



PARKS & RECREATION COMMISSION

REGULAR MEETING • AGENDA

City Hall Council Chambers • 33 East Broadway Avenue, Meridian, Idaho
 Wednesday, October 8, 2014 • 6:00 p.m.

AMENDED

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 ___ Phillip Liddell ___ Tiffany Coleman, Vice President ___ John Nesmith ___ Treg Bernt ___ Creg Steele ___ Sharon Borton ___ William Fitzgerald ___ Kent Goldthorpe	Rachel Myers	2 minutes
2. Adoption of the Agenda	Matt Stoll	2 minutes
3. Approval of the Minutes a. July 9, 2014 Regular Meeting Minutes b. September 10, 2014 Special Meeting Minutes (MPR Facilities Tour)	Matt Stoll	2 minutes
4. Announcements - NONE		
5. Committee Meetings a. Recreation & Special Events Committee b. Parks Amenities & Signage Committee c. Community Liaison Committee		50 minutes

6. Committee Reports a. Recreation & Special Events Committee b. Parks Amenities & Signage Committee c. Community Liaison Committee	John Nesmith Phil Liddell Tiffany Coleman	<u>15 minutes:</u> 5 minutes 5 minutes 5 minutes
7. New Business a. Eagle Scout Presentation b. Disc Golf Fall Classic c. 2014 MPR Facilities Tour Debrief d. Fiscal Year 2014 Report of MPR Commission/Committee Goals & Accomplishments e. Meridian Parks & Recreation Master Plan	Jacob Simpson Colin Moss Steve Siddoway Matt Stoll/ Steve Siddoway Steve Siddoway	1 hour & <u>20 minutes:</u> 15 minutes 15 minutes 15 minutes 15 minutes 20 minutes
8. Old Business a. Storey Park Development/Dog Park/Sponsorship Program Update	Mike Barton / Shelly Houston	20 minutes
9. Workshop - NONE		
10. Staff Reports	MPR Staff	15 minutes
11. Adjourn	Matt Stoll	1 minute

NEXT REGULAR MEETING: NOVEMBER 12, 2014 • 6:00 P.M.

ATTACHMENTS:

- (1) 7-9-14 Regular Meeting Minutes
- (2) 9-10-14 Special Meeting Minutes (MPR Facilities Tour)
- (3) Recreation & Special Events Committee: Mission; Goals & Objectives; 7-9-14 Minutes; 10-8-14 Agenda
- (4) Parks Amenities & Signage Committee: Mission; Goals & Objectives; 7-9-14 Minutes; 10-8-14 Agenda
- (5) Community Liaison Committee: Mission; Goals & Objectives; 10-8-14 Agenda
- (6) Staff Reports: Administration, Parks, and Recreation Divisions
- (7) Miscellaneous: FY2014 MPR Commission Annual Report

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, October 8, 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 6:04 p.m. MPR Administrative Assistant II Rachel Myers took roll-call attendance as follows:

<input checked="" type="checkbox"/> Matt Stoll, President	<input checked="" type="checkbox"/> Phillip Liddell
<input type="checkbox"/> Tiffany Coleman, Vice President	<input checked="" type="checkbox"/> John Nesmith
<input type="checkbox"/> Treg Bernt	<input checked="" type="checkbox"/> Creg Steele
<input checked="" type="checkbox"/> Sharon Borton	<input checked="" type="checkbox"/> William Fitzgerald
<input checked="" type="checkbox"/> Kent Goldthorpe*	

*Commissioner Goldthorpe arrived to the meeting at approximately 7:15 p.m.

Others present were: MPR Department staff—Director Steve Siddoway, Parks Superintendent Mike Barton, Parks & Pathways Project Manager Jay Gibbons, Marketing Coordinator Shelly Houston, & Recreation Coordinator Colin Moss; & Deputy City Attorney Emily Kane.

2. Adoption of the Agenda

Commission President Matt Stoll entertained a motion to adopt the agenda removing item #7a—Eagle Scout Presentation by Jacob Simpson under New Business. Commissioner Creg Steele moved to adopt the agenda as amended. Commissioner John Nesmith seconded the motion. All were in favor of the motion.

3. Approval of the Minutes

- a. July 9, 2014 Regular Meeting Minutes
- b. September 20, 2014 Special Meeting Minutes (MPR Facilities Tour)

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

4. Announcements

a. Disc Golf Fall Classic - Steve Siddoway/Creg Steele

MPR Director Steve Siddoway encouraged the Commissioners to register for the 1st Annual Disc Golf Fall Classic scheduled for Saturday, October 11, 2014 in Kleiner Park. Commissioner Creg Steele stated volunteers are needed.

Commission participants broke out into their respective committees at approximately 6:07 p.m.

5. Committee Meetings

- a. Recreation & Special Events Committee**
- b. Parks Amenities & Signage Committee**
- c. Community Liaison Committee**

The group reconvened at approximately 7:05 p.m.

6. Committee Reports

a. Recreation & Special Events Committee - Colin Moss

The Recreation & Special Events Committee met that evening. Those in attendance were John Nesmith, Sharon Borton, William Fitzgerald, and Colin Moss.

- Meridian Community Block Party Debrief - Overall, the event went really well. They estimated the attendance to be down slightly from last year. There were roughly 3,000-4,000 participants this year, which is still really great attendance. A Commission booth was stationed over the course of the day and manned by Commissioners Coleman and Goldthorpe. Shelly Houston was present throughout the day. Mayor De Weerd was also a part of the booth for the first hour of the event. There is a plan next year to move this event to Kleiner Park in order to accommodate the Meridian Police Activities League's Flag Football Program held in Settlers Park.
- Disc Golf Fall Classic - Colin provided a detailed update later that evening (See **New Business, item #7a**).
- Christmas in Meridian - Planning for festivities are going well. Almost all of the sponsorship spots have been filled. All of last year's major sponsors are back this year. More sponsorship categories are being identified, including a Fireworks Presenting Sponsorship spot with Connections Credit Union and Santa Float Sponsors.

