

**AGENDA OF THE PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION
MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Wednesday, July 15, 2026

Commission Meeting: 4:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS**

1. **CONSENT CALENDAR** *All items on the Consent Calendar are Action Items*
 - A. Approval of the June 17, 2026 Parks, Recreation, & Community Forestry Commission Meeting Minutes

**MINUTES OF THE PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION
MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Wednesday, June 17, 2026

Commission Meeting: 4:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 4:00 PM.

ROLL CALL OF COMMISSION MEMBERS

Ronald Duell: Absent
Aundrea Leckie: Present
Kholt Moore: Present
Helen Paris: Present
Adam Reed: Present
Malea Sampsel: Present

ADDITIONS OR CORRECTIONS

1. CONSENT CALENDAR *All items on the Consent Calendar are Action Items*
Motion to approve May 20, 2026 meeting minutes. This motion, made by Paris and seconded by Moore, Carried.
Ronald Duell: Absent
Aundrea Leckie: Yes
Kholt Moore: Yes
Helen Paris: Yes
Adam Reed: Yes
Malea Sampsel: Yes
Yes: 5, No: 0, Absent: 1
A. Approval of May 20, 2026 Parks, Recreation, & Community Forestry Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
There were no visitors.
3. UNFINISHED BUSINESS
A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion (ACTION ITEM)
 - i. Subcommittee Update (ACTION ITEM)
Commissioner Reed went through the drafted code amendment he wrote up. The commission discussed the draft with Recreation and Community Events Director Suzanne Cano and Public Works Staff Member Dan Hall and made revisions they felt were necessary to the draft. Commissioner Leckie motioned to submit the proposed code recommended shifts incorporating the feedback discussed by the commission that day to Recreation and Community Events Director Suzanne Cano to forward to Hayden Administration for feedback and/or implementation, Commissioner Moore seconded, the motion carried.

Motion to submit the proposed code recommended shifts incorporating the feedback that the commission discussed today onto Recreation and Community Events Director Suzanne Cano to forward to Hayden Administration for feedback and/or implementation. This motion, made by Leckie and seconded by Moore, Carried.

Ronald Duell Absent

Aundrea Leckie: Yes

Kholt Moore: Yes

Helen Paris: Yes

Adam Reed: Yes

Malea Sampsel: Yes

Yes: 5, No: 0, Absent: 1

B. Pickleball Courts (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Chair Sampsel said they had ideas for questions for the survey. Commissioner Reed mentioned that at the previous month's meeting it was discussed that there would be clarification on whether the survey questions had to be approved. Recreation and Community Events Director Suzanne Cano said she would like to bring the questions to City Administrator Lisa Ailport before they conducted the survey. Sampsel asked Cano if they had access to SurveyMonkey, and Cano said they had ways to distribute surveys, but it was not SurveyMonkey. Sampsel said she would send the questions to the clerk and Cano once they finalized them and, ideally, they could get QR codes printed or quarter-size sheets with the questions on them to hand out to visitors at the Dog Days of Summer-Fest Event.

C. Parks' Signage (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Commissioners Reed and Moore went through their presentation on wayfinding signage. They noted that the 2040 Comprehensive Plan referenced wayfinding signage from the 2007 Strategic Plan and that it was the only wayfinding plan they could find that identified parks or other directional signage. Moore said they were requesting either that sign locations identified in the 2040 Comprehensive Plan be implemented or that the requirements be changed so they would not have to create a large sign and could instead use a standard street sign pointing to the park. Reed added that this would be until the City creates and implements a wayfinding sign program. They then presented their proposed sign design and potential sign locations.

The commission discussed the proposal with Recreation & Community Events Director Suzanne Cano and Public Works Staff Member Dan Hall. Discussion included existing street sign locations where the signs could potentially be installed, what the signs should say, and the proposed sign design and wording. The commission considered using the park name with an arrow pointing toward the destination or using "City Park" with an arrow. The commission decided on "City Park" with an arrow, noting it would also be more cost-effective.

The commission also discussed the process required to install the signs. Hall said the proposal would at least need to go to Public Works Director Alan Soderling and that he could take the presentation to him, which the clerk would send. Reed asked whether the signs would need City Council approval, and Cano said if they did they would bring the proposal to the council.

