

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

Wednesday, March 18, 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 February 18, 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, February 18, 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

Aundrea Leckie: Absent
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 the January 21, 2026 meeting minutes. This motion, made by Reed and seconded by Moore, Carried.
Aundrea Leckie: Absent
Kholt Moore: Yes
Helen Paris: Yes
Adam Reed: Yes
Malea Sampsel: Yes
Yes: 4, No: 0, Absent: 1
 - A. Approval of the January 21, 2026 Parks, Recreation, & Community Forestry Commission Meeting Minutes
2. VISITOR/PUBLIC COMMENTS on Non-Agenda Items (5-minutes maximum)
No visitors.
3. UNFINISHED BUSINESS
 - A. Parks, Recreation, & Community Forestry Commission City Code Amendment Discussion **(ACTION ITEM)**
 - i. Subcommittee Update **(ACTION ITEM)**
Suzanne Cano explained the procedure for scheduling meetings with other commission members, stating that the commission should determine dates that were convenient for them and then contact the other members to confirm their availability. She noted that the clerk would distribute a poll of available dates for members to select from. Commissioner Reed reported that he was preparing a draft of the city code and would provide it to the clerk upon completion so she could distribute it to the other commission members for review prior to the workshop with the other commissions.
 - B. Pickleball Courts **(ACTION ITEM)**
 - i. Subcommittee Update **(ACTION ITEM)**

Chair Sampsel reported that there was not much to update, noting that the primary concern involved complaints from the west side of Stoddard Park regarding basketball noise. She explained that the north side of Stoddard does not have a Homeowners Association (HOA), so any feedback would need to come directly from the homeowners. Commissioner Reed had discussed with Sampsel an informal survey or a notice, and said that a formal survey for public input would be required once they were fully into the project; however, they did not want to start too early and use resources that could face pushback. Suzanne Cano inquired about existing sound mitigation measures, and Sampsel stated that options were minimal, such as fencing. Reed added that paddle and ball options were also being worked on for sound mitigation. Reed suggested the possibility of an information booth at the Kite Festival to gather public input regarding the courts. Cano responded that the Kite Festival is held at Broadmore Park, which might not reach their target audience, and said she would need to ask if they could do that. Commissioner Moore expressed concern that the public might think pickleball courts were being installed at Broadmore Park. Reed asked whether any events were occurring at Stoddard, and Cano noted that the Dog Days of Summer-Fest is held there, which could provide an opportunity to gather information from attendees.

C. Parks' Signage (ACTION ITEM)

i. Subcommittee Update (ACTION ITEM)

Commissioner Moore gave a presentation on a proposed webpage for parks, stemming from discussions about posting rules on signs for sheriff enforcement and using QR codes to provide information. He reviewed potential features, including park alerts, an interactive map, and park history. Suzanne Cano asked whether the Historic Commission would need to be involved, and Moore confirmed they would. He also discussed additional features considered beneficial for the webpage. Vice-Chair Paris stated that even if some redundancy existed, the goal was to link each park to all necessary information so visitors could get a quick overview without navigating the City website. Moore noted that the City's website was already well organized, so QR codes could link directly to drop-down menus, meaning only minor additions might be needed. Commissioner Reed asked whether the new page would be a separate link from the current City page listing all parks rather than the existing paragraph, and Moore stated that he envisioned it would replace the paragraph, consolidating hard-to-find information.

Cano noted that Michael Drobnock, the IT Admin, would need to be involved because the website platform, Revise, could be difficult to work with. Chair Sampsel indicated that Moore could provide input but could not make changes independently and asked how to proceed. Cano said she would contact Drobnock to arrange a meeting. Moore asked whether the Historic Commission should be included, and Cano said she would speak with Drobnock and City Clerk Abbi Sanchez. The Clerk asked whether significant website changes would require City Administration approval, and Cano confirmed that they would. Paris stated that she and Moore wanted to meet with Drobnock before the next meeting to reach a conclusion or consider disbanding the Subcommittee, as several projects had already been completed. Cano added that she would notify the Subcommittee once she talked with Drobnock.

D. Bike Trail Map (ACTION ITEM)

Commissioner Moore said he saw an idea where a bike with an arrow painted on the road serves as a reminder for motorists and noted discussions about creating lanes and addressing gaps where they don't connect. Public Works Deputy Director Ty Kovatch explained that road dimensions must allow proper clearance for motorists and bicycles, and that a painted symbol indicates a dedicated bike lane only if proper buffers are in place. Moore asked if a bike on the road automatically designates a bike lane, and Kovatch confirmed. Kovatch added that connectivity varies by corridor, citing the Ramsey Road Project as an example of improvements with remaining gaps. Moore said the painted

symbols he saw were more of a reminder to share the road, and Kovatch noted bicyclists might interpret it as a bike safety corridor, which could create conflict.

Vice-Chair Paris asked if development rules require certain road widths and suggested posting bike lane goals on the City website for public education. Kovatch said the Transportation Plan, which addresses pedestrian and bicycle connectivity and is due for renewal in 18 months, could clarify the City's vision and is publicly available. Paris asked if a commission member could be involved in the review, and Kovatch said it would be Public Works Director Alan Soderling's call, but he would note their interest. Chair Sampsel noted that Commissioner Leckie has a document on bike lanes, sidewalks, and zones that can be referenced. Kovatch said it would be helpful to highlight gaps, and the Commission agreed it would be a great resource for everyone. Commissioner Reed asked how road standards and right-of-ways are applied in building developments. Kovatch explained it depends on the scale of the development and the Master Plan designation for the corridor, so requirements vary by street. Reed suggested letting Leckie know so she can consult the appropriate contacts, and Sampsel said Moore and Paris could obtain information from Michael Drobnock and relay it to Leckie for the website.

i. Subcommittee Update (ACTION ITEM)

Commissioner Leckie was not present to give an update on the Bike Trail Map Subcommittee.