Regarding the parade route, as it is going down 3rd Street and cutting over on Bower onto Main Street, it will allow the crossover to remain open and traffic flowing. The route will be shortened. The Pulse Running and Fitness will host a Winter Lights Fun Run, which is a new event this year before the parade starts and is geared toward kids/families. The registration fee is \$5.

The Commission will do a float this year.

Kenny Bowers with the Meridian Fire Department and John Overton with the Meridian Police Department are the two appointed Grand Marshalls this year.

b. Parks Amenities & Signage Committee - Phil Liddell

Committee Chairman Phil Liddell reported the Parks Amenities & Signage Committee met that evening. Those in attendance were Matt Stoll, Creg Steele, Phil Liddell, Mike Barton, Jay Gibbons, Shelly Houston, and Rachel Myers.

- Park Dedication Plaques - The group briefly went over the final status of the park dedication plaques, which has been approximately a three-year project. The plaques have been mounted on prominent restroom block walls at 12 parks.
- Kleiner Park Shade - The group is still discussing and working through the artificial shade structures for Kleiner Park. Shade is needed at the concessions building, splash pad, and generally around the playground areas. The concessions shade consists of a steel gable roof and dropping down from that a lower gable extending out. To one side a trellis will be attached. The concessions building shade awning project is being funded through the Kleiner Park Add-Alternate budget, which will be built in-house, and installed in spring 2015. The remaining shade elements for the splash pad and playground will come later.
- Storey Dog Park Sponsorship Program - Shelly Houston will provide a detailed update later that evening (See **Old Business, item #8a**).
- 2014-15 Committee Goals & Objectives - The Committee will review goals and objectives at their November meeting.

c. Community Liaison Committee - Tiffany Coleman

The Community Liaison Committee did not meet that evening, due to a lack of participants.

7. New Business

a. Disc Golf Fall Classic - Colin Moss

MPR Recreation Coordinator Colin Moss reported the 1st Annual Disc Golf Fall Classic is happening on Saturday, October 11, 2014 in Kleiner Park. Commissioners Borton and Steele will volunteer. Colin is seeking more volunteers. A temporary 18-hole disc golf course will be installed by the Gem State Disc Golf Association. The MPR Department has been taking registrations with a goal of 25 teams and 50 total players. Lunch will be provided by Chick-Fil-A. A Cupcake Paradise is donating mini cupcakes for every lunch. Water bottles have also been donated. The MPR Department went out and purchased a box of chips to go with every meal. Custom mini marker discs are being made by Innova. Every player will get a Meridian Disc Golf Fall Classic disc. A basic rule book will be enclosed with player packets. There will be a variety of divisions, such as Open, Men, Women, Co-Ed, Family, Junior, and Senior. Many prizes were also donated by Innova, Big Al's, Yogurtz, etc. The round will last from 10 a.m. to roughly noon. An awards ceremony will occur while everyone is eating lunch. Colin will report how much revenue was generated for the event at the November meeting. This event is a fundraiser for Meridian's Parks & Recreation programs. There are three ideas at this point for what the money could be used for, which the Committee will vote on next month:

- 1) Add more charcoal barbecue grills at park picnic shelters.

- 2) Install some form of fitness station around a walking path.
- 3) Care Enough to Share Fund to benefit kids needing financial assistance to participate in the MPR Department's recreation classes and camps.

b. 2014 MPR Facilities Tour Debrief - Steve Siddoway

MPR Director Steve Siddoway reported September 10, 2014 was the annual Facilities Tour. He was interested in any comments on how this year's tour went. The MPR Department is also looking for ways to freshen it up for next year. Part of the reason he sensed a decline in participation and how hard it was to get people out to the tour was the length of the tour and time of day. Public Works does a tour during the day in the afternoon. Steve asked for feedback about the idea of potentially moving the tour time earlier in the day.

Feedback from the Commission:

- **William Fitzgerald** - He recommended getting a tour bus that does not have a malfunctioning microphone so that everyone can hear what the tour guides are saying.
- **Kent Goldthorpe** - He suggested perhaps inviting other groups to participate so that there can be a little more diverse crowd.
- **President Matt Stoll** - He inquired how many people attended the tour. *There were roughly 23 participants.* One option is moving the time up to 4 p.m. In addition to other parks and recreation departments and commissions, consider inviting other city councils or mayors, which would help foster collaboration among other cities.
- **Creg Steele** - If the tour were moved earlier in the day, with plenty of notice, participants could request time off from work.
- **John Nesmith** - Dinner could be kept at a normal time. He suggested discussing this topic again around February or March 2015 to allow more time for the Commissioners to think about next year's tour.

c. Fiscal Year 2014 Report of the MPR Commission/Committee Goals & Accomplishments - Rachel Myers/Steve Siddoway

MPR Administrative Assistant II Rachel Myers presented the Commission's FY2014 Annual Report, which was enclosed in the meeting packet under the "Miscellaneous" tab. This report highlights the All-Commission and Committee Goals and Accomplishments from October 1, 2013 through September 30, 2014. MPR Director Steve Siddoway stated once the report has been approved, the City Clerk's office will collect all City Commission reports by early December 2014 for the Mayor's Annual Report and State of the City Address. There were no changes to the report.

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

d. Meridian Parks & Recreation Master Plan - Steve Siddoway

MPR Director Steve Siddoway reported the MPR Department has been through a process in which proposals have been received from a number of different companies that would like to do the MPR Parks System Master Plan. Proposals were reviewed and vetted by a team that includes not just staff; Commission

President Matt Stoll was on that team, as were representatives from the Planning Department, the City of Boise Parks & Recreation, and the City of Nampa Parks & Recreation to ensure they were getting other professional eyes on it to help select the best possible candidate. The team narrowed that group down to four interviews. One firm could not make the interviews; therefore, the team ended up interviewing three. Of the three candidates that were interviewed, GreenPlay (based out of Colorado) has been selected as the top choice. The City is currently under contract negotiations with them. A copy of GreenPlay's proposal was on hand that evening for the Commission.

