



PARKS & RECREATION COMMISSION

REGULAR MEETING • AGENDA

City Hall Council Chambers • 33 East Broadway Avenue, Meridian, Idaho
 Wednesday, April 9, 2014 • 6:00 p.m.

Mission:

The Meridian Parks & Recreation Commission is a volunteer citizens' group that is created and empowered to advise the City on issues relating to park facilities and recreation programs of the City. Their mission is to gather input from staff and other qualified personnel on issues relating to the creation and design of public parks and open spaces; to listen to public input; and to provide advice and recommendations on parks and recreation related matters to the Mayor and City Council.

	Presenter	Approximate Time
1. Roll-Call Attendance ___ Matt Stoll, President ___ Tiffany Coleman, Vice President ___ Treg Bernt ___ Sharon Borton ___ Kent Goldthorpe ___ Phillip Liddell ___ John Nesmith ___ Creg Steele ___ William Fitzgerald	Rachel Myers	2 minutes
2. Adoption of the Agenda	Matt Stoll	2 minutes
3. Approval of the March 12, 2014 Regular Meeting Minutes	Matt Stoll	2 minutes
4. Announcements - NONE		
5. Committee Meetings - NONE a. Recreation & Special Events Committee b. Parks Amenities & Signage Committee c. Community Liaison Committee		
6. Committee Reports - NONE a. Recreation & Special Events Committee b. Parks Amenities & Signage Committee c. Community Liaison Committee		

7. New Business a. Volunteer Appreciation Month Recognition b. Pathways Tour <i>Members of the public are invited to join the tour. Space is limited on the van; please contact Rachel, at 888-3579, to inquire. If the van is full, you are welcome to follow in your own vehicle.</i>	Steve Siddoway Steve Siddoway	<u>2 hours & 2 minutes:</u> 2 minutes 2 hours
8. Old Business - NONE		
9. Workshop - NONE		
10. Staff Reports - NONE		
11. Adjourn	Matt Stoll	1 minute

NEXT MEETING: MAY 14, 2014 • 6:00 P.M.

ATTACHMENTS:

- (1) 3-12-14 Regular Meeting Minutes
- (2) Recreation & Special Events Committee: Mission; Goals & Objectives; 3-12-14 Minutes
- (3) Parks Amenities & Signage Committee: Mission; Goals & Objectives; 3-11-14 Minutes (Special Meeting); 3-12-14 Minutes
- (4) Community Liaison Committee: Mission; Goals & Objectives

2014 All-Commission Goals:

1. Participate in updating the Comprehensive Park System Master Plan.
2. Work on the design and construction of a new dog park in Storey Park to replace the existing Bark Park which will be closed, due to the new Police Training Facility.
3. Continue to pursue additional funding sources for future pathway construction opportunities.
4. Continue to engage other task forces, commissions, entities, and agencies through workshops and other outreach.
5. Investigate the feasibility of a mobile website or app.
6. Continue to hold an annual team-building event and facilitate communication among Commission members.
7. Install the park dedication plaques at all parks.
8. Volunteer at one community event per quarter.



PARKS & RECREATION COMMISSION

REGULAR MEETING • MINUTES

City Hall Council Chambers

33 East Broadway Avenue, Meridian, Idaho

Wednesday, April 9, 2014 • 6:00 p.m.

The Meridian Parks & Recreation Commission is a volunteer citizens' group that is created and empowered to advise the City on issues relating to park facilities and recreation programs of the City. Their mission is to gather input from staff and other qualified personnel on issues relating to the creation and design of public parks and open spaces; to listen to public input; and to provide advice and recommendations on parks and recreation related matters to the Mayor and City Council.

1. Roll-Call Attendance

Commission President Matt Stoll called the meeting to order at approximately 6:00 p.m. MPR Administrative Assistant II Rachel Myers took roll-call attendance as follows:

<u>X</u> Matt Stoll, President	<u>X</u> Phillip Liddell
<u>X</u> Tiffany Coleman, Vice President	<u>X</u> John Nesmith
<u>X</u> Treg Bernt	<u>X</u> Creg Steele
<u>X</u> Sharon Borton	<u>X</u> William Fitzgerald*
<u>X</u> Kent Goldthorpe	

*Commissioner Fitzgerald left the meeting/tour at approximately 7:30 p.m.