Moore motioned to submit the commission's recommendation to the Public Works Department with the edits that the sign just say City Park and that they recommend it getting done in the most efficient and effective way possible, Vice-Chair Paris

seconded, the motion carried.

The Parks Signage Subcommittee was dissolved, and the agenda item was completed. Updates on the signs would be provided under the Parks Updates agenda item under Reports.

Motion to submit the commission's recommendation to the Public Works Department with the edits that the sign just say City Park and that they recommend it getting done in the most efficient and effective way possible. This motion, made by Moore and seconded by Paris, Carried.

Ronald Duell: Absent

Aundrea Leckie: Yes

Kholt Moore: Yes

Helen Paris: Yes

Adam Reed: Yes

Malea Sampsel: Yes

Yes: 5, No: 0, Absent: 1

D. Bike Trail Map (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Commissioner Leckie gave a brief summary of what was previously discussed at the last meeting for this agenda item and noted that she was waiting on the new member joining in July to discuss bike trails, as he had expressed interest in the topic. Vice-Chair Paris shared what she reported during the in-person report to City Council, stating that she told the council the commission was concerned that the City consider bike trail connectivity when reviewing new developments, and that the mayor had said he was pleased they were focusing on it. Paris noted that a bike symbol painted on Lancaster was old; Public Works Staff Member Dan Hall clarified the location and indicated that area was under Lakes Highway District jurisdiction, not the City's. Leckie stated that new developments should include bike path connectivity. Paris suggested there might be a story for the Coeur d'Alene Press regarding jurisdictional boundaries to help inform the public, and the commission discussed general lack of public awareness of boundaries with Recreation and Community Events Director Suzanne Cano and Public Works Staff Member Dan Hall, with Cano noting that a boundary map is available on the City's website. Leckie also noted that making the current bike paths map easier to find on the website was on her list to do.

E. McIntire Family Park Steering Committee

Vice-Chair Paris said the City Council voted to adopt the McIntire Family Park Plan. She noted that comments raised regarding the baseball field attached to the park were discussed briefly but were not part of the review cycle. Recreation and Community Events Director Suzanne Cano said that no one from the baseball organizations attended the meeting, despite indicating they would. Paris said her understanding was that City Administrator Lisa Ailport was working with them to identify solutions for another field and that the matter was being discussed by all parties. Commissioner Reed added that the McIntire Family Park Plan was moving forward, with Paris confirming this and noting that in a conversation she had with Ailport, it was being completed in two phases due to cost.

4. REPORTS

A. Parks Update

Public Works Staff Member Dan Hall gave an update stating that the City received the Honeysuckle Boat Launch grant and would be coordinating with Dalton Irrigation, as it was undertaking a major pipeline project and its main waterline runs under the boat launch. Hall said the next step would be to complete the design and that construction would hopefully begin in the fall. Commissioner Reed asked whether the project would go out to open bid or use an on-call engineer, and Hall said it would go out to open bid and provided the estimated cost of the project. Reed clarified that he was referring specifically to JUB

Engineering for the design work, and Hall said they could go directly to JUB and noted that it was already working on the Dalton Irrigation design. Commissioner Moore asked whether the project would take a long time, and Hall said it would be completed during the City's 2027 fiscal year. Reed noted that because the City would be using an approved list, there would not be any lead time needed to assemble a team and sub-consultants and that design work could begin immediately.

Commissioner Leckie asked how far along the Hayden Canyon Park development was. Hall explained what portions of Phase One had been completed and said the next phase of development was under review by the City's engineer. He said he was unsure of the status of that review and whether the park was part of that phase or a later phase. Hall also noted that improvements to Government Way would be completed as part of that development.