GreenPlay sent a revised draft of their work scope, and more detail is being added into the contract. Steve would expect to be under contract with GreenPlay over the course of the next several weeks and move that process forward. GreenPlay has a very well developed process and national expertise in conducting level of service analyses, looking at staffing, and a whole host of things. GreenPlay has other partners, besides themselves, that will be responsible for scientifically valid statistical surveying that will be going community-wide. They have a pretty robust, exciting, and creative public involvement plan utilizing a tool called MindMixer, which is an online Town Hall where questions can be posted and get feedback through an online forum, in addition to some of the more traditional methods.

There is also a local partner, Breckon Land Design, whose primary responsibility is concept planning for the Borup/Bottles Properties, the 77-Acre Property, and the Aldape Property to complete specific site plans for those sites. Breckon Land Design will be in charge of the design charrette process for park concept development.

This update sets the vision of the MPR Department and the legacy the group wants to leave on this community in terms of parks and recreation over the next decade.

Feedback from the Commission:

- **Kent Goldthorpe** - How much will this project cost, and what is the timeframe for completion? *The City has budgeted \$150,000, and the project will be a year-long process.*

8. Old Business

a. Storey Park Development/Dog Park/Sponsorship Program Update - Mike Barton/Shelly Houston

MPR Parks Superintendent Mike Barton reported it has been awhile since an update was provided to the Commission regarding one of the City's major capital improvement projects for this upcoming year. Staff members were hoping this project would be under construction right now. However, bidding climate, a lack of a comprehensive soils report, and high prices prevented that from happening. Therefore, the MPR Department is back to the drawing board.

Mike Barton gave a combined PowerPoint presentation on where they are headed in terms of development of Storey Park/Dog Park, and MPR Marketing Coordinator Shelly Houston updated the Commission about a Dog Park Sponsorship Program. Copies of slide handouts are attached to these meeting minutes.

The design team and staff will get together to review the list of value engineering items together and put this project back into design. Their intent is to bid the

middle of December 2014 or right after the first of the year. They'll have time to fully vet the design process, truth numbers with the construction management team, gain some favorable pricing that time of year, and then kick off the construction season in 2015.

Feedback from the Commission:

- **John Nesmith** - He inquired if it is common to add artificial turf in dog parks. If so, how would it be kept clean and not odiferous. *What Mike has heard is it is a potential suitable surface. The turf is put on a gravel chip base roughly a foot thick which has pretty sizable holes in the mat. In addition to that, there is no infill material, such as silica sand or ground tires. The thought is that the turf can be hosed down. Unfortunately sprinklers could not be added into the carpet, because it would require nailers. If there were a sprinkler break, it would require a specialized crew to complete the repairs.* Commissioner Nesmith was not comfortable with the idea of artificial turf, due to sanitary reasons.
- **Sharon Borton** - She inquired regarding the two 10'x10' picnic shelters that are being eliminated, will this affect shade in terms of inside the park. *There will be enough shade for the time being consisting of two 20'x20' picnic shelters, and the big tree currently out at the park will remain. The two 10'x10' small shelters at \$15,000 each, which are comparable to a bus stop, are off the table for now with the possibility of coming back in future years as an alternate or funded by a dog park sponsor.*
- **Kent Goldthorpe** - He suggested using lime to help with the sanitary issue concerning the artificial turf.

9. Workshop - NONE

10. Staff Reports

MPR Parks & Pathways Project Manager Jay Gibbons reported on the following:

- Centennial Park Restroom - The fabricated restroom building was set in place on September 30. The electrical and plumbing will be added the second week of October and will be open to the public the week after that.
- 8th Street Park Picnic Shelter - This project is underway. The contractor picked up the steel package from the maintenance building earlier that day. The steel will be set and the concrete pad poured later in the week with the roof installation to follow.

11. Adjourn

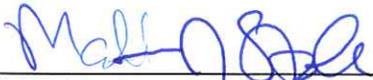
Commission President Matt Stoll entertained a motion to adjourn the meeting.

Commissioner William Fitzgerald moved to adjourn the meeting. Commissioner Creg Steele seconded. The vote was unanimous and in favor of the motion.

There being no further business, the meeting adjourned at approximately 8:38 p.m.

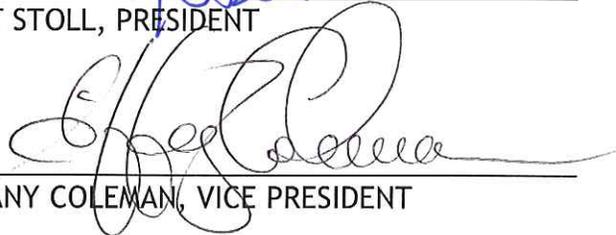
(ONLY A PORTION OF THE AUDIO IS ON FILE OF THESE PROCEEDINGS [DUE TO TECHNICAL DIFFICULTIES])

APPROVED:



MATT STOLL, PRESIDENT

11 / 12 / 2014
DATE

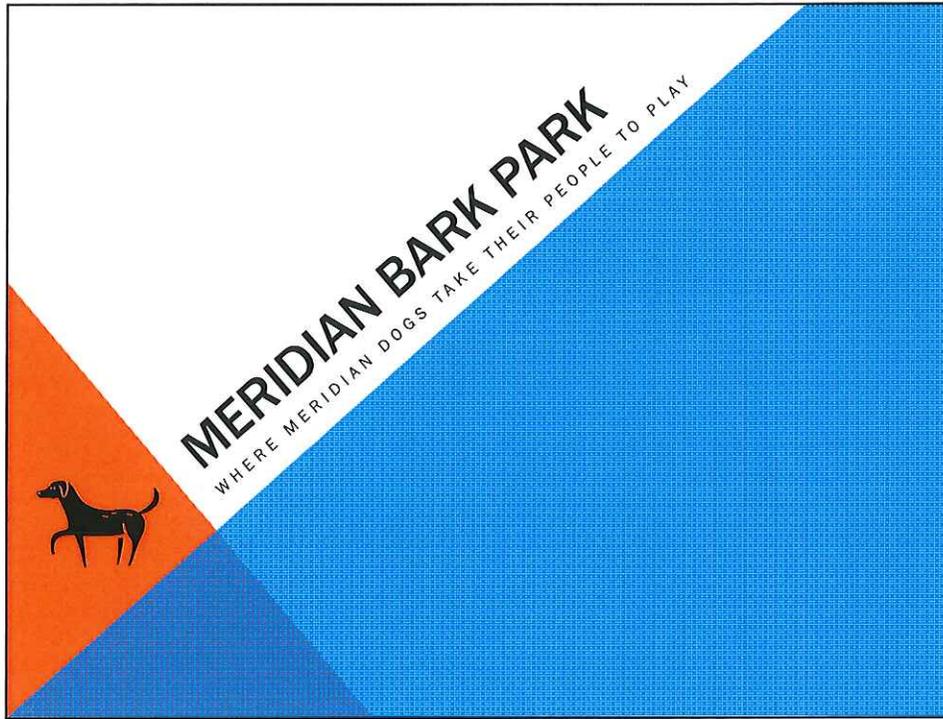


TIFFANY COLEMAN, VICE PRESIDENT

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Attachment:

- 1) Meridian Bark Park PowerPoint Presentation dated 10/8/14 (5 pages)



**DOG PARK
LOCATION**



DOG PARK DESIGN



VALUE ENGINEERING

- Scale back drainage inside the fence and on the Northern end of the new parking to 20% of current capacity.
- Order additional soils reports, Insight has committed to this.
- Differentiate between hardscape and landscape sidewalks, engineer appropriate sections.
- Remove sidewalk across berm and sidewalk between large and small dog areas.
- Remove artificial turf, replace with gravel.



VALUE ENGINEERING

- Change gravel section to 8" depth (or 12" depth) of 3/8 chip and no filter fabric. MB to provide specification from ID Sand and Gravel.
- Eliminate backstop netting. Move northern most fence to 35" away from existing softball field fence. Change that northern most fence to 6' vinyl clad chain link.
- Change dog park fencing – 6' to 5' and 5' to 4' except northern most fences, solid fence between property lines and fence between park and the Speedway.
- Study shifting the restroom south along with the large dog entry gate and how that shift can be accomplished and still keep the tree.



VALUE ENGINEERING

- Evaluate the need to remove the existing 6" irrigation main.
- Existing parking remodel is a bid alternate.
- Eliminate two 10x10 picnic shelters.
- Evaluate depth of import soil for planting.
- Evaluate plant size and quantities.
- Sod vs. seed outside of dog park enclosure.
- MB to meet with Bruce Taylor and significantly alter irrigation layout.



DONATION/PERSONALIZATION OPPORTUNITIES

Be a Charter Donor

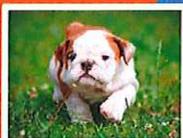
Best in Show	Large Logo on Donor Sign	\$15,000 and Up Donation
Leaders of the Pack	Medium Logo on Donor Sign	\$10,000—\$14,999 Donation
Top Dogs	Small Logo on Donor Sign	\$5,000—\$9,999 Donation
Dogs' Best Friends	Listing on Donor Sign	\$3,000—\$4,999 Donation



DONATION/PERSONALIZATION OPPORTUNITIES

Purchase an Item for Personalization

Item / Amenity	Number Wanted	Donation Amount
Big Dog Area Sponsor w/ Entrance Gate Sign	1	\$35,000
Small Dog Area Sponsor w/ Entrance Gate Sign	1	\$30,000
Large Pav-vilion (20'x20' Shelter)	2	\$25,000
Small Pav-vilion (10' x 10' Shelter)	2	\$15,000
Bone-Shaped Concrete Bench	4	\$8,000
People/Doggy Water Fountain	2	\$5,000
Information Kiosk/Message Board	2	\$3,000
Park Bench	6	\$3,000
Large Dog Agility/Play Equipment	5	\$3,000
Small Dog Agility/Play Equipment	5	\$1,000
Mar. MS Station	5	\$1,000
Treat Kiosks/Tables	15	\$1,000

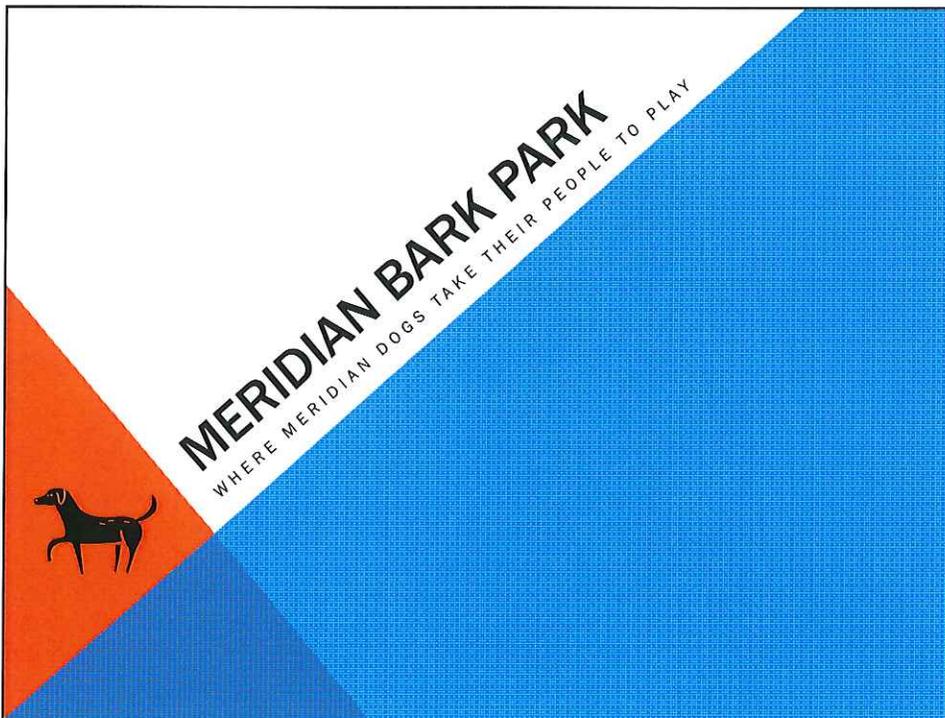
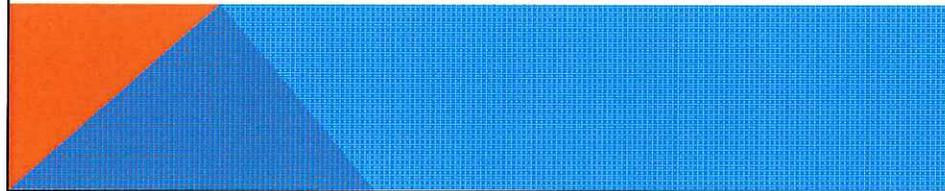


