



# CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

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

January 27, 2025 – 5:30 p.m.  
COMMUNITY ROOM - LIBRARY

### **MEMBERS PRESENT:**

Scott Cranston, Chair  
Warren Bakes  
Bridget Hill  
Jim Lien  
Ginny Tate

### **STAFF PRESENT:**

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

### **ABSENT:**

Mike McDowell  
Christie Wood  
Jerren Bailey

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

### **1. ROLL CALL**

Five members present resulting in a quorum.

### **2. PLEDGE OF ALLEGIANCE**

Commissioner Hill led the Pledge of Allegiance.

### **3. CONFLICT OF INTEREST**

Commissioner Lien will abstain regarding agenda item number 11.

### **4. APPROVAL OF MINUTES** – *Action Item*

Commissioner Tate made a motion to approve the minutes of November 18, 2024. Commissioner Hill seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

### **5. STAFF COMMENTS**

Director Greenwood: Jeff Erickson, park superintendent, has been putting together group projects for all staff participation to get a very large pruning project named “SawFest” completed. Urban Forester, Nick Goodwin, put together the pruning project with all staff participating to complete a number of locations, pruning in phases to get more done. CDA on Ice is tearing down their facility for the season. The cold weather is helping to keep the ground firm without as much damage. We have a number of applicants for the new administrative assistant position and will be completing interviews in the next couple weeks.

Superintendent Rouse: We are already booked at the Jewett House this year, mid-May through mid-October. We don't advertise, all inquiries are through word of mouth; we already have inquiries for 2026. The funds generated through these events enables us to make some updates to the house. We have a citizen who is donating new, updated furniture to give the house a homier appeal. We just completed registrations for K-2<sup>nd</sup> grade basketball program. All our programs are trending up in growth by 15-20% over the last two years. Sponsorships and volunteer coaches help keep the programs going.

## **6. COMMISSIONER COMMENTS**

Commissioners Cranston, Hill, and Tate affirmed their interest in being reappointed by City Council to the Commission.

## **7. PUBLIC COMMENTS**

None.

## **8. PICKLEBALL MEMORANDUM OF UNDERSTANDING – Action Item**

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

Superintendent Rouse: The Club has partnered with us in the past to offer lessons for the past three or four years with on average, 130-150 people participating. They will continue to pay applicable fees for the tournament and we may count improvements to offset the cost of their tournament.

Commissioner Lien made a motion to recommend City Council approve the Memorandum of Understanding with the Inland Northwest Pickleball Club, Commissioner Bakes seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

## **9. JUNIOR TACKLE FOOTBALL AGREEMENT – Action Item**

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

Superintendent Rouse: This agreement has long been expired. It has been reworked to include all elements of the Association's use; lease of the pole building at Person Field, field use, and electricity. One agreement will be easier to track. It's a good program, with good people running it.

Commissioner Hill made a motion to recommend City Council approve the updated agreement with Coeur d'Alene Junior Tackle Football Association, Commissioner Tate seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

## **10. ATLAS PASSIVE WATERSPORT RENTALS – Action Item**

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

Director Greenwood: Passive use includes paddleboards, kayaks, and potentially canoes, all non-motorized. We have some food vendors utilizing Atlas Mill Park; this is a good location for this type of use. We've had several vendors who have tried to launch at various park

locations. Our vendor is unsure if a booth will be used at this location, it would be more for drop off. Currently drop offs occur along the levy road. After a season at the park, the vendor may install a pre-fab booth. Vendor will be helpful to citizens, some have difficulty with the kayak launch, most launching will take place near the ADA swim area and the kayak launch area. Due to the flow of the river, before Avista closes the dam, vendor may not begin quite as early as indicated in the agreement, we are flexible.

Commissioner Lien made a motion to recommend City Council approve a five (5) year agreement with Paul Brown, aka Kayak CDA, LLC, to provide passive watersport rentals at Atlas Mill Park, Commissioner Bakes seconded the motion, there being no further discussion and all being in favor, motion passed unanimously.

#### **11. MCEUEN CONCERT SERIES – Action Item**

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

Director Greenwood: We had three vendors submit their qualifications. Koep Concerts was the winning contractor. Currently Koep Concerts presents the free summer concerts at City Park. Alcohol is not part of the City Park series, but will be allowed for the McEuen Concert Series.

Michael Koep: Thank you all for the work you do. Eight or nine shows will be presented in July and August. The concerts will be based on the City Park series. This series also will be community and sponsorship driven. Concessionaires will be a part of a of the series. Would like this to become a world class concert series competing with Boise, Missoula, and surrounding areas, a concert series not to be missed.

Commissioner Tate made a motion to recommend City Council approve a five (5) year agreement with Koep Concerts to provide free Wednesday night concerts at McEuen Park, Commissioner Hill seconded the motion. Hill, Tate, Bakes aye votes, Lien abstained.

#### **12. NEXT MEETING / ADJOURNMENT:**

Commissioner Cranston announced the next meeting date.

Next meeting date:

- Monday, February 24, 2025: 5:30 p.m., Meeting; Library Community Room

Commissioner Bakes made a motion to adjourn the meeting Commissioner Tate seconded the motion. There being no further discussion, motion passed unanimously. Meeting adjourned at 6:02 pm.