



PARKS & RECREATION COMMISSION

REGULAR MEETING • MINUTES

Meridian City Hall City Council Chambers
33 E. Broadway Avenue, Meridian, Idaho
Wednesday, March 9, 2016 • 5:30 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 Creg Steele called the meeting to order at approximately 5:35 p.m. MPR Administrative Assistant II Rachel Myers took roll-call attendance as follows:

<input checked="" type="checkbox"/> Creg Steele, President	<input checked="" type="checkbox"/> John Nesmith
<input checked="" type="checkbox"/> Sharon Borton, Vice President	<input checked="" type="checkbox"/> Craig Robinson
<input checked="" type="checkbox"/> Jo Greer	<input type="checkbox"/> Matt Stoll
<input checked="" type="checkbox"/> Phillip Liddell	<input type="checkbox"/> Hannah Sturtevant

Others present were: City Council Liaison Anne Little Roberts; MPR Department staff—Director Steve Siddoway, Parks Superintendent Mike Barton, Parks & Pathways Project Manager Jay Gibbons, Recreation Manager Colin Moss, and Marketing Coordinator Shelly Houston; Deputy City Attorney Emily Kane; and Citizens Juli Bokenkamp, Becky McKay, Lee Centers, Kim Siegenthaler, and Bob Schafer.

2. Adoption of the Agenda

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

3. Approval of Minutes of the February 10, 2016 Regular Meeting

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

4. Announcements

a. Spring Pathways Tour in April - Jay Gibbons & Steve Siddoway

MPR Parks & Pathways Manager Jay Gibbons announced a Pathways Tour will be held on April 13, 2016, which will start at the regular time of 5:30 p.m. Last year the Commissioners took a bike ride, which is on the table for this year as well. An update will be provided on current pathway projects and where the Department/City is headed.

MPR Director Steve Siddoway added everyone will meet at Meridian City Hall, load the bikes, and have the first part of the tour be in the van and the second half on bikes. The Pathways Committee members and MPR staff will set the route and sites, which will be a combination of updates on current projects as well as riding a new section of pathway they have not ridden before.

Commission participants broke out into their respective committees at approximately 5:41 p.m.

5. Committee Meetings

- a. Parks Committee
- b. Pathways Committee
- c. Marketing Committee

The Commission reconvened from committee meetings at approximately 6:35 p.m.

6. Committee Reports

a. Parks Committee - Phil Liddell

Committee member Phil Liddell reported the Parks Committee met that evening. Those in attendance were: Chairwoman Sharon Borton, Mike Barton, Phil Liddell, Craig Robinson, and Rachel Myers.

- Follow-up: Discuss Finished RFQ - The Committee followed up on the Request for Qualifications (RFQ) from the Arts Commission in regards to getting some public art, building a roster of eligible artists that they could draw from, and how that was going. Mike gave the group a copy of the RFQ with a date of May 6, 2016 that all applications would have to be received by the City. In the meantime, the Committee will look at some catalogs in May that are available for off-the-shelf artwork so they can have an idea of what is available, if they decide to go that route. Not every park needs to have an artist create something, which would be vastly more expensive. Therefore, there may be an application where they can apply something that is already premade.
- Review Committee Goals & Objectives - Committee members reviewed their goals and objectives and made some very minor changes to them.

b. Pathways Committee - John Nesmith

Committee Chairman John Nesmith reported the Pathways Committee met that evening. Those in attendance were: Chairman John Nesmith and Jay Gibbons.

- Plan for the Spring Pathways Tour & Set Route - Committee members went over the agenda for the Pathways Tour scheduled for Wednesday, April 13, 2016. Participants will tour current pathway development projects by vehicle and bicycles. Jay will finalize the plan.

- Discuss Current Pathway Development Projects - The group discussed the Five Mile Creek Pathway, Segment H2 project from Badley to Fairview. Jay is diligently working on getting some easements and other tasks to complete this section of pathway.
- Discuss Any Missing Pathway Segments Not Yet Identified in Meridian - Committee members discussed a strategy to investigate the pathway segment off of Cherry Lane that goes behind the high school.

c. Marketing Committee - Jo Greer

Committee Chairwoman Jo Greer reported the Marketing Committee met that evening. Those in attendance were: Chairwoman Jo Greer, Creg Steele, Shelly Houston, and Colin Moss.