B. Recreation & Community Events Update

Recreation and Community Events Director Suzanne Cano told the commission that the City had secured a concessionaire for the Honeysuckle Beach concessions and that operations began on Monday. She noted that there were twenty teams in youth baseball, that the Bike Rodeo event would be held the following Wednesday, that Dog Days of Summer-Fest would take place on June 27, and that volunteers would be needed for the Hayden Days Parade. Commission members volunteered to assist with the parade. Vice-Chair Paris asked whether the parade theme was America 250 and whether there were prize categories. Cano confirmed that America 250 was the theme and reviewed the prize categories. Paris asked whether the judging criteria could be provided in advance, and Cano said it would be provided to her. Cano also informed commission members where and when to meet if they were judging or assisting with parade staging. Cano noted that proposals were still needed for the Hayden Days Beer & Wine Garden and that the minimum bid amount had been removed from the Request for Proposals. Chair Sampsel said the commission should help spread the word. Commissioner Leckie asked for the event dates, and Cano provided the dates and times.

C. Trees, Parks, & Bike Pedestrian Report

Vice-Chair Paris mentioned that she had emailed the previous month regarding a drinking fountain near one of the fields at Croffoot Park that had never worked. She said someone replied that staff were still working on repairs, but the fountain had not worked all year. Paris also followed up on the porta-potties at Croffoot Park that she had raised at the previous meeting and said they appeared to be in better condition. Public Works Staff Member Dan Hall noted that soccer was no longer taking place there, which helped prevent them from filling up as quickly. Paris said the issue should be kept on staff's radar early in the season to ensure more frequent cleanings. Chair Sampsel added that she believed Recreation and Community Events Director Suzanne Cano had requested increased cleaning frequency, and Paris agreed but said she would like to see it occur automatically next season.

D. Commission Round Table Discussion

Commissioner Reed asked if the commission could now review its goals and objectives since the code amendment work was complete. The commission agreed it should be added to the agenda for the following month. Commissioner Moore stated he wanted to take a moment to recognize that they had cleared items from their agenda and noted that the past couple of weeks had been productive in that regard.

Vice-Chair Paris said that, in addition to the goals and objectives discussion, she would like clarification on when the City can access funds and how they are allocated for use for projects, as she was unsure how the process worked. Chair Sampsel said she would speak with Community Development Director Donna Phillips and see if clarification could be prepared, noting it would likely not be completed until fall or winter.

Commissioner Moore noted that they had previously discussed meeting with the Historic Commission regarding walking paths, as a member of that commission had indicated they were working on related items, and said they should still pursue a joint meeting.

Commissioner Reed added that he believed they were also working with the Arts Commission. Chair Sampsel said the clerk could send her the contact information for the appropriate person so she could reach out as chair, and the clerk said she would need to confirm the correct channels.

Vice-Chair Paris asked about the mayor's authority to appoint a youth advisory member as a supplemental appointment to the commission and inquired whether a youth advisory commission currently existed and who served on it. She also asked whether the commission should be doing anything related to it. Chair Sampsel said there was not currently a youth advisory commission, but in the past youth members under eighteen had been appointed to commissions, though it had been a long time since that occurred, which she attributed to the retirement of key leadership teachers in local high schools.

5. **ADJOURNMENT**

The meeting was adjourned at 5:31 p.m.

Isabelle White, Clerk

2. **VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)**
3. **UNFINISHED BUSINESS**
 - A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion (ACTION ITEM)
 - B. Pickleball Courts (ACTION ITEM)
 - i. Subcommittee Update (ACTION ITEM)
 - C. Bike Trail Map (ACTION ITEM)
 - i. Subcommittee Update (ACTION ITEM)
4. **NEW BUSINESS**
 - A. Specialized Needs Recreation Presentation



Our Mission:

Enriching our participants with special needs through recreation and socialization to enhance personal growth.

Our Vision:

**We champion an independent and joyful life,
creating a connected community for all.**



YOU *belong.*



YOU *matter.*



YOU *are strong.*



YOU *are enough.*

Adult Life Group —

Ages 18 and up, 10-2, M — F, year-round

Summer Camp All-Stars —

Ages 8-18, M-Th, 9-3

Evening Group —

Ages 8 and up, Three monthly events

SNR Sports -

Ages 8 and up in a non-competitive, supportive environment.