DONATION/PERSONALIZATION OPPORTUNITIES

You can purchase a personalized brick to be laid at the Meridian Bark Park as a tribute to your family, business, or a beloved pet.

[Buy an Engraved Brick](#)

- I would like to purchase a 4 X 8 inch personalized brick for \$100.
- I would like to purchase a 8 X 8 inch individual brick for \$250.
- I would like to purchase a 8 X 8 inch logo brick for \$450
- In addition to my purchase of a brick for the dog park, I would like to order a \$50 replica brick for display.





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.
-

MINUTES • Wednesday, October 8, 2014

The Recreation and Special Events Committee met on Wednesday, October 8, 2014 in the Clerk's Office Conference Room at Meridian City Hall, 33 East Broadway. The meeting was called to order at approximately 6:11 p.m.

Attending:

- John Nesmith, Commissioner & Chairman
- Sharon Borton, Commissioner (Minutes Taker)
- William Fitzgerald, Commissioner
- Colin Moss, MPR Dept.

1. Community Block Party Debrief

The Community Block Party held on September 6, 2014 was a success. There is a desire to move the event to Kleiner Park next year. Staff will work on trying to get The Village as the Presenting Sponsor.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

2. Disc Golf Fall Classic

The Disc Golf Fall Classic is set for this Saturday, October 11, 2014. There are a total of 14 registrations to date. On-site registration is also available. More volunteers are needed from 8:30-10 a.m. and then from 11:30 a.m. to 1 p.m. Sharon will volunteer from 8:30-10 a.m. There are six Hole Sponsors at \$100 each. The goal is to get up to 25 teams. The group is hoping in the future to increase the number of Hole Sponsors.

Action Items:

- The Committee will decide what the proceeds will be spent on at the November meeting.

Committee Recommendations to Commission:

- None at this time.

3. Christmas in Meridian Planning

The Christmas Tree Lighting Ceremony and the Winter Lights Parade are set for Friday, December 5, 2014. Staff has confirmation to use the Meridian Speedway to line up entrants for the parade this year. Judging will be more specific. The stage will move onto Idaho Street. Light 107.9 will be present for the event with hosts Kevin and Brenda. New this year is a Winter Lights Fun Run, which is geared more toward kids. This race will occur before the parade at 6:20 p.m. with the finish line at the Christmas tree in Generations Plaza.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time

The meeting adjourned at approximately 7:00 p.m.

AGENDA • Wednesday, November 12, 2014

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

1. Disc Golf Fall Classic Debrief
2. Christmas in Meridian Planning
3. Discuss FY14-15 Committee Goals



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 • Wednesday, October 8, 2014

The Parks Amenities & Signage Committee met on Wednesday, October 8, 2014 in the City Council Conference Room at Meridian City Hall, 33 E. Broadway Avenue, Meridian, Idaho. The meeting was called to order at approximately 6:15 p.m.

Attending:

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

1. Final status of park dedication plaques

Mike and Jay reported that all plaques have been installed on block walls of restrooms at all parks. This goal is now complete.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

2. Report on artificial shade solutions for Kleiner Park, as well as funding options

Shade for the concessions area is fully designed and will be fabricated in-house this winter. It consists of a solid steel gable roof (at a lower elevation than the existing building roof), and extending out from above the concessions transaction window. In addition, a small steel shade trellis design will extend from the eave of the gable on the north side. Installation is anticipated in the spring of 2015. Funding for this segment will be through add-alternate provisions from the overall Kleiner Park project. The remaining shade design for the area surrounding the splash pad and other areas around the playground is on hold for approximately one year. The Kleiner Park Trust first wants to complete drainage improvements in the parking lots and around the splash pad. The existing pervious asphalt paving in these areas is not functioning as well as intended. Also, an additional figure statue will be fabricated and installed. When these items are finished, the Kleiner Park Trust will evaluate the costs associated with additional artificial shade features and act accordingly.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

3. Determine sponsorship items, including dollar amounts, for the Storey Park Dog Park

MPR staff members have been working towards a sponsorship/donor list of desired dog park amenities. At this point, two categories have been identified: Charter Donor, and Personalized Donations. Staff will continue to develop this list including dollar valuation for each item, as well as timeframe recognition associated with each donor. Considerable discussion focused on identifying donors and whether they would be willing to advance funds for a given item for essentially advertising their company. Shelly Houston reported that the dollar amounts seem to be in alignment with similar projects in other communities of Meridian's population size and demographics. Further work by staff is needed to refine our approach to a favorable solution.

Action Items:

- None at this time.

Committee Recommendations to Commission:

- None at this time.

The meeting adjourned at approximately 7:00 p.m.

