



PARKS & RECREATION COMMISSION

REGULAR MEETING • MINUTES

Meridian City Hall City Council Chambers
33 E. Broadway Avenue, Meridian, Idaho
Wednesday, May 11, 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 type="checkbox"/> Sharon Borton, Vice President	<input type="checkbox"/> Craig Robinson
<input checked="" type="checkbox"/> Jo Greer	<input checked="" type="checkbox"/> Matt Stoll
<input checked="" type="checkbox"/> Phillip Liddell	<input checked="" type="checkbox"/> Hannah Sturtevant
<input checked="" type="checkbox"/> Spencer Meinburg	

Others present were: City Council Liaison Anne Little Roberts; MPR Department staff—Parks Superintendent Mike Barton, Parks & Pathways Project Manager Jay Gibbons, Recreation Manager Colin Moss, Marketing Coordinator Shelly Houston, Volunteer Program Coordinator Barbara Hatch, and Recreation Coordinator Renee White; and Deputy City Attorney Ted Baird.

2. Adoption of the Agenda

Commission President Creg Steele entertained a motion to adopt the agenda as presented. Commissioner Matt Stoll 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 April 13, 2016 Special Meeting

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

4. Announcements

a. Team-Building Barbecue in June - Mike Barton

MPR Parks Superintendent Mike Barton announced in past years during the month of June, the MPR Commission has normally done a team-building exercise consisting of a Commission/MPR staff barbecue and play some games to spend time getting to know each other better, especially where there are new Commissioners. It is a good time to get out in a park and enjoy the evening. There was general consensus to hold the event again this year on Wednesday, June 8, 2016 at 5:30 p.m., which will be in lieu of the regularly-scheduled Commission meeting. Commissioners would like to have the event at either Settlers Park (1st choice), Bear Creek Park (2nd choice), or Tully Park (3rd choice). MPR staff will follow up, and more information will be forthcoming.

b. Welcome New MPR Recreation Coordinator Renee White - Colin Moss

MPR Recreation Manager Colin Moss welcomed Renee White, the MPR Department's new Recreation Coordinator over Special Events. He stated Renee will be taking over all internal special events which are hosted by the MPR Department.

Renee introduced herself to the MPR Commission. She stated she has over 20 years of experience in event coordination, such as with the Canyon County Fair, First Night Boise, BSU Bronco Fiesta Bowl Pep Rally (first one), Idaho Botanical Gardens Winter Garden Aglow, and others. She has been in the process of training with Colin Moss and recently took a tour of the Meridian park system.

Commission participants broke out into their respective committees at approximately 5:46 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 - Mike Barton

Committee member Mike Barton reported the Parks Committee met that evening. Those in attendance were: Mike Barton, Phil Liddell, Rachel Myers, and Renee White (attended a portion).

- Review "Off-the-Shelf" Catalogs for Appropriate Artwork in Lieu of Utilizing a Professional Artist - One of the Committee goals is to create some park identities at Champion, Renaissance, and Heroes Parks. The first task on the list is to go over the possibilities of some public art and specifically "off-the-shelf" catalog items because those can be purchased and installed for a lot less than a one-of-a-kind piece that is done by an artist. The group reviewed different catalog items, including sculptures, bike racks, banner poles, and utility box wraps. There was one sculpture piece in particular the Committee really liked called "Family" by Randolph Rose—a couple with three children holding hands which looks like they are walking. They discussed where this

piece may be appropriate, and Hillsdale Park came to mind potentially at the park entrance drop-off/roundabout. Their next steps are to call for pricing on the "Family" sculpture. At their July meeting, staff will return with some specific recommendations for art in other places to create or strengthen existing identities of parks. They will also solicit assistance from the Meridian Arts Commission (MAC) to accomplish some of the goals.