Others present were: MPR Department staff—Director Steve Siddoway, Parks Superintendent Mike Barton, and Parks & Pathways Project Manager Jay Gibbons.

2. Adoption of the Agenda

Commission President Matt Stoll entertained a motion to approve the agenda as presented. Commissioner Creg Steele moved to adopt the agenda as presented. Commissioner Sharon Borton seconded the motion. All were in favor of the motion.

3. Approval of the Minutes of the March 12, 2014 Regular Meeting

Commission President Matt Stoll entertained a motion to approve the minutes as presented. Commissioner Creg Steele moved to adopt the minutes as presented. Commissioner Sharon Borton seconded. All were in favor of the motion.

4. Announcements - NONE

- 5. **Committee Meetings - NONE**
 - a. **Recreation & Special Events Committee**
 - b. **Parks Amenities & Signage Committee**
 - c. **Community Liaison Committee**

6. **Committee Reports - NONE**

7. **New Business**

a. **Volunteer Appreciation Month Recognition - Steve Siddoway**

MPR Director Steve Siddoway expressed appreciation for all of the City's volunteers who give so much of their time and resources to help make the Meridian community a better place to live, work, and play. Volunteers save the City countless dollars by their innumerable acts of service. Steve presented the MPR Commissioners each with a card and a small gift in recognition of Volunteer Appreciation Month.

b. **Pathways Tour - Steve Siddoway/Jay Gibbons/Mike Barton**

Listed below are the pathway sites that were visited by van and/or on foot. A map of the tour sites is attached to these meeting minutes.

- 1) Five Mile Creek Pathway, Segment H2.
- 2) Five Mile Creek Pathway, Segment G at Fairview Lakes.
- 3) Five Mile Creek Pathway, Jackson Drain Connection.
- 4) Five Mile Creek Pathway, Segment F - H.R. Bud Porter Pathway; Pathway Distance Signage Markers.
- 5) 8th Street Park - Restroom/Shelter Construction Project.
- 6) Five Mile Creek Pathway, ACHD Section.
- 7) Five Mile Creek Pathway, Segment E.
- 8) Five Mile Creek Pathway - Micro path at Bridgetower.
- 9) Bellano Subdivision (formerly Isola Creek) - Future Park Property Site.
- 10) Five Mile Creek Pathway, Segment D.
- 11) Five Mile Creek Pathway, Segment C - The Oaks.

8. **Old Business - NONE**

9. **Staff Reports - NONE**

10. **Adjourn**

Commission President Matt Stoll entertained a motion to adjourn the meeting. Commissioner Creg Steele moved to adjourn the meeting. Commission Vice President Tiffany Coleman seconded. The vote was unanimous and in favor of the motion.

There being no further business, the meeting adjourned at approximately 8:10 p.m.

APPROVED:



MATT STOLL, PRESIDENT

5 / 14 / 2014
DATE



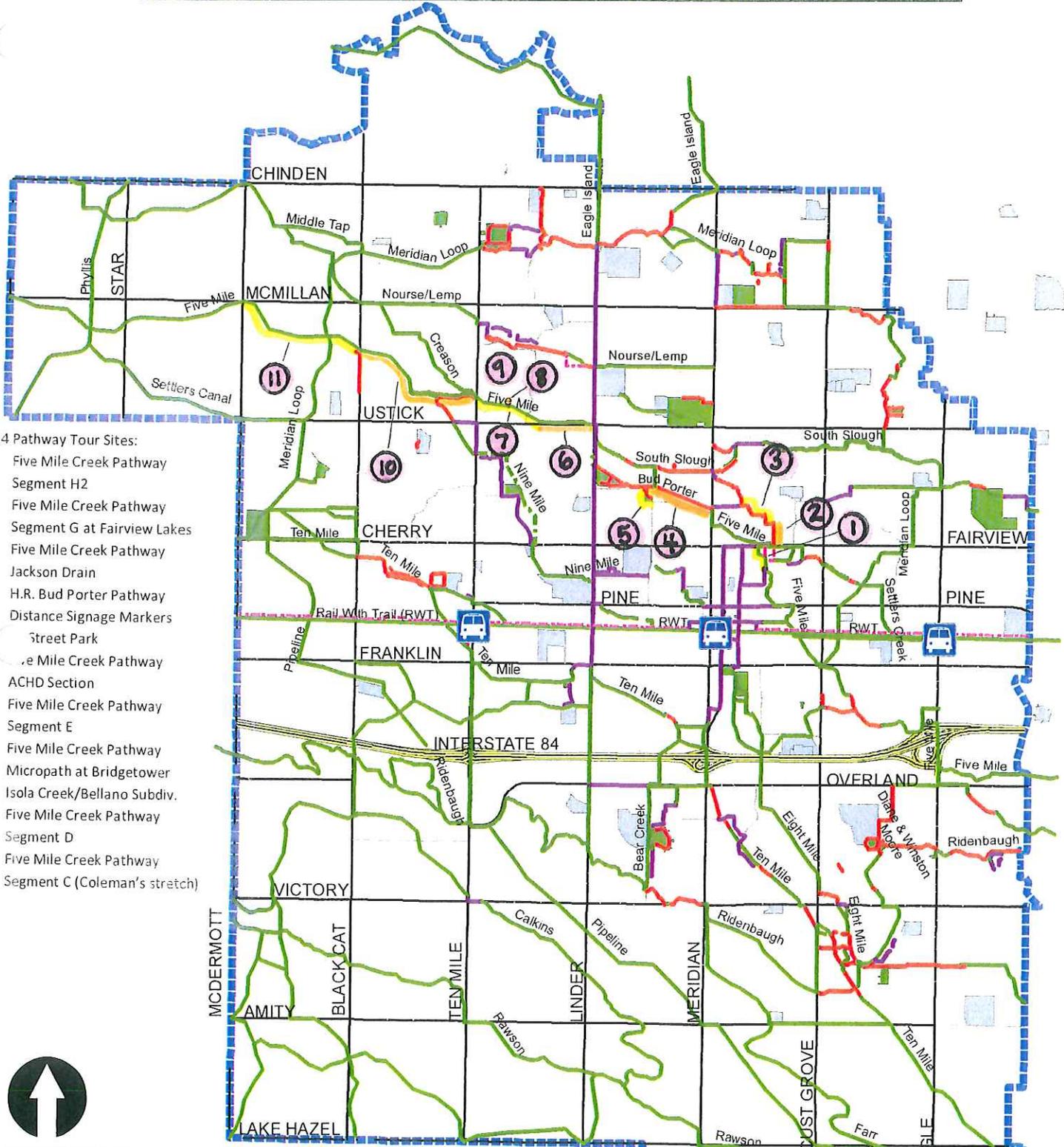
TIFFANY COLEMAN, VICE PRESIDENT

/rem

Attachments:

- 1) Meridian Pathways Network Map - 2014 Pathway Tour Sites

Meridian Pathways Network Map



- 2014 Pathway Tour Sites:
1. Five Mile Creek Pathway Segment H2
 2. Five Mile Creek Pathway Segment G at Fairview Lakes
 3. Five Mile Creek Pathway Jackson Drain
 4. H.R. Bud Porter Pathway Distance Signage Markers
 5. Street Park
 6. Five Mile Creek Pathway ACHD Section
 7. Five Mile Creek Pathway Segment E
 8. Five Mile Creek Pathway Micropath at Bridgetower
 9. Isola Creek/Bellano Subdiv.
 10. Five Mile Creek Pathway Segment D
 11. Five Mile Creek Pathway Segment C (Coleman's stretch)



Legend

Pathways		Other	
	Alternative Route		Meridian Impact Area
	Existing Pathway		Park
	Long-Term Route		School
	On Street Route		Future Transit Station
	Proposed Pathway		





PARKS & RECREATION COMMISSION RECREATION & SPECIAL EVENTS COMMITTEE



MISSION:

The mission of the Recreation & Special Events Committee is to help create continuity and involvement in community parks and recreation programs by proposing, promoting, and facilitating recreation opportunities and special events in the City of Meridian.