AGENDA • Wednesday, November 12, 2014

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

Minutes Taker: Creg Steele

1. Briefly share graphic design concept boards for shade at Kleiner Park that have already been submitted - Mike Barton
2. Report on progress of sponsorship items for Storey Dog Park - Shelly Houston
3. Review and develop Committee's list of goals and objectives for 2015



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, November 12, 2014

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

1. Discuss Feedback from the Community Block Party
2. Revisit Z-Card Sponsorship for Second-Run Printing
3. QR Code for MPR Facebook Page
4. Fourth Quarter Volunteer Opportunities
5. Discuss Potential Bike Event for Pathways Promotion
6. Discuss FY14-15 Committee Goals



PARKS & RECREATION DEPARTMENT

STAFF REPORTS

November 12, 2014

Administration Division

Department Director's Report:

STEVE SIDDOWNAY

(Please note, a verbal report will be provided at the November 12, 2014 MPR Commission Meeting.)

Parks Division

Parks Superintendent's Report:

MIKE BARTON

1. **Settlers Village Square Phase 2 Tennis** - The tennis courts complex at Settlers Park is complete. There are a small number of correction items currently being taken care of—none of which affect the public's ability to utilize the courts. Given the time of year, a ribbon cutting ceremony will be scheduled for the spring of 2015.
2. **77-Acre Park Well** - Our construction project to drill an irrigation well is complete. We have a well drilled to 430 feet that will produce over 700 gpm to supplement surface water. We are under contract with Layne of Idaho to install a pumping system. The project is on hold waiting for Idaho Power Company engineering to route power. Once power has been brought to a pole, the contractor can complete the pump installation.

3. **Storey Park Development/Dog Park** - The design and construction team met with staff and discussed value engineering items. Additional items have been removed from the project and added to a bid alternate list. Some of the bid alternates are artificial grass, parking, road connection, restroom, and the picnic shelter. The project is currently with our consultant team being readied to bid which will occur sometime this month.
4. **Meridian Road Interchange** - As everybody knows, the Meridian Road Interchange is under construction. The City has an obligation to ITD for landscaping on the interchange and has funded this landscape project. We have reached out to ITD to determine the best most cost-effective way to deliver this landscape project.
5. **Neighborhood Park Design** - As part of this year's budget, we have secured funding to hire a consultant team to work on two neighborhood park designs. It is our goal to have a completed set of plans that are bid ready for Bellano Creek and William Watson Parks. Commission involvement will be key in moving these neighborhood parks forward.
6. **Main Street Islands** - MDC is working with staff to design and install two islands on Main Street between Broadway and Pine. Bids were opened in late August and were rejected because they were too high. Several meetings were held to discuss cuts to this project. Most notably the historic light poles and the stamped colored concrete have been removed from the project.
7. **Kleiner Park Projects** - We are currently working on several projects in Kleiner Park. The last of the failed pervious concrete in the parking lots has been removed and replaced with a more conventional drain system. The \$50,000 project was paid for by the Kleiner Park Trust.

The second project is an extensive drainage system behind shelter A-3. The turf behind this shelter was constantly wet from the slight slope and berms on both sides. Complicating the work in this area is the NMID easement and permission from the irrigation district.

The third project is a permanent shade structure in front of the concession stand. This project is currently in design. It is our intention to fabricate this in-house.

8. **Maintenance Activities in Parks** - Crews have been making the most of warmer fall weather. We have resurfaced restroom floors at Storey and Bear Creek Parks. All of the restroom interiors have been painted. All of our picnic tables have been resurfaced. Fall fertilizer has been applied. Additionally, the task of winterizing drinking fountains and sprinkler systems is complete.

We are taking advantage of the nice weather by getting a jump start on holiday lighting. Banners and snowflakes are going up on Main St. Sunday, November 23, and the Christmas tree is coming to the plaza on November 12.

Parks & Pathways Project Manager's Report:

JAY GIBBONS

1. **Fivemile Creek Pathway - Segment E, Bridgetower** - Pathway construction was complete September 9, 2014. Staff is coordinating placement of mutt-mitt stations and trash cans.
2. **Rail With Trail Pathway** - The City received a grant to fund an arterial crossing design study. A contract between the consultant, the City, and ITD has been signed. The project team has met three times for coordination/updates with the consultant. The consultant is scheduled to make a presentation of the design study to the Parks Commission at the November 12 meeting. Project completion is late November 2014.
3. **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.
4. **Centennial Park Restroom Project** - The project is complete.
5. **8th Street Park Picnic Shelter Project** - The project is complete.
6. **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 has been completed. Staff is coordinating notification of the affected property owners prior to going to bid. The project will be constructed this winter.
7. **HAWK Signal on Meridian Road & Bud Porter Pathway** - The project has been moved up a year by ACHD. The construction plans are currently at 95%. Project is slated to be bid in the spring of 2015 with a projected start date of June 2015.

City Arborist's Report:

ELROY HUFF

1. **Kleiner Park Arboretum** - I am finished planting trees this season. I am now planning for the next group of trees for the springtime. I will also work on

adding more tree markers. It should be a fun time next spring planting new and different trees in the arboretum.

2. **Downtown Tree Box Replacement and Construction 2014** - Soon I will be working on the replacement sites for 2015. We will try to replace at least nine (9) tree boxes for next spring. The project will bid in January, and construction will start in April.
3. **Training** - I attended a good Tree Risk Assessment Course in October, which was very challenging for me.
4. **Tree Inventory Work** - Inventory is still in process. I am collecting data on days that are nice in the afternoons. I am almost down to having just Settlers, Kleiner, and Heroes Parks left to complete.
5. **Water Features** - The only feature still running is the City Hall water feature which will be winterized around the middle of November.
6. **Tree Planting** - Tree planting continues this fall. It has been good weather for planting. We recently planted two (2) new trees at City Hall, two (2) at Heroes Park, and two (2) for downtown. We also planted 14 new trees at the new Settlers Park tennis complex.
7. **Christmas Tree for Generations Plaza** - The tree will arrive to the plaza on November 12 this year. The tree is coming nine miles away from the southwest Boise area.