- Review the RFQ Status Update/Evaluation and Begin to Consider which of the Three Parks (Champion, Heroes, Renaissance) to Consider First for Professional Artwork - The group also reviewed the Request For Qualifications (RFQ) that the MAC put out to create a master roster of consultants which could work on parks projects. Eight proposals were received from interested artists. The evaluation committee will review these RFQs and hopes to have a selection to announce at the July meeting.
- Briefly Review the Changes Implemented in Committee Goals & Objectives for Correctness - This item was not discussed, due to time constraints.

b. Pathways Committee - John Nesmith

Committee Chairman John Nesmith reported the Pathways Committee met that evening. Those in attendance were: Chairman John Nesmith, Matt Stoll, Spencer Meinburg, and Jay Gibbons.

- Spring Pathways Tour Debrief -The Committee debriefed about last month's tour and discussed highlights and lessons learned. Jay will provide a report later in the evening (see agenda item 7d).
- Update on Current Pathway Development Projects: Lemp/Larkwood Pathway - Jay provided an update about the Lemp/Larkwood property located off of McMillan connecting Seguro Canyon to the subdivision across Larkwood Subdivision, which is slated to be built in October 2016. He is dealing with property owner issues, easements, etc.
- Rail With Trail Pathway - Committee member Matt Stoll reported Jay will give a briefing to the City Council on May 24, 2016 regarding the grants that were awarded to them, what the concept is, etc. There was some discussion about the original application and whether it fits into what the City was looking for, as far as a trail opportunity along or within the right of way.
- Discuss Missing Pathway Segments Not Yet Identified in Meridian: Zebulon/ACHD Drain Pond Connection - This item was not discussed, due to time constraints.

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, Hannah Sturtevant, Shelly Houston, and Colin Moss.

- Update: Park & Pathway Z-Card Map/Printing Sponsor - The map has been updated, but the Committee needs Jay Gibbons and Steve Siddoway to review it and verify everything that is needed. They may have lost contact or lost the sponsorship with Meridian Cycles, as they are not responding. Therefore, Creg will reach out to other companies. They would like to review the draft at the next meeting to update and identify information that needs to be on the z-card.

- Update: Commissioner Presence in Community - Use Calendar/Year-at-a-Glance in Meridian (Top Meridian Events Calendar) - Shelly put together a Summer Events flyer that lists various special events throughout this summer. The Committee discussed generating a flyer for the spring, summer, and fall seasons. For summer events, they would like to have at least one CableONE Movie Night with an MPR Department booth and Commissioners present in August. Gene Kleiner Day is scheduled for June 11, 2016. They would like Commissioner presence at the Meridian Symphony Orchestra Concert that evening at 6 p.m. Shelly mentioned there is also a Recreation Festival on June 18, 2016 at Eagle Island State Park from 10 a.m. to 2 p.m. where there will be a booth and Commissioners. Jo asked Shelly to send out the Summer Events flyer and a sign-up sheet to the Commission to solicit sign-ups.
- Update: Parks & Recreation Marketing; Review Catalog - The Committee discussed marketing items and are looking into a sports drawstring bag/backpack in blue. Potentially 1,000 will be ordered with the Meridian logo imprinted to hand out at the MPR Department booth at these various events (as noted above). Shelly and Colin will check the MPR Department's budget.
- Update: Use MPR Presentation and Solicit to Community Organizations - Spear-headed by Committee - This item was not discussed, due to time constraints.
- 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.

7. New Business

a. Park Ambassador/Volunteer Program Update - Barbara Hatch

Barbara Hatch is the Volunteer Program Coordinator for the City of Meridian. She trains and schedules volunteers for the following types of needs and activities:

- Provide City Hall foyer information desk coverage;
- Provide tours of City Hall for children and adults;
- Cover Peggy Gardner's desk located in the Mayor's office during her lunch hour.
- Complete Scout projects;
- Complete Service projects from local businesses and churches; and
- Recruit, train, and schedule Park Ambassadors.

The Park Ambassador Program is in its fourth season. The program was originally called the "Meridian Police-Park Patrol." A few years ago, there was an orientation where they were very heavy on the Police Department telling the volunteers that they wanted them to be the eyes and ears of law enforcement. Since that time, the program has shifted to the Parks & Recreation Department and evolved to where the Park Ambassadors no longer enforce the rules, but are now the "Buddy Educators," per the direction of City leadership. These volunteers take an active role in educating people. For example, if a park patron has their dog off leash, Park Ambassadors inform them about Animal Control noting they could be cited with an \$80 ticket. Most of the time, these patrons thank them for the information, state they did not know of the rule, and then leash their dog.