- Solidify Committee Goals & Objectives for Fiscal Year 2015-2016 and Prepare a List - The group identified their goals and objectives and ran through the list of items the Committee has been working on.
- Update: Park & Pathway Z-Card Map/Printing Sponsor - Rachel Myers received an updated quote on the printing of the z-cards of \$1,141, quantity 1,000. MPR staff will work with the IT Department to update the map and overall design.
- Update: Commissioner Presence in Community - Use Calendar - A few of the Commissioners will be attending the next Coffee With the Mayor. The Committee would like to get a calendar of events together of different activities the Commissioners could be present at. This is a work in progress.
- Update: Parks & Recreation Marketing; Review Catalog - The Committee went over pricing on some items, such as small footballs or basketballs that Shelly brought flyers for. These balls run anywhere from \$0.89 to \$1.15 each if 1,000 are purchased. This expense would have to come out of the MPR Department's marketing budget.
- Update: Year at a Glance in Meridian/Top Meridian Events Calendar - Shelly prepared a draft calendar that would fit in an envelope. The group went over the list and had some minor changes. Shelly will make revisions and return to the Committee with the updated version in May.
- Update: Use MPR Presentation and Solicit to Community Organizations - Spearheaded by Committee - The MPR Department does have a community presentation, which has not yet been updated this year, but can be. Steve Siddoway stated the Committee may want to use the new presentation members are working on with the Chamber of Commerce as the traveling show for a while (see agenda item below). The group discussed being available for different presentations, reaching out to the community, and spearheading appointments to help solicit the MPR Department.
- Update: Ask Chamber of Commerce to Build a New Presentation Emphasizing the Economic Benefits of the MPR Department (Build Off of Twin Falls) - The Committee would like to have a presentation emphasizing the economic benefits of the MPR Department. Anne Little Roberts is working on this project at the moment and has requested a copy of Twin Falls' presentation.

7. New Business

a. Community Garden Update - Juli Bokenkamp

Meridian Co-Op Gardeners President Juli Bokenkamp provided an update about the Community Garden, which is located within Julius M. Kleiner Memorial Park. Copies of her PowerPoint slide handouts are attached to these meeting minutes. Additionally, Juli provided hard copies of the 2015 Annual Report of the Meridian Co-Op Gardeners, which is also attached to these minutes.

MPR Commission Feedback:

- **Commissioner Phil Liddell** - He stated the Community Garden is a great effort and great for the community, kids, and being active.

He inquired what the square footage is of the area. *The garden is just under one acre—approximately $\frac{3}{4}$ of an acre.*

- **Commission President Creg Steele** - He inquired if there is a place on the City's website for Juli's and the Meridian Co-Op Gardeners' contact information. *They don't have a webpage; they are just contacted on Facebook, which seems to work for them. They feel they do not have the time or the money to manage a webpage to keep that current and because they constantly change. Juli would welcome a link on the City's website—"Find Us on Facebook."* Their new sign will also have the Facebook contact information.

He inquired about the soil because last year, Juli expressed they were struggling with the nutrient value. *Juli stated the soil has improved. The gardeners were out pulling weeds and noticed that every shovelful had worms. Mike Barton responded the soil quality is getting better. MPR staff completed some soil testing and are still evaluating and interpreting what the results mean. The Parks crew will help Juli this year by getting a ripper to break up the plow pan. They will incorporate the compost that was delivered and will be adding to that. They may supplement the soil with some fertilizer.*

b. Graycliff Estates Future Neighborhood Park Discussion - Becky McKay

Becky McKay with Engineering Solutions facilitated a discussion with the MPR Commission about a possible neighborhood park in the South Meridian area. She brought with her a drawing of the preliminary plat, which is attached to these meeting minutes. The proposed 11.45-acre park is located between Victory Road and Linder and State Highway 69 and Amity. In the City's Comprehensive Plan for many years, there has been a star depicted in this section of the map indicating this was a place that the City would like to see a neighborhood park. This would be a component park, meaning that there would be multiple subdivision pieces (Brundage Estates, Biltmore Estates, and Graycliff Estates all owned by Lee Centers) that would provide some acreage to make up a neighborhood park (similar to Gordon Harris Park). Participants gathered around the conceptual plan and got a little more familiar with the site in regards to how it would fit with the surrounding neighborhood and how it might work as a future City park.

MPR Commission Feedback:

- **Commission President Creg Steele** - He inquired if the two larger areas that would be separated by a ten-foot-wide pathway would be big enough for teams to practice. *Yes, they would be. The pathway could always move and does not necessarily need to stay in the Williams Pipeline location.*
- **Commissioner Phil Liddell** - He liked the idea of providing parking along the southern perimeter of the park.

He suggested no parking on the south side, have a small lot at the west end, and move the pathway to one side rather than going through the center of the park.

