

**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 d'Alene Conversion Proposal 2023 version 3.pdf

Adam Rouse  
Parks and Recreation Director



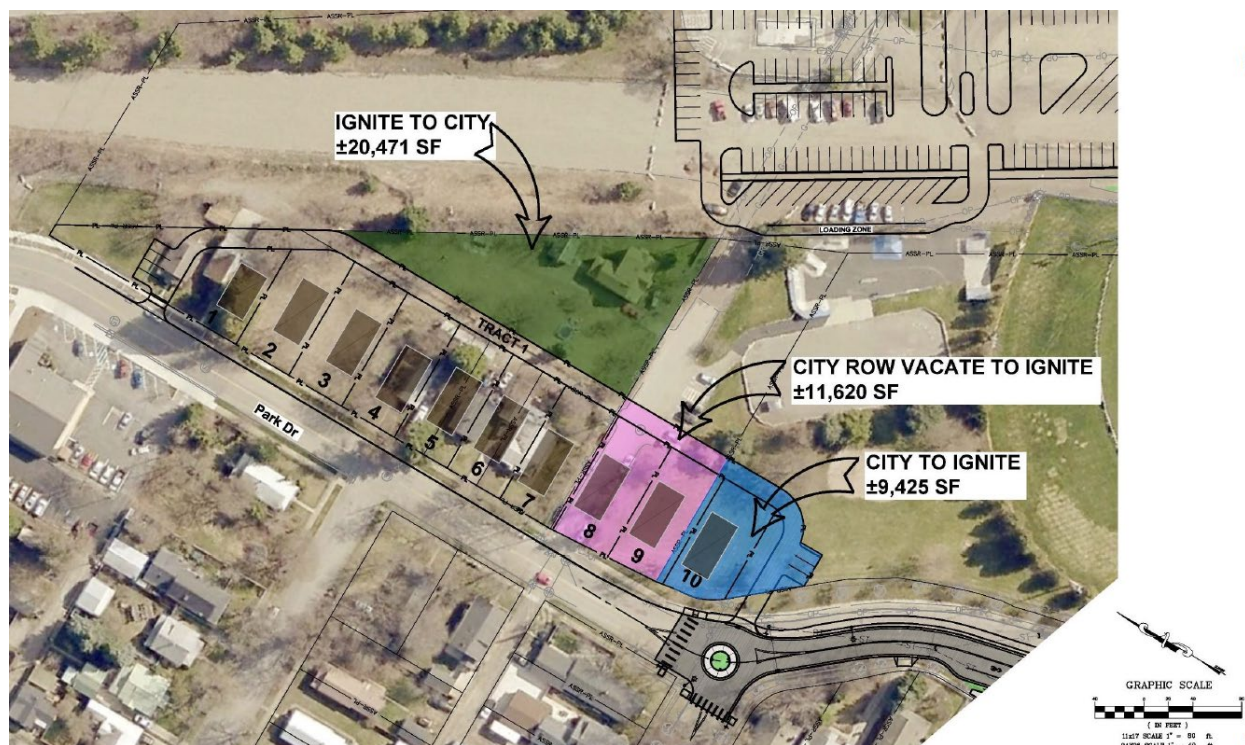
From: Kathy Muir <Kathy.Muir@idpr.idaho.gov>  
Sent: Tuesday, August 25, 2026 12:12 PM  
To: ROUSE, ADAM <acrouse@cdaid.org>  
Subject: RE: Questions about compliance.

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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



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

**To:** ROUSE, ADAM <[acrouse@cdaid.org](mailto: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](#)

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**From:** ROUSE, ADAM <[acrouse@cdaid.org](mailto:acrouse@cdaid.org)>  
**Sent:** Wednesday, 19 August 2026 12:05:46  
**To:** Kathy Muir <[Kathy.Muir@idpr.idaho.gov](mailto: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

# **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.



# 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.

43,400+ square feet of land  
NIC Tennis Courts  
Coeur d'Alene, Idaho  
CVG 2334-16