Ambassadors are trained on all activities that are going on in the City. They also

use City-assigned vehicles and travel throughout the park system to have a bigger presence. Ambassadors cover the parks seven days a week from 10 a.m. to almost 10 p.m. at eight shifts a day, times seven days a week, for a total of 250 shifts a month. Barbara then modeled the t-shirts and ball caps that are worn by the Park Ambassadors.

In 2015, there were a total of 2,204.75 volunteer hours (see attached Volunteer page). Volunteers from local businesses, churches, among others, completed various service projects, such as tree well bark spreading, etc. There are already 2,205 hours recorded for 2016 thus far.

In closing, Barbara paraphrased a quote from the Mayor and read it as follows:

"It's our people that make Meridian the great City that it is. It's our volunteers that are the shining stars of the City. Volunteers are the backbone of all the wonderful events that Meridian hosts."

b. Western Ada Recreation District (WARD) Update - Colin Moss & Spencer Meinburg

WARD Board Member Colin Moss had five renderings on display that evening of what the new Meridian Swimming Pool will look like, which are attached to these meeting minutes. The Western Ada Recreation District has been planning for quite some time to redo the pool building in Storey Park. The project will break ground in September 2016. The current pool building will be torn down and replaced with a new two-story pool building that would feature brand new locker rooms, staff quarters, an office for the Pool Manager, two party rooms upstairs to be able to rent out for birthday parties, etc., as well as a nice deck overlooking the pool so that parents can sit in the shade while watching their kids during swim lessons. In addition to the new pool building, they will replace the existing child pool, which is out of ADA compliance. There are a lot of other items associated with the update of the pool itself, for ADA compliancy, as well as structural issues.

Pool Manager Spencer Meinburg stated the pool was built in 1972, which has been owned by the Western Ada Recreation District. There have not been any enhancements, upgrades, or renovations done since 1972, but just general maintenance with sanitation and filtration systems. Currently, the pool is running on an inefficient system. The new upgrades will bring the system up to the level it needs to be. Spencer stated the pool is a great asset to the City and the community of Meridian.

Process-wise, Colin stated WARD has put out a Request for Qualifications (RFQ) and awarded the bid to the Ewing Company to be the construction manager for this project. They are in the process of value engineering and determining some of the finish items so that they are ready to go when September 1st hits at the end of the summer.

MPR Commission Feedback:

- **Commission President Creg Steele** - Is WARD increasing the size of the pool from what it currently is during the construction phase? *Colin replied "No." The pool will stay the same size. However, there are plans in the future that would potentially include a detached three-lane lap pool to the west of where the current pool sits.*

Are there current plans to put a “shell” around the pool for year-round usage? *Spencer responded that this has been a topic over the last decade. Currently, the Meridian Pool is the only outdoor swimming pool in the City of Meridian. So it has never really made it past discussions.*

- **Commissioner Phil Liddell** - Are there future design plans to put a shell over the top of the pool? *In the time that Colin has been a board member, this has not been a topic of discussion at all. Personally, he is not sure he would be interested in a shell for the same reason as Spencer. Potentially, the YMCA will have some indoor pool space, and there are other facilities that have indoor pools in the City. Meridian has the only public outdoor pool, which he thinks is appealing.*
- **Commissioner Hannah Sturtevant** - Once this new facility is built and once the lap lanes are in (if this is even an option), would this be able to accommodate more swim teams over the summer? *Spencer is not certain if during the summertime there would be more usage; definitely in the fall, however. It would be up to the WARD Board if they would want to continue the post-season schedule.*

