, and any boxes marked "yes" in Table 2 (mandatory criteria).

5. How was the information identified in the tables derived and what source(s) of data were used to justify the impact selection?

6. List all state and local permits/approvals needed for the grant project, including their current status and timeline to approval if not yet acquired.

NEPA Pathway Recommendation

Using he NPS NEPA Handbook 2015, evaluate the NEPA pathway.

☐ This proposal qualifies for a Categorical Exclusion (CE).

☐ This proposal requires an Environmental Assessment (EA), which is attached and has been produced in accordance with the LWCF Manual. State must meet with NPS (PO and CO) prior to starting an EA or EIS

☐ This proposal may require an Environmental Impact Statement (EIS).

B. Cultural and historic resources review

Have there been any previous cultural and/or historic resource surveys completed that included this site within the area of potential effect that was assessed?

☐ No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

☐ Yes – Attach survey and summarize findings and include page number references below.

Provide a brief summary of consultation initiated with the State Historic Preservation Office (SHPO) for this application, including date(s) and recommendations:

NOTICES

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the Land and Water Conservation Fund Act of 1965 (54 U.S.C. 200301 et. seq.). Your response is required to obtain or retain a benefit. We use this information to obtain descriptive and environmental information about the proposal. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0031 to this collection.

Estimated Burden Statement

Completion times vary widely depending on the use of the form. We estimate that the average completion time for this form is 16 hours for most stewardship requests, and 92.5 hours for a conversion of use (although a difficult conversion can take up to 500 hours), including the time necessary to read, gather data, review instructions, and complete the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not send your completed form to this address.

3. Prerequisites to the NPS consideration of conversions. Formal requests from the project sponsor for permission to convert LWCF assisted areas in whole or in part to other than public outdoor recreation uses must be submitted by the SLO to NPS in writing and conform to the prerequisites set forth in 36 CFR 59.3(b).

States shall consult with NPS when conversions are proposed or discovered and prior to making the formal request to NPS. States shall use the C&S Form to prepare its conversion proposal (see Chapter 4). The following prerequisites that must be met before NPS will consider the formal conversion request:

a. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.

b. The fair market value of the property to be converted or lost has been established and the property proposed for substitution or new replacement recreation area is of at least equal fair market value as established by a state approved appraisal (prepared in accordance with the UASFLA (see Chapter 4), excluding the value of structures or facilities that will not directly enhance its outdoor recreation utility.

c. The property proposed for replacement is of reasonably equivalent usefulness and location as that being converted. Depending on the situation, and at the discretion of the NPS, the replacement property need not provide identical recreation experiences or be located at the same site, provided it is in a reasonably equivalent location. Generally, the replacement property should be administered by the same political jurisdiction as the converted property. NPS will consider state requests to change the project sponsor for any replacement property when it is determined a different political jurisdiction can meet the criteria for replacement properties. Equivalent usefulness and location will be determined based on the following criteria:

(1) Property to be converted must be evaluated in order to determine what recreation needs are being fulfilled by the facilities which exist and the types of outdoor recreation resources and opportunities available. The property being proposed for substitution must then be evaluated in a similar manner to determine if it will meet recreation needs that are at least like in magnitude and impact to the user community as the converted site. This criterion is applicable in the consideration of all conversion requests with the exception of those where wetlands are proposed as the replacement property.

Wetland areas and interests therein shall be considered to be of reasonably equivalent usefulness as compared to the recreational usefulness of the property proposed for conversion if they have been identified in the wetlands provisions of the SCORP in accordance with 54 USC 200305(f)(3) of the LWCF Act and conversion requirements (36 CFR 59.3).

(2) Replacement property need not necessarily be directly adjacent to or close by the converted site. This policy provides the administrative flexibility to determine location recognizing that the property should meet existing public outdoor recreation needs. While generally this will involve the selection of a site serving the same community(ies) or area as the converted site, there may be exceptions. For example, if property being converted is in an area undergoing major demographic change and the area has no existing or anticipated future need for outdoor recreation, then the project sponsor should seek to locate the substitute area in another location within the jurisdiction. Should a local project sponsor be unable to replace converted property, the state would be responsible, as the primary recipient of federal assistance, for assuring compliance with these requirements and for the substitution of replacement property.