2026

Adult Life Group Sample Calendar



SUN	MON	TUE	WED	THU	FRI	SAT
	 Total: \$12	 Total: \$12	 Total: \$22	 Total: \$25	 Total: \$22	
	 Total: \$12	 Total: \$12	 Total: \$22	 Total: \$25	 Total: \$20	
	 Total: \$12	 Total: \$12	 Total: \$22	 Total: \$30	 Total: \$22	
	 Total: \$12	 Total: \$12	 Total: \$22	 Total: \$35	 Total: \$20	

- Monday- Friday
- 10 am – 2 pm
- Ages 18 & up
- Transportation provided for outings
- Variety of activities for social, recreational, community enrichment, and life skills.

Camp All-Stars



Horse Ranch

Beach Days

Crafts

Golf

Trampoline Park

Sailing

Green Bluff

Silver Mine

Petting Zoo

Laser Tag

Hikes

Bowling

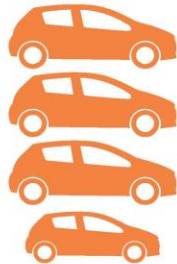
**Mobius Science
Center**

Soccer

**Spokane
Aquatic Center**

- Summer Camp for ages 8 - 18
- Monday - Thursday
- 9 am – 3 pm
- Drop off at SNR
- Transportation provided for outings





4 VEHICLES TO TRANSPORT
PARTICIPANTS ON
COMMUNITY OUTINGS



1 IN 4 FAMILIES HAS A
MEMBER WITH
A DISABILITY



23.2% OF ADULTS IN
KOOTENAI COUNTY
ARE LIVING WITH
A DISABILITY

642 YOUTH VISITS
IN 2024



5,255 ADULT VISITS
IN 2024

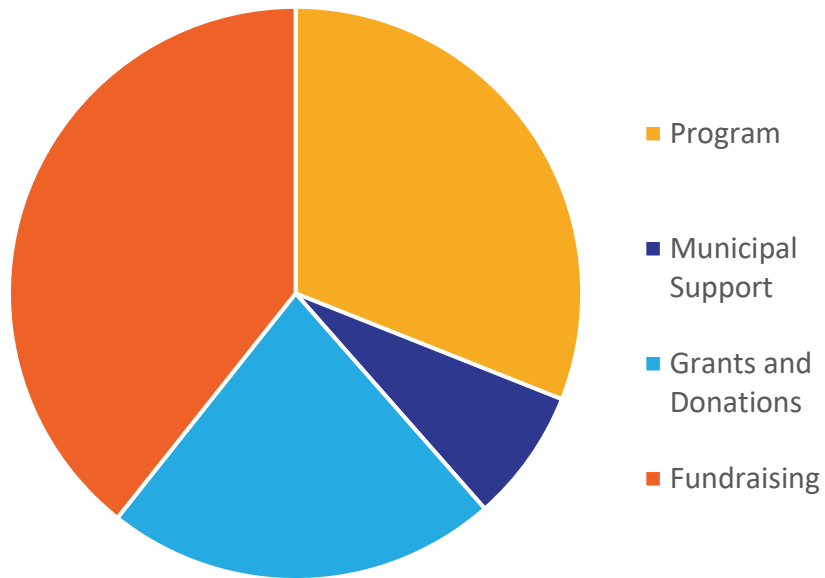


- ACQUIRED BRAIN INJURY
- DOWN SYNDROME
- AUTISM SPECTRUM DISORDER
- PHYSICAL DISABILITY
- CEREBRAL PALSY
- VISION AND HEARING IMPAIRMENT
- INTELLECTUAL DISORDER
- ADD/ADHD
- LEARNING DISABILITY