- **MPR Director Steve Siddoway** - He liked the idea of having the pathway penetrate through the center of the park if the open space on either side is still large enough to be usable. Commissioner Jo Greer concurred, especially to accommodate patrons who are wheelchair bound who would need to access the multi-use fields.

He commented probably the biggest question in his mind is whether this park would eventually be public or private. The MPR Department/Commission put a lot of work approximately two(ish) years ago into a park near Black Rock. Once they had this project all worked out and were happy with the design and presented it to Council, Council's direction was that the City had limited impact fees, and they wanted to spend these fees on the South Meridian 77-Acre Park. Therefore, the proposed park went private, which could be the same case with the Graycliff development. Steve just wanted to note this.

He commented Graycliff would meet the Commission's criteria for having good frontage.

The idea of carving into the park with some parking along the frontage that would get it out of the bike/travel lanes could be a good solution.

The issue he had with the private amenities has been resolved which were moved out of the public park or from being within or directly adjacent to it; i.e., the swimming pool, etc.

The entire park would be very linear; however, the space would be usable.

If the City/Department were to develop the amenities, they have never waived impact fees for the donation of the ground by the donor. Steve does not foresee impact fee waivers for Lee Centers, but they can discuss this topic outside of the meeting.

The MPR Department would need water pressure at night, whether that means a separate system or a certain design on the shared system which would allow adequate water. Ideas will be explored in the future.

There was general consensus of pursuing Graycliff Estates as a future public park and taking this forward, as long as the funding realities are up front; the site and layout are generally good; there is usable space; and it is a good fit. MPR staff will have a follow-up discussion with Becky and Lee Centers in the coming weeks.

8. Old Business

a. Bellano Creek Subdivision Park Design Concept - Kim Siegenthaler

Kim Siegenthaler who is the landscape architect with Jensen-Belts Associates for Bellano Creek Park (the name will change), returned to the MPR Commission that evening and presented the refined/final concept plan—based on the Commission's feedback from January's meeting—and playground system plans. These documents are attached to these meeting minutes. The park will be located in the Bellano Creek Subdivision (formerly Isola Creek) near Ten Mile and Ustick Roads which runs along the Five Mile Creek at Bridgetower.

MPR Commission Feedback:

- **Commission Vice President Sharon Borton** - She appreciated how the final plan reflects many of the requests from the scouts who were present at last month's meeting.
- **MPR Director Steve Siddoway** - He inquired if MPR staff is thinking about purchasing the cataloged art at this park site or making this one of the sites for the artists. *Mike Barton stated it has not been decided at this point in time which scenario will be the case. There will be a placeholder for art. At the May meeting, the Parks Committee will look through catalogs of art and see if there is anything appropriate for some of these new parks; e.g., Bellano Creek and Bainbridge.*

There was general consensus to move forward. Next steps would be to start putting together an opinion of costs so that MPR staff can accurately go through the budget process this summer and have a construction budget ready to potentially start construction in the spring in 2017.

A request with some historical information was brought forward to the MPR Commission from Coleman Homes and Mr. Edward J. McNelis, who is the Trustee for Leonard Huskey Estate to name the park "Reta Huskey Park," which is attached to these meeting minutes.

Commission Vice President Sharon Borton motioned to recommend the Bellano Creek property be named "Reta Huskey Park." Commission President Creg Steele seconded the motion. There were two ayes and four nays. The vote was not in favor of the motion and was denied. Based on direction from the Commissioners, MPR staff will work on the due diligence process regarding Reta Huskey and the family history/background. This topic will be brought forward again at the May Commission meeting for follow-up.

b. Bainbridge Subdivision Park Design Concept - Bob Schafer

Bob Schafer who is the landscape architect with The Land Group for Bainbridge Subdivision Park (the name will change), returned to the MPR Commission that evening and presented the refined/final concept plan based on the Commission's feedback from January's meeting. This document is attached to these meeting minutes. The park will be located in the Bainbridge Subdivision near north Ten Mile on Lost Rapids Drive.

MPR Commission Feedback:

- **MPR Director Steve Siddoway** - Regarding the berms and their heights around the perimeter of the park, he commented that the consultant needs to be careful not to create hiding spaces behind the neighbors' backyards to where there would be little to no visibility.
- MPR staff suggested adding a tot lot to the playground.
- MPR staff suggested adding roughly eight more parking stalls in the parking lot to bring the total count of spaces to 30.

There was general consensus to move forward with design development. The design team will think through the play elements to get a mix of traditional and non-traditional components and add more parking. MPR staff hopes to bid the project in December 2016 for a spring 2017 construction project.