GOALS & OBJECTIVES • 2013-14

1. Create a disc golf tournament in October 2014.
 2. Continue to improve Christmas in Meridian, including the Winter Lights Parade, the Christmas Tree Lighting Ceremony, followed with the Children's Winterland Festival.
 3. As a committee, support another City event.
-

AGENDA • Wednesday, May 14, 2014

6:00 p.m. • Meridian City Hall • Clerk's Conference Room • 33 E. Broadway Avenue

1. Disc Golf Fall Classic
2. July 4th
3. Christmas in Meridian Winter Lights Parade



PARKS & RECREATION COMMISSION PARKS AMENITIES & SIGNAGE COMMITTEE



MISSION:

The mission of the Park Amenities & Signage Committee is to define future park locations, themes, signage, and amenities to better serve the impending growth demands of the City of Meridian and to work closely with the Meridian Parks & Recreation Department to develop and implement these new concepts into a more functional park system serving both young and old alike.

GOALS & OBJECTIVES • Fiscal Year 2013-14:

1. Implement the master amenities plan for all parks.
 2. Develop a prototype shade structure (to be adjusted for site specific needs) and budget for 2015.
 3. Provide input into the Parks Comprehensive Plan update.
 4. Assist in the development of the master planning for Borup Park, Aldape Park, and the South Meridian 77-Acre Property.
 5. Develop specific recommendations for adult amenities.
-

MINUTES • Tuesday, April 8, 2014 (Special Meeting)

The Parks Amenities & Signage Committee met on Tuesday, April 8, 2014 in the Parks & Recreation Department Conference Room at Meridian City Hall, 33 E. Broadway Avenue, Meridian, Idaho. The meeting was called to order at approximately 4:10 p.m.

Attending:

- X Phil Liddell, Chairman & Commissioner (Minutes Taker)
- O Matt Stoll, Commissioner
- X Creg Steele, Commissioner
- X Jay Gibbons, MPR Dept.
- X Mike Barton, MPR Dept.

1. Follow-Up: Feedback from the Senior Center Regarding Outdoor Adult Activities

No action taken. This item was discussed at last month's meeting.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

2. Follow-Up: Potential Shade Structure Project for Kleiner Park

Mike reported that Kim Siegenthaler of Jensen-Belts Associates likes the idea of fabric shade systems and that a trellis system is probably not appropriate in the desired location. She also suggested that the Committee work with Recreation Today of Idaho along with Superior Sunshade and give them the area the Committee desires to install shade at Kleiner Park along with an anticipated budget. They will work up some preliminary designs and related pricing.

Action Items:

- Mike to invite representative from Recreation Today of Idaho to attend next month's special meeting on May 13, 2014.

Committee Recommendations to Commission:

- None at this time.

3. Update on Park Dedication Plaques

Jay reported that Councilman Rountree wanted to make sure the Committee had discussed the various phases of construction at Settlers Park before finalizing the plaque. Jay informed Councilman Rountree that the Commission agreed each and every phase would not be recognized. He was okay with that. Staff is waiting for the check request for the 70% down payment on all plaques before fabrication begins.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

The meeting adjourned at approximately 4:50 p.m.

AGENDA • Wednesday, May 14, 2014

6:00 p.m. • Meridian City Hall • City Council Conference Room • 33 E.
Broadway Avenue, Meridian, ID

1. Present Research Findings by Committee Members of Amenities Appropriate for Seniors, as Well as Other More Generalized Amenities
2. Update on Shade Options, Related Costs, and Materials Discussion with Recreation Today of Idaho's Representative



PARKS & RECREATION COMMISSION COMMUNITY LIAISON COMMITTEE



MISSION - COMMUNITY LIAISON COMMITTEE:

The mission of the Community Liaison Committee is to develop and maintain relationships with community organizations in Meridian.