# 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.



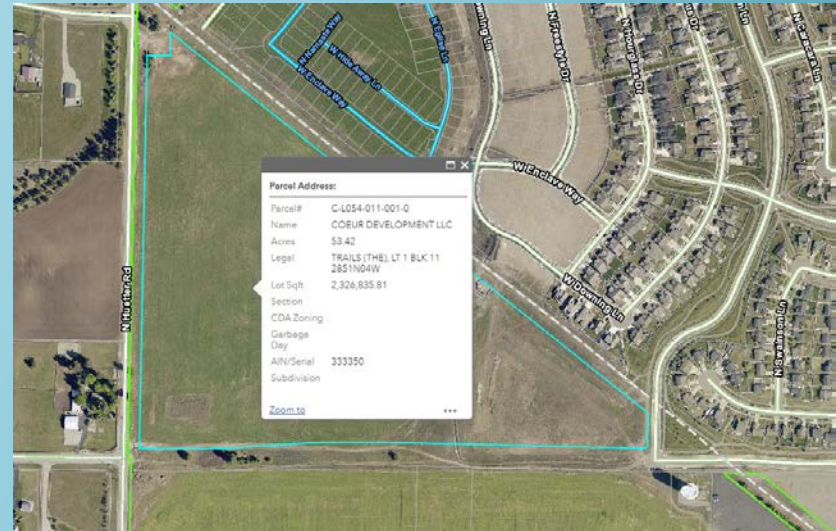
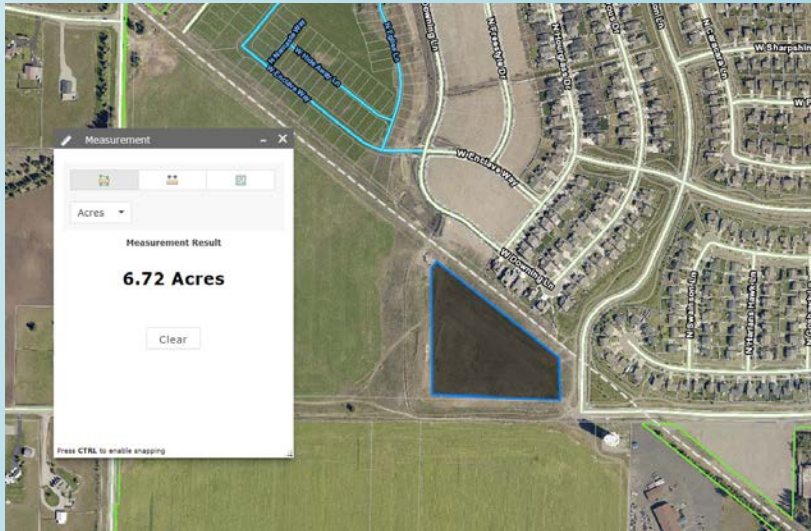
# City Park and Memorial Difference

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



# Proposed Replacement Land

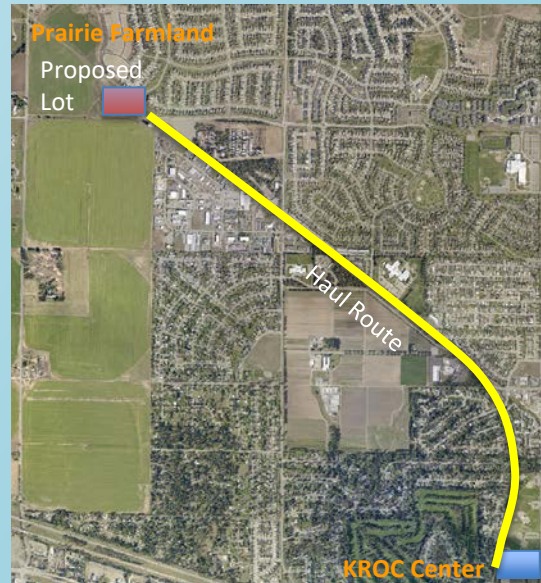
These maps show an area that a developer is proposing to donate to the City for a park. We would put this proposed park in a 6F boundary to bring us out of conversion. This park will be developed with active uses in mind, such as, a playground, a basketball ball court and pickleball courts.



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.