(3) The acquisition of one parcel of land may be used in satisfaction of several approved conversions (see Section 6 below) and vice versa.

d. The property proposed for replacement meets the eligibility requirements for LWCF assisted acquisitions (see Chapter 3). The replacement property must constitute or be part of a viable recreation area. Viability and recreational usefulness is dependent upon the proposed outdoor recreation development plan and timetable for the development of the replacement parks. If full development of the replacement site(s) will be delayed beyond three years from the date of conversion approval, the conversion proposal shall explain why this is necessary (see Chapter 3.B.7).

For proposed replacement property with a history of contamination, proposals must address the nature of the contamination, how the contaminated area has been or will be remediated, how the area will be developed into a safe, public outdoor recreation area, and how provisions will be put in place to monitor the new replacement recreation area to ensure public health and safety in perpetuity. Certain contaminated areas may not meet the equal or greater recreational usefulness prerequisite for replacement land. Early coordination with NPS for conversion proposals involving contaminated replacement land, even if remediated, is required (see 3.4 below).

Unless each of the following additional conditions (also see Chapter 3) is met, land currently owned by another public agency may not be used as replacement land for land acquired as part of an LWCF project:

(1) The replacement land was not originally acquired by the sponsor or selling agency for recreation.

(2) The replacement land has not been previously dedicated or managed for recreational purposes while in public ownership.

(3) No federal assistance was provided in the replacement land's original acquisition unless the assistance was provided under a program expressly authorized to match or supplement LWCF assistance.

(4) Where the project sponsor acquires replacement land from another public agency, the selling agency must be required by law to receive payment for the land so acquired (see Chapter 3.A.9).

An exception may be made to this condition only in the case of development projects for which the project sponsor's match was not derived from the cost of the purchase or value of a donation of the land to be converted, but from the value of the development itself. In this case, public land that has not been previously dedicated or managed for recreation/conservation use may be used as replacement land even if this land is currently owned by the project sponsor or is transferred from one public agency to another without cost.

e. In the case of LWCF-assisted areas that are partially rather than wholly converted, the impact of the converted portion on the remaining area shall be considered. If such a conversion is approved, the unconverted area must remain recreationally viable or be part of the conversion footprint.

f. All necessary coordination with other federal agencies has been satisfactorily accomplished including, for example, compliance with Section 4(f) of the Department of Transportation Act of 1966.

g. The guidelines for environmental review under NEPA have been satisfactorily completed and considered by NPS during its review of the proposed LWCF conversion action. In cases where the proposed conversion arises

from another federal action, NPS final review of the state's proposal shall not occur until the NPS is assured all environmental review requirements for the other federal action have been met, e.g., Army Corps of Engineer permits.

The purpose and scope of the environmental review process must analyze not only the significant impacts to the LWCF-assisted area that will be lost, but also the development of the new replacement recreation area. The scope of the environmental review should not include impacts of the action precipitating the conversion on resources beyond the LWCF boundary area, such as impacts of a new housing development or a school on a neighborhood.

The environmental analysis must be conducted in a neutral and factual manner and result in statements that reflect this same neutrality so the interested and affected public can focus on and understand the details of the proposed federal action of an LWCF-assisted area being lost and providing the new replacement recreation area according to 36 CFR 59.3. The environmental analysis documents should not include statements that promote or justify the action precipitating the conversion, such as proclaiming that the lost LWCF-assisted area is the best location for a new fire station.

For detailed guidance on NEPA and how to conduct environmental reviews for LWCF conversions, consult Chapter 4 of this manual, and the NPS.

h. Adherence to state intergovernmental review procedures as appropriate (see Chapter 4).

i. The proposed conversion and substitution are in accordance with the SCORP.

4. State preparation of conversion proposal for NPS review: To avoid any unnecessary delays, duplication of effort, and mid-course corrections, the states shall consult with NPS early when conversions are proposed or discovered to ensure:

a. the extent of impact from the conversion activity on the LWCF boundary area is mutually agreed upon; and

b. the acceptability of proposed new replacement recreation area has been explored prior to state/local sponsor expenditure of resources on appraisals and the required environmental review process to be undertaken in accordance with NEPA.

The state shall coordinate the development of the conversion proposal including ensuring the project sponsor complies with applicable federal, state and local laws, regulations and permit requirements. As the proposal is developed, the state may enlist the assistance of NPS to provide technical guidance as needed, especially for complex and controversial conversions. A state’s submission of a formal conversion request to NPS is a state’s endorsement of the conversion. If a state does not concur or endorse the conversion, then the proposal should not be forwarded to NPS for formal review and decision.