GOALS & OBJECTIVES • 2013-14:

1. Become more involved in community events by establishing a calendar.
 2. Explore more avenues to utilize technology—the interactive digital guide, mobile apps, and mobile website.
-

AGENDA • Wednesday, May 14, 2014

6:00 • Meridian City Hall, Council Chambers, 33 E. Broadway Avenue,
Meridian, ID

1. Upcoming Events Volunteer Schedule
2. Sidewalk Chalk Art Contest Update



PARKS & RECREATION DEPARTMENT

STAFF REPORTS

May 14, 2014

Administration Division

Department Director's Report:

STEVE SIDDOWAY

1. **Parks & Recreation Master Plan** - The scope of work for the Parks & Recreation Master Plan is coming along nicely. I appreciate the feedback I have received so far about the scope. As I write this, we are detailing the scope of work for the master plan, expanding from the bullet-point list of topics to specifying milestones and deliverables for each one. We are on track to have the Request for Proposals (RFP) out this month.
2. **Parks & Recreation Marketing Coordinator** - Shelly Houston joined the Parks & Recreation Department as the Department's Marketing Coordinator last month, in April. Shelly will serve as the staff liaison to the Commission's Community Liaison Committee. In this position, Shelly will "own" the coordination and implementation of the Parks & Recreation Communication Plan, as developed with the Commission last year. Please help us welcome Shelly to the team!
3. **Budget Season** - We are currently fully involved in the drafting of the FY15 budget. Potential enhancements include:
 - Storey Park Development - Dog Park
 - Administrative Assistant - Front Counter
 - Pathway Connections
 - Settlers, Kleiner, and Summer Camp Connectivity
 - Meridian Road Interchange
 - Boys & Girls Club Partnership
 - William Watson Park

- Bellano (Isola Creek) Park Design
- Borup Property Water Rights
- Ten Mile Medians South

These projects have been submitted, in line with our Capital Improvements Plan (CIP), but have not yet been balanced against the other needs/requests from other departments in the City. Those balancing discussions will happen in conjunction with the Mayor and other Directors over the next month.

4. **Arbor Day Celebration** - I want to take a moment to reflect on the wonderful Arbor Day Ceremony and tree planting on April 23 at Prospect Elementary. I am grateful to our Commissioners, Council members, and the Mayor for participating in the event. The weather was beautiful, and the school children were excited to share their ideas about the benefits of trees in our community. The plaque was a welcome addition this year to commemorate the year of the event and type of tree. Kudos to Elroy, Shelly, and all the Parks staff who helped make the event a success!
5. **Kleiner Park Award** - We have submitted Julius M. Kleiner Park to be considered for a national award by the National Recreation & Park Association (NRPA). All we know at this point is that they have received the application. Awards are presented as part of their annual conference in October. We will keep you posted on any news between now and then regarding their review and any feedback about the award.

Parks Division

Parks Superintendent's Report:

MIKE BARTON

1. **Settlers Village Square Phase 2 Tennis** - Now that drier weather is here, construction has resumed. The championship court and the U10/pickleball court have been paved. Drainage work is underway and almost complete. Two other courts have had the base stripped off to allow the subsoil to dry out. These areas will be compacted and paved sometime in the next three weeks. Overall, the weather delayed the project, but the quality is exceptional. We look forward to a grand opening this summer.
2. **Park Ambassador Program** - Our Park Ambassador Program is up and running for the season. We had our first training session and had attendance of around 40 volunteers. As of May 1, our ambassadors are back in the parks.
3. **Kleiner Park** - There are a couple of items at Kleiner Park we would like to see finished or improved upon. We are working with the artists and engineer to add movement and a green power source to the obelisks. Charcoal grills have been installed at shelters A-1 and B-1. These grills are large and can

accommodate large groups of people. Additionally, the gas grills are in the park and available to rent. New bark has been spread along with the cleanup of the planter areas.

4. **Generations Plaza Fountain Remodel** - The equipment is in place, and final electrical connections will occur shortly. We look forward to a water feature that is safe for the public to come in contact with.
5. **Settlers Park Splash Pad** - The splash pad at Settlers Park has been converted to a fresh water system that will recycle the water back to irrigation. All the necessary work has been completed, and the project is closed.
6. **Future Dog Park** - The planning effort to build a dog park is well underway. We have assembled our design and construction team. Insight Architects, along with Jensen-Belts Associates, will lead the design effort. Kreizenbeck Constructors will be the construction manager on the project. We will be moving full speed ahead and will be bringing options forward in the near future.
7. **77-Acre Park Well Development** - We have begun the process of transferring our water right from the neighboring property onto the 77-Acre Park site. We are working with a consultant to complete the transfer. In the meantime, we have bid the project and are ready to award for construction but are awaiting the transfer to be completed.
8. **Maintenance Activities in the Parks** - Maintenance staff is in the growing season mode. They are busy mowing, trimming, fertilizing, keeping weeds under control, checking irrigation, and all of the customer service tasks required to keep our parks top notch.