c. MPR Fiscal Year 2017 Budget Enhancements Overview - Mike Barton

MPR Parks Superintendent Mike Barton reported MPR staff has been doing a lot of work both with the operating budget (base budget) and enhancements, which are over and above the base budget for capital items, staffing, etc. The process this year is a little different than years past. MPR staff develops a list of these enhancements and present them to City Council. This year, the City Council had some discussions about whether or not to take the allowable 3% increase to the property tax base. The City will have a balanced budget, regardless of whether they take the 3% or not. What City staff members have been tasked with is to take the budget enhancements and group them into two different tiers. Tier 1 is what the enhancement would look like with a balanced budget with no increase to the property tax. Tier 2 would be the whole thing funded. Mike reviewed the list of enhancements by tier that the MPR Department is proposing to the City Council for FY2017, which will go through the budget process. Budget hearings with the Mayor and Council begin in June 2016. Copies of his PowerPoint presentation slide handouts are attached to these meeting minutes.

d. Spring Pathways Tour Debrief - Jay Gibbons

On April 13, 2016, the MPR Commission held a Spring Pathways Tour. MPR Parks & Pathways Project Manager Jay Gibbons thanked everyone who attended and stated it was a good event. He reviewed the route as follows:

With MPR Parks & Pathways Project Manager Jay Gibbons as the tour guide, participants visited the following pathway segments by van:

- 1) Pine Avenue Improvement Project - New pedestrian crossing; ten-foot-wide pathway on the south side to Locust Grove.
- 2) Five Mile Creek Pathway, Segment G (E. James Court Pathway Connection Project) - Ten-foot-wide sidewalk on the south side; Jackson Drain to Meridian Road pedestrian crossing.
- 3) Five Mile Creek Pathway, Segment F (Linder Road Pathway Connection Project) - Ten-foot-wide sidewalk on the west side; HAWK signal to Ustick Road.

- 4) Five Mile Creek Pathway, Segment E (Bellano Creek Park Extension).
- 5) Five Mile Creek Pathway, Segment D (Ten Mile Road to Black Cat Road) - Connect McNellis Pathway via the bridge to the north bank at the west end of Meridian's Wastewater Treatment facility.

Starting at Heroes Park, participants then loaded bicycles and rode the following developed pathway segments which spanned a total of 3.5 miles:

- 1) Heroes pathway to W. Ladle Rapids Street to N. Tignes Avenue, cross N. Goddard Creek Way to the pathway.
- 2) Ride the pathway east on W. Cayuse Creek (south side) to Linder Road.
- 3) Cross Linder, ride the pathway east on W. Cayuse Creek (north side) to W. Valentino to N. Fox Run Way, cross W. Gable Street, ride Gable Street (east side) to W. Producer Drive to Meridian Road.
- 4) Cross Producer Drive to the south corner, cross Meridian Road.
- 5) Ride the pathway east on Producer to E. Ironstone Drive. Ride northeast into Ironstone Court.
- 6) Pick up the pathway at the end of the cul-de-sac (Ironstone Drive).
- 7) Ride the pathway southeast to N. Claret Cup Way, Joshua Tree Street, south on N. Diamond Creek Way to the pathway connection to Saguaro Canyon Subdivision.
- 8) East on pathway to N. Red Hose Way, north on the west side of Red Horse, cross E. Joshua Tree Drive.
- 9) Cross E. Giant Saguaro Street, continue on the west side of N. Red Horse, cross E. San Pedro, continue on the west side to E. Segundo Street.
- 10) Ride east on E. Segundo Street (south side), seven-foot-wide detached sidewalk to N. Morpheus Way.
- 11) Pick up the pathway on the east side of Morpheus, cross N. Larkwood Avenue, ride to N. Starry Night Avenue.
- 12) Ride on the south side of E. Segundo Street to Locust Grove Road, south on the east side to Locust Grove to the LDS Church parking lot on the ten-foot-wide pathway.

Participants then loaded the van and viewed the remaining site as follows:

- 1) Pathway connection across the ACHD storm drainage facility connecting the Zebulon Subdivision pathway to the pathway in the Settlement Bridge Subdivision.