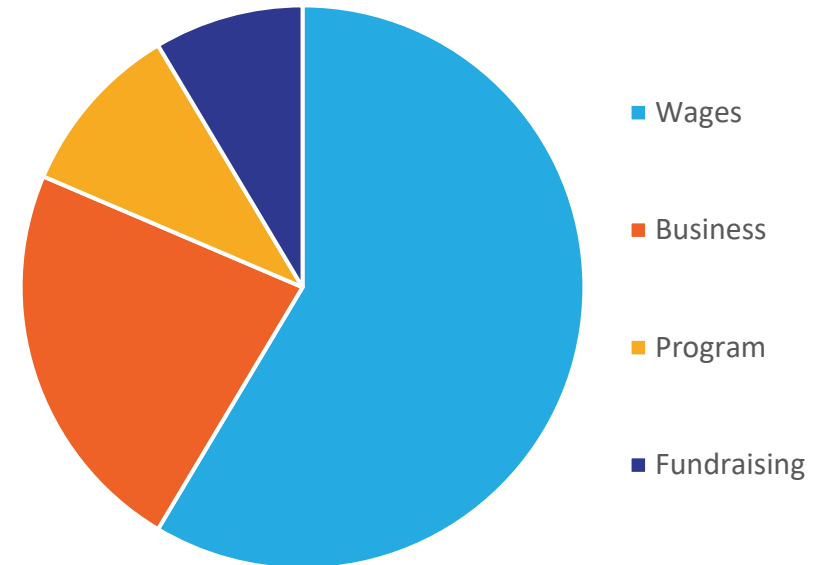
**SNR SERVES PARTICIPANTS RESIDING IN ATHOL, BAYVIEW, COCOLALLA, COEUR D'ALENE,
HAYDEN, KELLOGG, MOSCOW, POST FALLS, RATHDRUM, ST.MARIES, & SANDPOINT**

Annual Budget \$339,223

Revenue



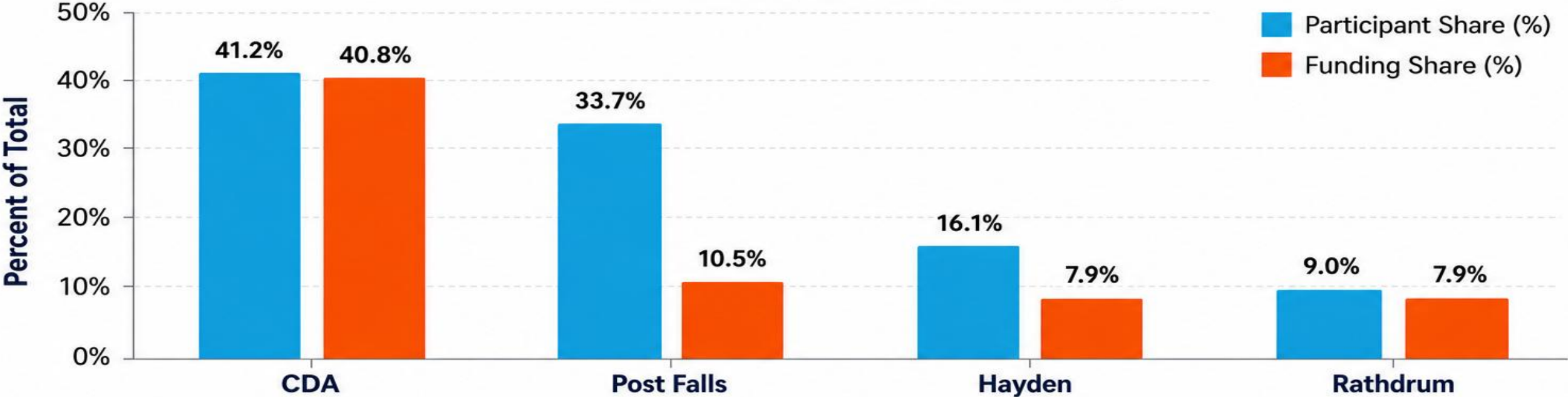
Expenses



- Employee Wages
- Business expenses=supplies, professional services, software, rent, utilities
- Program expense=supplies, fuel, equipment
- Fundraising expense=advertising, marketing, special events

Participant Share vs City Funding Share

Based on Participants from Each City



City	Participants (#)	% of Participants	Current Contribution	% of Funding	Equitable Share (Based on Participants)	Difference (Equitable – Current)
CDA	169	41.2%	\$15,500	40.8%	\$15,654	-\$154
Post Falls	138	33.7%	\$4,000	10.5%	\$12,790	-\$8,790
Hayden	66	16.1%	\$2,500	7.9%	\$6,117	-\$3,617
Rathdrum	37	9.0%	\$3,000	7.9%	\$3,429	-\$429
Annual Municipal Support (Current Total)			\$25,000	Suggested Total (Equitable Total)		\$38,000

Bottom Line, we simply need more space that will serve our community's growing needs.