Recreation Division

Recreation Coordinators' Report:

COLIN MOSS, GARRETT WHITE, & PATRICK DILLEY

1. **Meridian Disc Golf Fall Classic** - The 1st Annual Meridian Disc Golf Fall Classic was held October 11 and was a great success. After it was all said and done, we raised a little over \$1,163. The Commission will vote on how to spend the money during the meeting.
2. **Christmas in Meridian** - Christmas in Meridian is coming up December 1-6. Colin and the Christmas in Meridian Committee have been working on making several improvements to the festivities this year including adding the Winter Lights Fun Run. The Recreation & Special Events Committee will be discussing Christmas in Meridian in much more detail, and an update will be given to the Commission.

3. **2nd Annual Trunk or Treat and Dance to the Beat! 2014** - Students in the Teen Activities Council as part of the Mayor's Youth Advisory Council put on this Halloween themed event for the community on October 29, 2014. The trunks were represented by Meridian Police and Fire Departments, Meridian Library District Book Mobile, and MADC again this year also among 75 different local businesses and organizations who participated as "trunks." The event featured a costume parade and a family dance party that filled the City Hall Plaza for over two hours and drew around 5,000 - 6,000 children and families dressed in their Halloween best.

Trunks were recruited with help in the form of e-mail blasts from our own database and the Meridian Chamber of Commerce. Ken Corder in the Mayor's Office and Shelly Houston helped with marketing the event on Facebook and some other event details. The trunk spaces filled up rather quickly. The event required a temporary use permit and a citizen's use permit as we shut down Broadway between Main and Meridian Road.

There was a Golden Cauldron award, created with help from Phil Harris on our Parks crew, for most creative trunk which was awarded to Forward Movement Training, LLC.

Our MYAC students were paramount in the event success in helping with set up and take down, parking vehicles, leading the family dance party, and costume parade that was hosted by Meridian Police Officer David Gomez or DJ Gomez as he is known in MYAC.

The event received over 24,000 views on Facebook and over 500 hits to the trunk or treat website. Many compliments, positive e-mails, and Facebook posts were directed to the Mayor's Office and drew many Meridian residents to the downtown core. MYAC plans on continuing the event's success in the years to come.

4. **Winter Activity Guide** - The winter edition of our 2014 Parks & Recreation Activity Guide will print on Saturday, December 12. The guide will include activities, sports, and community events for the months of January - April, 2014. Notice of the fee schedule will be submitted the week of November 19 to Rachel Myers for her help in getting the Resolution and Fee Schedule on City Council Agenda and to the Clerk's Office for dissemination of the changing fee schedule to the public.

The Winter Activity Guide will have a registration start date of December 15, and winter classes will begin after the new year on January 5, 2015.

5. **Winter Basketball League** - The Winter Basketball League now has 27 teams this year. All games are played Monday through Friday at Meridian Middle School or Cole Valley Christian School.

6. **The 4th Annual Holiday Classic Volleyball Tournament** - Garrett has started to advertise for the 4th Annual Adult Volleyball tournament. This year's beneficiary will be the Meridian Head Start program.
7. **Winter Volleyball League** - The Winter Volleyball League will start to be advertised this month. The league will run from January through March. The registration deadline will be December 12.
8. **Park Athletic Field Applications** - Garrett will be sending out all park field applications to outside groups that want to use the multipurpose fields within Meridian's park system.



**MERIDIAN PARKS & RECREATION COMMISSION
ANNUAL REPORT
FISCAL YEAR 2014
(10/1/13 - 9/30/14)**

A. All-Commission

1) Participate in updating the Comprehensive Park System Master Plan.

Commission President Matt Stoll participated in the interviewing process on August 13, 2014 to select a consultant to begin working on updating the Comprehensive Park System Master Plan. This will be a project of focus throughout the latter part of FY2014 and moving into FY2015.

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.

The Commission has remained very engaged in providing valuable feedback and support about the design and construction of a new dog park in Storey Park at various Commission meetings held when an update was provided. The project was sent out to bid in August 2014, but bids came in too high. The project is currently being reviewed and value engineered to reduce the cost to stay within budget.

3) Continue to pursue additional funding sources for future pathway construction opportunities.

We applied for and received funding from the Federal Highways Administration (FHWA) to study the arterial road crossings for the Rail With Trail project, which kicked off in July and will be completed by late November 2014.

The City constructed the Five Mile Creek Pathway, Segment E at Bridgetower, which stretches from Ten Mile to Linder Roads. Construction began in April and was completely finished in July 2014. The additional ACHD section of pathway connecting Segment E to Linder was paved in September.

Jay Gibbons is currently in the process of securing easements and a license agreement to begin finalizing the construction plans for the next section of the Five Mile Creek Pathway from Badley to Fairview (Segment H2), which will be a CDBG-funded project.

Distance mile markers were installed along the Bud Porter Pathway in the spring of 2014. The MPR Commissioners got to view these markers during their April 9, 2014 Pathways Tour. These markers will be extended through the Five Mile Creek Pathway, Segment E at Bridgetower later this fiscal year.

Pathway directional signs were installed along the Bud Porter, Diane & Winston Moore, and Five Mile Creek Segment E Pathways late August 2014.

- 4) *Continue to engage other task forces, commissions, entities, and agencies through workshops and other outreach.*

The Commission has engaged the Meridian Library District and the Southwest Idaho Resource Conservation & Development Council this calendar year. Presentations were made to the Commission on two separate occasions.

Colleen Braga with the Boys & Girls Club joined the Commission for their July 9, 2014 meeting and discussed their partnership with the City to build a gym facility.

- 5) *Investigate the feasibility of a mobile website or app.*

Steve Siddoway and Commissioner Treg Bernt met with IT staff in December to investigate the idea of a mobile website or app. They settled on the mobile website as the best tool as compared to an app.

Director Siddoway provided an update/presentation to the Commission on January 8, 2014 and stated the City has budgeted to do a mobile website for the coming year. A consultant will be involved. There is much excitement about this effort.