E. Teen Programs for 16-18 year olds (ACTION ITEM)

Chair Sampsel stated that this agenda item was a follow-up to something Commissioner Moore mentioned and asked how many teens ages fifteen and older are seeking recreation opportunities. Suzanne Cano said they offer some sports for fifteen-year-olds, along with special interest classes and lessons for all age groups, and noted that many teens end up refereeing. Moore observed that there are limited programs specifically for that age group and suggested using remaining budget funds to create something beneficial, such as a teen night. Cano said that would be easier with a community center, but they do not have one, and Moore stated they need to work with the resources available and consider other ways to create spaces for teens. Commissioner Reed asked whether referees receive anything at the end of the season, and Cano said they usually bring donuts on the first and last day of the season; Reed suggested they could do something for the referees during the season. Moore proposed bringing in a leadership speaker for referees to focus on leadership and development, and Cano added that they do not receive many requests for additional teen programs but have expanded age ranges as programs have grown, with teens allowed to coach if supervised by someone eighteen or older.

4. NEW BUSINESS

A. Budget Report

Suzanne Cano told the commission that they had not spent any money since October and still have \$750, but she stated they would help cover some of the cost for the Bike Rodeo event in June.

5. REPORTS

A. Parks Update

Ty Kovatch gave an update to the commission, noting that it was Bill Davis' first full year as leader of the Parks Team. He said they had done a fast development of the budget and are thinking ahead about projects on a five year spectrum, not that all projects will be done each year, but that they spend each year considering what needs to be included. Kovatch gave an update on the Honeysuckle Beach Boat Launch, previously discussed in last month's meeting, and noted they had applied for a grant. Commissioner Moore asked what would happen if they did not receive the grant, and Kovatch said they could continue applying, and the project would be delayed until funding was secured. He also said they are gathering costs for improvements to the Broadmore Park tot-lot and the Stoddard Park silo roof, while conducting due diligence on structural safety. Kovatch reported that they are also putting a roof on Chomper Café and the old Parks garage due to wind damage.

Suzanne Cano mentioned that they had discussed historically designating Stoddard Park, which is not eligible, but the silo could be. Kovatch noted that the question would be whether a designation would enhance or limit their ability to maintain it. Commissioner Reed asked if there were grants or funding from historical registry societies to help with the restoration, and Cano said there was just not a lot. Reed asked if the City could designate historical preservation under City ordinance, and Kovatch said Council could do so or undo it at their discretion. Kovatch also stated that from his understanding, based on information from Community Development Director Donna Phillips, there are sub-tiers, but he did not know enough about them. He also mentioned that the stage structure at Stoddard Park needs work. Vice-Chair Paris asked about standards or checklists for the parks, and Kovatch said they are building those and plan to update the Master Plan with packages for different park elements. Paris said the commission would like to be involved when the Master Plan is updated, and Cano stated that they were involved in the last plan and are always included when parks strategic plans are updated.

B. Recreation & Community Events Update

Suzanne Cano gave an update on the sports currently ongoing and the registrations being taken for upcoming sports. She mentioned the new Recreation Coordinator, Ethan LaValley, is doing great. She also told the commission about the Calendar of Events and that they would make sure to get that to them, and the clerk stated she forgot to print it out but it was available on BoardBook. Cano also mentioned that the Spring Activity Guides went out the day before. Commissioner Moore asked if they were doing anything special for July 4th's 250th anniversary, and Cano told him that Community Development Director Donna Phillips had talked about incorporating it into Arbor Day this year. Commissioner Reed mentioned that Arbor Day is on Wednesday, May 13 this year and that he had already let Event Coordinator Jennifer Arrotta know he would volunteer.

C. Trees, Parks, & Bike Pedestrian Report

The commission had nothing to report.

D. Commission Round Table Discussion

Commissioner Reed told the commission that the Open House for McIntire Family Park was on March 19 from 4 p.m. to 6 p.m. Suzanne Cano said her department was going to send out the survey for the park to all their SportSites and Constant Contact contacts. Reed suggested putting the McIntire Family Park Steering Committee on the agenda for next month so they would have time to talk about what had been happening. Reed said he would send the code draft to the clerk to distribute to the rest of the commission. Commissioner Moore asked if they were getting a survey for dates for the Workshop with other commissions, and Cano said yes, a poll would be sent out and asked what other commissions they wanted involved. Chair Sampsel stated the more the merrier if they want to show up because there had been a request to standardize things and get the codes more in alignment so they were not extremely dissimilar. Cano stated that each commission is designed to do something different, and Sampsel agreed but said the format could be similar. Reed stated there are some things they are doing that were not in their code but were in another commission's code, and he was working on a format for the commissions that included what was the same and added wording if something was different within a separate chapter so they would have a base in case a new commission was created and could base everything off that, since there was no generic template.

6. ADJOURNMENT

The meeting was adjourned at 5:26 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)**
 - i. Subcommittee Update **(ACTION ITEM)**
 - B. Pickleball Courts **(ACTION ITEM)**
 - i. Subcommittee Update **(ACTION ITEM)**
 - C. Parks' Signage **(ACTION ITEM)**
 - i. Subcommittee Update **(ACTION ITEM)**
 - D. Bike Trail Map **(ACTION ITEM)**
 - i. Subcommittee Update **(ACTION ITEM)**
4. **NEW BUSINESS**
 - A. McIntire Family Park Steering Committee
5. **REPORTS**
 - A. Parks Update
 - B. Recreation & Community Events Update
 - C. Tress, Parks, & Bike Pedestrian Report
 - D. Commission Round Table Discussion
6. **ADJOURNMENT**