In June, we've exceeded last years attendance numbers.

Expanded our facility, adding 1,000 SQ feet, to meet the needs

Purchased another vehicle



SPECIALIZED NEEDS RECREATION FACILITY
INITIAL CONCEPTUAL DESIGN



Built to Serve



Basketball Court



Art Studio



Sensory Room



Larger Kitchen

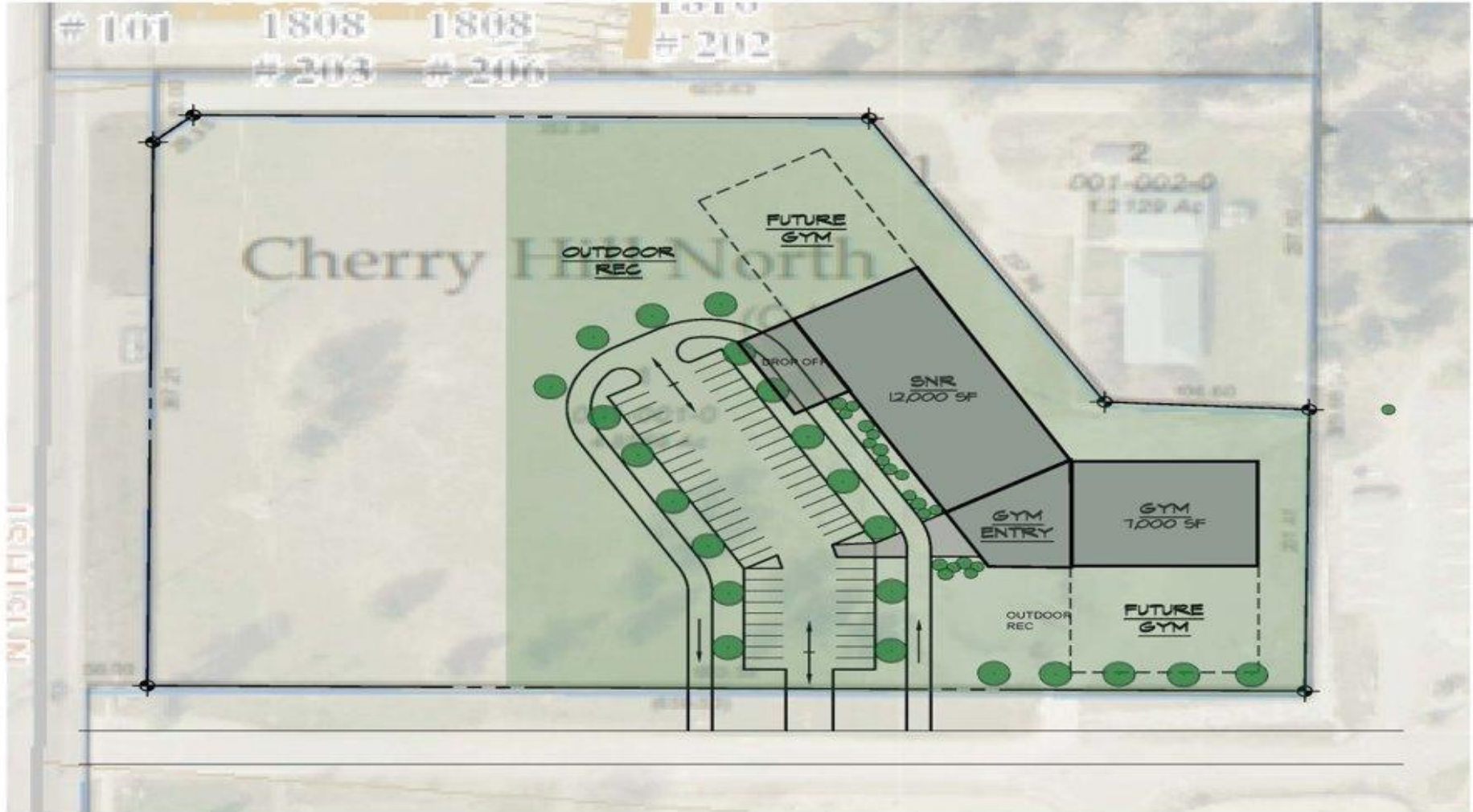


Garden



Yoga/Dance Studio

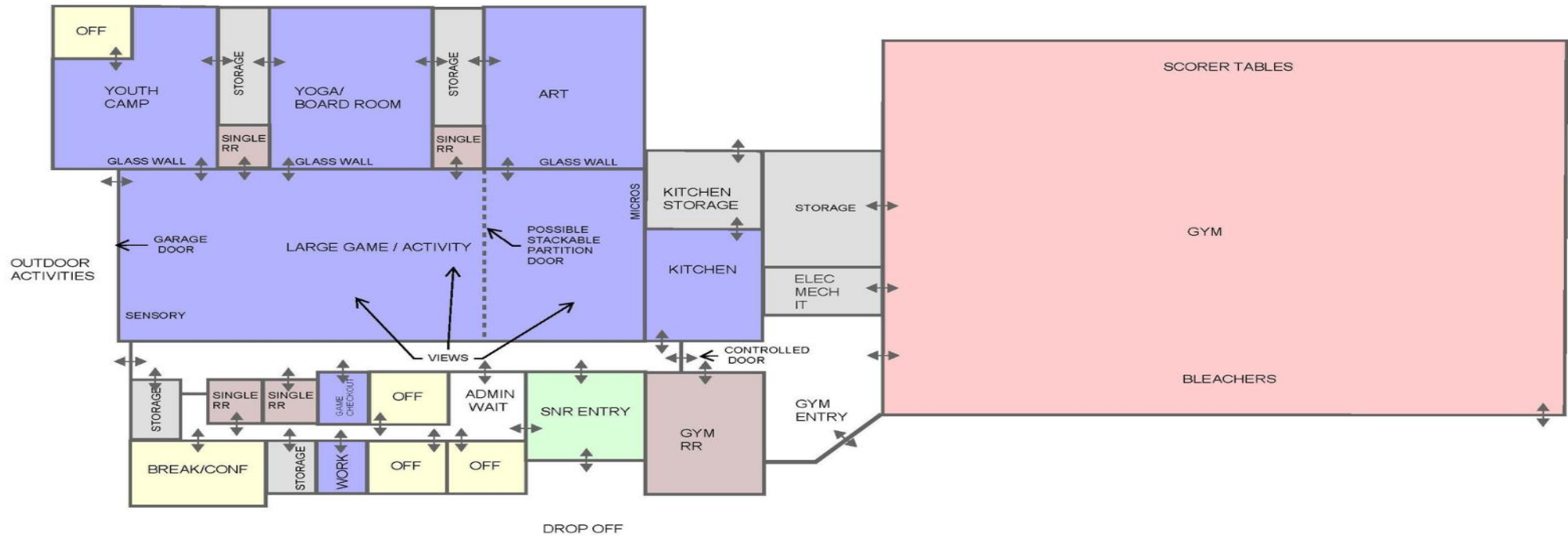
BUILDING *Belonging*



SNR CONCEPT: SITE PLAN CONCEPT

SCALE: 1"=60'-0"

1-22-26





BUILDING *Belonging*

Founding Members



- 65 Community members have stepped forward as Founding Members
- a three-year giving commitment

Partnerships



- Land usage donated, City of Coeur d'Alene
- Title Event Sponsor Coldwell Banker Schneidmiller Realty
- Conceptual Design Package donated by H2A
- HVAC donated by Metalcraft Mechanical
- Plumbing donated by ETCO Services
- Outdoor Sensory Space donated by The Coeur Group
- Concrete and Aggregate, donated by Interstate Concrete and Asphalt

Building



- 20,000 SQ. Foot
- Gymnasium
- teaching kitchen
- Art, dance, yoga rooms
- sensory friendly

Inclusion



- Designed for children, teens, and adults with disabilities
- Open to the broader community as a shared public asset

- B. Goals & Objectives (ACTION ITEM)
 - C. Hayden Days
 - D. Submission of Quarterly Written Report for Council Review
5. **REPORTS**
- A. Parks Update
 - B. Recreation & Community Events Update
 - C. Trees, Parks, & Bike Pedestrian Report
 - D. Commission Round Table Discussion
6. **ADJOURNMENT**