9. Workshop

a. MPR Master Plan Implementation - Steve Siddoway

MPR Director Steve Siddoway stated last month he received some feedback that the MPR Commission wanted him to return with the MPR Master Plan and to know that this was not a document just sitting on the shelf gathering dust. Are they working towards implementation? What are the goals and recommendations? Therefore, Steve touched on some of them that evening to know that they are and to ensure MPR staff is not forgetting things. The comprehensive list of the Action Plan section can be found on pages 111-118 of the Meridian Parks & Recreation Master Plan, which was adopted in December 2015. Steve highlighted the following goals and objectives:

Goal 1: Continue to Improve Organizational Efficiencies

Objective 1.1: Maintain existing level of service goal

Update - The existing level of service is 3. The MPR Department would like to keep its goal of 4. There are multiple parks identified that will be developed, which is the work MPR staff is doing to grow the park system and get their level of service up where they want it. They just have to continue to add parks as the City adds population in order to meet this goal.

Objective 1.2: Enhance and improve internal and external communication regarding Department activities and services

Update - The Marketing Plan is in the hands of Shelly Houston, specifically as staff and the MPR Commission's Marketing Committee members who will help the MPR Department own those activities.

Objective 1.3: Provide improved signage agency-wide to make it easier for patrons to find and use parks, facilities, and pathways

Update - The top priority is the need for pathways signage. Steve proposed the MPR Commission's Pathways Committee take on this element to specifically look at the pathway signage and where those are needed. The Commission saw several of the needed sign locations on the Pathways Tour in 2015 and places where it is not intuitive for individuals to turn to stay on the pathway, etc.

Objective 1.4: Maintain existing quality standards for facilities and amenities

Update - This is the City's/Department's Capital Improvements Plan (CIP) and lifecycle maintenance. MPR staff works on these plans annually, which were updated last fall with the MPR Master Plan and will be updated again next fall.

Objective 1.5: Increase social media use and navigation apps for parks and pathways

Update - The MPR Commission received a presentation on Social Media Best Practices in February 2016 and are on track. This is also work that is being focused on by the Marketing Committee.

Objective 1.6: Increase appropriate partnerships within the community

Update - The best recent example over the last couple of months is the new disc golf course in Kleiner Park. The Commission received a couple of articles. MPR staff has been working with the Gem State Disc Golf Association to get the equipment installed. The course has received a lot of recent attention.

Objective 1.7: Increase the utilization of technology to improve customer service and efficiencies

Update - This entails exploring options to increase the use of technology and specifically wanting to provide online shelter reservations. MPR staff is very actively working on this option and have held five or six different demonstrations from various software companies that would allow the Department to do this. Staff members have a top candidate and are getting ready to set up an additional follow-up with them.

Objective 1.8: Staff appropriate to meet demand and maintain established quality of service

Update - This is a constant discussion. MPR staff is working on enhancements to add some additional part-time seasonal staff for the arborist duties, as well as ensuring they are staffing up for these future parks that are coming on as they are needed.

Objective 1.10: Expand the volunteer program

Update - Barbara Hatch, who is the Volunteer Program Coordinator and has been housed in the Police Department, has recently transferred to the MPR Department and runs the Park Ambassador Program. They are building a cubicle for her and should have her move in within the next few weeks. She will be ramping up the MPR Department's volunteer program immensely.

Goal 2: Increase Financial Opportunities

Objective 2.1: Increase special event and activities sponsorships

Update - The Department is working on this. The best example is the work that was done on the Community Block Party last fall. MPR staff increased the size of this event and increased sponsorships at the same time.

Objective 2.2: Evaluate developer impact fee ordinance

Update - MPR Commissioner John Nesmith and Steve Siddoway sit on the Impact Fee Committee. They meet quarterly. There will be another major update of the impact fee in 2018; however, MPR staff is constantly monitoring the impact fee. The big update happens on a five-year cycle, and they are a couple of years into the current one. In a couple of years, the Impact Fee Committee will start an update of the next big update for adoption.

Objective 2.3: Pursue grant and philanthropic opportunities

Update - MPR staff is constantly on the lookout for these opportunities. Steve just had Jay Gibbons assess the

feasibility of a Tiger Grant, which they determined did not make sense. The MPR Department goes after a lot of grants and is awarded a lot of grants which have funded amenities in Meridian parks. MPR staff continues to assess grants and determine whether they are feasible to go after or not. The Department of Commerce also puts out a quarterly publication, "Show Me the Money," to which Steve has subscribed. Steve shared this publication with staff earlier in the week so they can subscribe to look for opportunities. Steve welcomes any ideas or potential grant opportunities from the Commission.

Objective 2.4: Implement a cost recovery and pricing policy

Update - The cost recovery and pricing philosophy was actually detailed for the first time in the MPR Master Plan.