Parks & Pathways Project Manager's Report:

JAY GIBBONS

1. **Fivemile Creek Pathway - Segment E, Bridgetower** - Pathway construction began on April 10, 2014. It is progressing smoothly. Project completion is August 8, 2014.
2. **Storey Park Master Plan** - Storey Park Subdivision was recorded on April 23, 2014. An agreement with the Dairy Board is pending.
3. **Pathway Directional Signs** - Bud Porter directional signage is in the works. Staff is working with the Commission to embark on a pathway network directional sign project.
4. **Rail With Trail Pathway** - The City received a grant to fund an arterial crossing design study. The project kick-off is awaiting a contract between the consultant, the City, and ITD.

5. **Transportation Improvement Projects** - Staff is working with Development Services and Public Works to coordinate roadway and intersection improvements for near-term projects. These projects include separated sidewalks, interim treatments, and landscape improvements.
6. **Centennial Park Restroom Project** - A sewer service connection project was completed prior to irrigation season in March. The restroom has been ordered; it should arrive the second week of July.
7. **8th Street Park Picnic Shelter Project** - The shelter has been ordered. Site plans are currently in design. The shelter should arrive for installation the last week of June.
8. **Park Dedication Plaques** - The bronze plaques are in production. They will be delivered the second week of June.
9. **Idaho Street Sidewalk Improvement Project** - The project is funded by a CDBG grant in partnership with ACHD. The improvements will include installation of concrete sidewalk on both sides of Idaho Street between Meridian Road and 4th Street where missing segments of sidewalk exist. Initial survey and design development work is underway. The project will be constructed in the fall of 2014.

City Arborist's Report:

ELROY HUFF

1. **Kleiner Park Arboretum** - We are planting trees currently in the arboretum for April and May. The tree trunk covers were removed on April 26.
2. **Volunteer Project at Kleiner Arboretum** - We have 5-6 tree planting volunteer projects in April and May. We are heading toward 42 new trees in the arboretum for this year.
3. **Strategic Tree Planting Initiative** - This project was held on April 26 at the arboretum, which was a success. We disseminated 360 donated trees and had approximately 50 leftover.
4. **Arbor Day Celebration** - Arbor Day was held on April 23 at Prospect Elementary School. This year we added a new plaque under the tree with the tree name engraved on it.
5. **Downtown Tree Box Replacement and Construction** - This project is under contract and ready to start in the next week or so.

6. **Tree Inventory Work** - Inventory is still in process. I am collecting data on days that are nice in the afternoons.
7. **Generations Plaza Water Feature** - This project is wrapping up. The unit has been installed. Mike is working on some artwork for the unit cover.
8. **Settlers Park Splash Pad** - We are prepping the splash pads for this year. They will turn on May 23.
9. **Park Tree Planting** - This will continue to happen at various parks through the summer.

Recreation Division

Recreation Coordinators' Report:

COLIN MOSS, GARRETT WHITE, & PATRICK DILLEY

1. **CableONE Movie Night in Meridian** - The 8th season of CableONE Movie Night in Meridian will begin June 6. Colin will complete final preparations over the next month.
2. **Unplug and Be Outside Week** - Our third year of Unplug and Be Outside Week was held April 19-26. The weather had an effect on participation numbers, and even forced the cancellation of some, but overall the week was still a great success.
3. **Independence Day Festival** - The 2014 MOU with the Meridian Speedway for 4th of July festivities has been signed by both parties. We can expect another wonderful Independence Day in Storey Park this year.
4. **Kleiner Park Concerts** - An agreement with Sona Productions has been finalized to bring a six-week concert series to Kleiner Park this summer that we are calling "Kleiner Park Live." It will be hosted Thursday evenings from July 10 through August 14. We plan to expand the series in future years.
5. **Christmas in Meridian Committee** - This year's first meeting of the Christmas in Meridian Committee was held April 21. Christmas in Meridian 2014 will be December 1-6 with the Winter Lights Parade on Friday, December 5. We will be working on an updated parade route, a better transition from parade to tree lighting, and better traffic control around the parade route, among many other things.
6. **Part-Time Seasonal Office Assistant** - We have hired our second part-time Seasonal Office Assistant. Lindsay Samples should start the week of the Commission meeting. Hillarie Spillan will move to a 9 a.m. - 1 p.m. shift at the