8. Old Business

a. Bellano Creek Subdivision Park Naming Request - Mike Barton

MPR Parks Superintendent Mike Barton stated at the March 9, 2016 MPR Commission meeting, plans were brought forward regarding Bellano Creek Neighborhood Park. Along with those plans, there was a request which was received from the developer of Coleman Homes who is donating the land to the City. The request is to name this park "Reta Huskey Park." The main reason for the request is that Reta Huskey used to own the entire parcel on the east side of Ten Mile just north of Ustick between Ustick and Meridian Roads. It was discussed when they were going over the property purchase which was a family request. MPR staff members were directed at the time to try and find more information about Reta Huskey. Mike stated he has not been able to come up with any new information. He visited the City's Historian, Lila Hill, who looked in her files and

could not find any information. He also checked with Councilman Bird to no avail. There is not a competing request to name the park, so Mike asked for the Commission's recommendation to move forward to name the park.

MPR Commission Feedback:

- **Commissioner Phil Liddell** - He inquired if Mike went back to the Trustee, Edward McNelis, talk to him, and have him provide some documentation, other than just this letter. *Mike went back to the developer and asked if they could ask Mr. McNelis if there is any additional information and explained where they were at in the process. The developer came back and stated the letter summed things up, and that was really what he had to offer.*

Was Mike able to find any information about the Huskey family? Lila Hill did not have anything in her files. She thought that maybe the reason she did not have any information because she asked Mike where the property was located and stated most of the property owners what is North Meridian now were more closely affiliated with Middleton.

- **Commission President Creg Steele** - His thoughts were unless there is not any real reason not to name the park as requested, the Commission, should honor the developer's request.
- **Deputy City Attorney Ted Baird** - In thinking back through the years, he confirmed if there is a Park Naming Policy. *Yes there is.*
- **Commissioner Jo Greer** - In the future, if the City/MPR Commission is going to name a park after a person, even if it is through a trustee, she does not disagree with complying with the developer's wishes, but the MPR Commission needs more information on the person. It is the sister of the property owner, and the letter came from the trustee of the estate—not a family member. They are naming the park after somebody who may or may not be as significant in the community as maybe someone else. She gave the example of Julius M. Kleiner Memorial Park.
- **Commissioner Matt Stoll** - Did MPR staff confirm that the family owned the property, sold it to the developer, and the developer requested that the last owner's wishes be fulfilled? *Yes.*
- **Commissioner John Nesmith** - He concurred with Commissioner Greer. He also thanked Mike for his due diligence and stated since nothing negative was found; since the Department is in favor of this request; since the developer is also in favor of the request; and since there is compliance with the Park Naming Policy ...

Commissioner John Nesmith moved to approve the naming of the Bellano Creek property to "Reta Huskey Park," as requested. Commissioner Matt Stoll seconded the motion. All were in favor of the motion.

An agenda item for the July 13, 2016 meeting will include a discussion, review, and potential update of the current Park Naming Policy.

9. Workshop - NONE

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

At approximately 7:54 p.m., Commission President Creg Steele entertained a motion to convene into executive session. Commissioner John Nesmith moved to convene into executive session. Commissioner Matt Stoll 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> John Nesmith
<u>X</u> Jo Greer	<u>X</u> Matt Stoll
<u>X</u> Phil Liddell	<u>X</u> Hannah Sturtevant
<u>X</u> Spencer Meinburg	

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.

At approximately 8:31 p.m., Commission President Creg Steele entertained a motion to conclude the executive session and reconvene into the regular session of the meeting. Commissioner Matt Stoll 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. Commissioner Matt Stoll moved to adjourn the meeting. Commissioner John Nesmith seconded. The vote was unanimous and in favor of the motion.

There being no further business, the meeting adjourned at approximately 8:32 p.m.

(AUDIO ON FILE OF THESE PROCEEDINGS)

APPROVED:



CREG STEELE, PRESIDENT

7 / 13 / 16
DATE



SHARON BORTON, VICE PRESIDENT

/rem

Attachments:

- 1) Presentation: Volunteer Program (1 page)
- 2) Western Ada Recreation District (WARD) Renovation Project Design Concepts (5 pages)
- 3) PowerPoint Presentation: MPR Fiscal year 2017 Budget Enhancements Overview (3 pages)