Goal 3: Continue to Improve Programs and Service Delivery

Objective 3.1: Increase year round recreational programming and activities

Update - Jake Garro is doing a fantastic job. He presented to the MPR Commission the numbers last month. Things are on the increase. Jake is increasing programming for seniors, etc. He has been really working hard on doing this.

Goal 4: Maintain and Improve Facilities and Amenities

Objective 4.2: Expand pathways and connectivity

Update - This is obviously one of the number one priorities of the MPR Commission and specifically of the Pathways Committee. A Pathways Tour is planned for April 2016 to see progress that is being made and underway on multiple projects.

Objective 4.6: Improve parking at parks

Update - Improving parking at parks is not just about adding parking lots but how the MPR Department manages parking, etc.

Objective 4.7: Continue to improve ADA accessibility at all facilities

Update - The MPR Department is budgeted this year to do an ADA Transition Plan for all parks within the City's system and make a plan for assessing how well they meet the newly-updated ADA guidelines. Steve expects this project to move forward later this fiscal year, which is at the direction of the City's legal counsel. As soon as they give the go-ahead, the MPR Department will be ready.

Objective 4.8: Upgrade comfort, convenience, and cultural amenities to existing facilities

Update - The MPR Department has been getting multiple proposals on shade and are actively working on a specific shade project for Kleiner Park.

MPR Commission Feedback:

- **Commission President Creg Steele** - He stated this plan is huge and inquired if MPR staff has some kind of a schedule in order to prioritize the goals and objectives. He added the MPR Master Plan is to look ahead for 10+ years and is not meant to be completed within a year. Is there a method the MPR staff is approaching with this plan? *It is more ad-hoc than a specific spreadsheet or flowchart about completing tasks. Many of these goals and objectives, when one looks at the timeline—many state ongoing or short-term. There are a lot of these things that are happening on a regular basis. MPR staff will pause once in a while and ask if all of these goals have equal priority, or what is the biggest priority, because they cannot complete them all at once. They have a limited staff, but they do a whole lot and are making progress on many, if not most, of these fronts. There is not a methodical way to have broken these goals down. Each MPR staff member owns their responsibilities and prioritizes them as they see best. Things are in motion regularly.*

10. Staff Reports - NONE

11. Executive Session Per Idaho Code Section 74-206(1)(c): To acquire an interest in real property which is not owned by a public agency

Commission President Creg Steele entertained a motion to convene into executive session. Commission Vice President Sharon Borton moved to convene into executive session. Commissioner John Nesmith seconded the motion.

An individual voice vote was taken of the members present by Rachel Myers as follows:

<u>X</u> Creg Steele, President	<u>X</u> Phillip Liddell
<u>X</u> Sharon Borton, Vice President	<u>X</u> John Nesmith
<u>X</u> Jo Greer	<u>X</u> Craig Robinson

The vote was unanimous and in favor of the motion.

The MPR Commission convened into executive session pursuant to Idaho Code 74-206(1)(c) to discuss acquisition of an interest in real property which is not owned by a public agency.

Commission President Creg Steele entertained a motion to conclude the executive session and reconvene into the regular session of the meeting. Commission Vice President Sharon Borton moved to conclude the executive session and reconvene into the regular session of the meeting; Commissioner John Nesmith seconded. The motion carried.

11. Adjourn

Commission President Creg Steele entertained a motion to adjourn the meeting. Commission Vice President Sharon Borton moved to adjourn the meeting. Commissioner Craig Robinson seconded. The vote was unanimous and in favor of the motion.

There being no further business, the meeting adjourned at approximately 9:58 p.m.

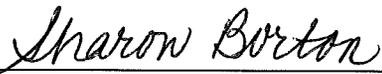
(AUDIO ON FILE OF THESE PROCEEDINGS)

APPROVED:



CREG STEELE, PRESIDENT

4 / 13 / 16
DATE



SHARON BORTON, VICE PRESIDENT

/rem

Attachments:

- 1) PowerPoint Presentation: Meridian Co-Op Gardeners - Looking Back at 2015 and Moving Forward in 2016 (8 pages)
- 2) Meridian Co-Op Gardeners 2015 Annual Report (5 pages)
- 3) Graycliff Estates Preliminary Plat (1 page)
- 4) Bellano Creek Subdivision Park Revised Draft Design Concepts (2 pages)
- 5) Bellano Creek Subdivision Park Playsystem (4 pages)
- 6) Reta Huskey Historical Document by Edward J. McNelis (1 page)
- 7) Bainbridge Subdivision Park Revised Draft Design Concept (1 page)