front desk, and Lindsay will be there from 1-5 p.m. so we have two front desk staff almost the entire day. Lindsay will work until the middle of August.

7. **Outside Organization Events** - We currently have 40 events scheduled at Meridian parks, including the events hosted by the MPR Department. Eight of those events have already taken place. We will definitely exceed the 41 events from last year.
8. **Seasonal Hiring** - Patrick will complete hiring for Camp Mer-Ida-Moo, Let's Play Sports Camp, and Outdoor Adventure Camp. Camp staff training is set for the first week of June. All camp staff will be First Aid/AED/CPR certified, and training will also include a Darkness to Light session for our staff.
9. **Summer Camps with Meridian Parks & Recreation** - Patrick will meet with the principals at Siena and Prospect Elementary Schools to finalize logistics and procedures to be followed while our summer camps are using the schools this summer. Field trips, bus schedules, and camp curriculum will be finalized. All equipment and camp supplies will be ordered and shipped. Patrick will update the Youth Camps section to our website complete with weekly schedules, parental forms, staff information, and contact information to broaden our customer service outreach for the parents of our campers. All camp supplies and technology will be moved from Meridian City Hall to Siena and Prospect Elementary Schools during staff training.
10. **Contracted Instructors** - Patrick will complete and collect signed contracts with all contracted instructors teaching activities and classes in the parks and at the Community Center for this summer. He will also get all contracts approved through the Purchasing Department. Background checks will be completed on all new instructors.
11. **Teen Activities Council** - TAC participated with the rest of MYAC in the Dance Your Heart Out event on May 2 at The Village at Meridian. This event was in partnership and a fundraiser for the American Heart Association (AHA) where youth dance teams or individuals performed in the village square for a large crowd. Officer Gomez was our DJ, and Shelly Houston was also in attendance photographing the event, along with Ken Corder and Mayor Tammy. MYAC students handed out t-shirts for a charitable donation and raised money for the AHA. Restaurants at The Village at Meridian also participated in the event, and if patrons made a donation to the AHA, they were able to receive a 10% discount at any of the restaurants at The Village at Meridian.

The 4th Annual Ignite Youth event will be held at the Idaho Party Barn at 6 p.m. on Monday, May 12. We received the most applications ever for Ignite Youth totaling 30 applicants from many different schools. There were 12 selected by MYAC's executive council to present this year's Ignite Youth event.

MYAC will host the second annual Ball at the Hall on Saturday, May 17, and TAC has worked hard to plan the decorations and itinerary for the event along with

securing auction items. The beneficiary for this year's event is Buckle Up for Bobby.

TAC is also planning the MYAC end-of-the-year party at Wahooz for MYAC members and friends.

12. **Spring Basketball League** - The Spring Basketball League has finished up, and awards have been ordered. This was the first year we held the league and had 20 teams registered.
13. **Spring Volleyball League** - The end-of-season tournament has begun and will end the middle of May. We have 92 teams registered for this league.
14. **Summer Fun Kick-Off Girls Fastpitch Softball Tournament** - We are currently taking registrations for the Girls Fastpitch Tournament held over Memorial Day weekend. We partnered with Judy Crandell two years ago and had 27 teams registered. Judy has run this tournament for several years. Last year, we had 30 teams, and this year we already have 35 teams signed up. Friday, May 9 is the registration deadline. Games will be played at Bear Creek, Tully, and Heritage Middle School.
15. **Spring Softball League** - The Spring Softball League has 100 teams registered. Games are played at Bear Creek, Tully, and Storey Parks Monday through Friday.
16. **Athletic Field Applications** - Garrett has been following up and taking field reservations daily.