- 6) *Continue to hold an annual team-building event and facilitate communication among Commission members.*

The Commission held a Team-Building Event at Kleiner Park on Wednesday, June 11, 2014. There were food, games, and a scavenger hunt. It was a great time spent together.

7) *Install the park dedication plaques at all parks.*

The park dedication plaques information and layout was completed last fiscal year with help from the Parks Amenities & Signage Committee and were presented to the City Council in June 2013. Since that time, Jay Gibbons had been coordinating the fabrication and installation of the signs, which were completed in the summer of 2014 and were hung on restroom building walls at 12 Meridian parks.

8) *Volunteer at one community event per quarter.*

The Commission, with help from the Community Liaison Committee, identified nine City events in which the Commissioners did or will volunteer at as follows:

1. Unplug and Be Outside
2. Ignite Youth
3. Barn Sour Race
4. CableONE Movie Night
5. Meridian Community Block Party
6. Disc Golf Fall Classic
7. Winter Lights Parade
8. Holiday Classic Volleyball Tournament
9. Rake Up Meridian

Table displays were set up and booths manned by assigned Commissioners.

B. Recreation & Special Events Committee

1) *Create a disc golf tournament in October 2014.*

The 1st Annual Disc Golf Fall Classic will take place on October 11, 2014. The goal for the event is to get 25 doubles teams registered for the event (50 total participants). Proceeds from the event will benefit Meridian's parks and recreation programs. The specific project the money will go toward will be voted on by the Commission.

2) *Continue to improve Christmas in Meridian, including the Winter Lights Parade, the Christmas Tree Lighting Ceremony, followed with the Children's Winterland Festival.*

The Parks and Recreation Commission supported the 1st Annual Meridian Winter Lights Parade in December of 2013 by entering the

parade with a float. Also, Commissioner Borton served on the Christmas in Meridian Committee as the Internal Entries Chair.

3) *As a committee, support another City event.*

The Commission had a presence at several community events through the year. Commissioner Liddell and his wife volunteered at the Meridian Barn Sour in June. Commissioner Liddell and his wife also hosted a booth at one of the CableONE Movie Night in Meridian shows. Finally, Commissioners Coleman and Goldthorpe helped host a booth at the Meridian Community Block Party.

C. Parks Amenities & Signage Committee

1) *Implement the master amenities plan for all parks.*

Updating all Parks site plans to properly document existing conditions with graphic consistency has been completed. These plans will help identify where existing amenities are located. The next step will be to use this documentation together with a needs assessment to plan for additional amenities in parks.

2) *Develop a prototype shade structure (to be adjusted for site specific needs) and budget for 2015.*

Although no prototype shade structure has been decided upon, shade planning and design concepts for the playground splash pad and concessions areas of Kleiner Park have begun. MPR staff members are currently working with the vendor Recreation Today of Idaho in Nampa to utilize shade sails in a unique fashion. The sails would be integrated with the existing trees so as to salvage trees as much as possible. The sails would add not only color and interesting formation to the area, but also provide much needed immediate shade during the hot summer months. Sails could be taken down during the winter season. In addition, the Kleiner Park Trust has expressed interest in assistance with project funding as they are informed and updated on the progress of project design and related costs. Assistance from the Trustees is encouraging news for Meridian's signature park.

3) *Provide input into the Parks Comprehensive Plan update.*

Commission President Matt Stoll participated in the interviewing process on August 13, 2014 to select a consultant to begin working on updating the Comprehensive Park System Master Plan. This will be a project of focus throughout the latter part of FY2014 and moving into FY2015.

- 4) *Assist in the development of the master planning for Borup Park, Aldape Park, and the South Meridian 77-Acre Property.*

The programming and development of the master planning for Borup Park, Aldape Park, and the South Meridian 77-Acre Property will be rolled into the Parks Comprehensive Plan update, as noted in #3.

- 5) *Develop specific recommendations for adult amenities.*

No specific adult amenities have been recommended to the MPR Commission thus far; however, several have been considered. Game tables in park settings and physical workout stations periodically positioned along main pathways, such as the Bud Porter Pathway, have been discussed. Funding is a challenge going forward.

D. Community Liaison Committee

- 1) *Become more involved in community events by establishing a calendar.*

The primary goal for the Community Liaison Committee, this year, has been to be more involved in community events. The belief is that they—as a Commission—could be more proactive when it comes to community outreach and actually listening to the people they represent firsthand. While many commissioners take the time to be out in the community and volunteer with a variety of the City's efforts, the idea was to come up with a calendar so that Commissioners could actually plan to be involved with events—as opposed to being asked at the last minute.

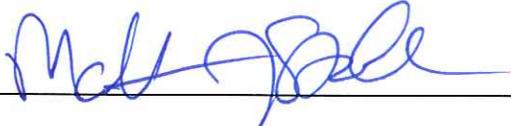
This past year, Commissioners participated in the following pre-scheduled events:

1. Winter Lights Parade
2. Holiday Classic Volleyball Tournament
3. Hope Tree Christmas Shopping for Families in Need
4. Rake Up Meridian
5. Ignite Youth

6. Barn Sour Race
7. CableONE Movie Night
8. Meridian Community Block Party

2) *Explore more avenues to utilize technology—the interactive digital guide, mobile apps, and mobile website.*

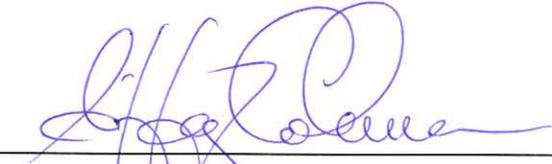
The Committee's second major goal was to explore more avenues to utilize technology—the interactive digital guide, mobile apps, and mobile website. As previously stated in this report (on page 2), the City has budgeted to do a mobile website for the coming year; moving this item out of the Community Liaison Committee's goals.



MATT STOLL, PRESIDENT

10 / 8 / 2014

DATE



TIFFANY COLEMAN, VICE PRESIDENT