



## PARKS & RECREATION COMMISSION

### SPECIAL MEETING • MINUTES

Meridian City Hall City Council Chambers  
33 E. Broadway Avenue, Meridian, Idaho  
Wednesday, January 13, 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 5:34 p.m. MPR Administrative Assistant II Rachel Myers took roll-call attendance as follows:

<u>X</u> Creg Steele, President	<u>X</u> John Nesmith (arrived at approx. 5:52 p.m.)
<u>X</u> Sharon Borton, Vice President	<u>X</u> Craig Robinson
<u>X</u> Treg Bernt	<u>X</u> Matt Stoll
<u>X</u> Jo Greer (arrived at approx. 5:36 p.m.)	<u>X</u> Hannah Sturtevant
<u>X</u> Phillip Liddell	(arrived at approx. 5:40 p.m.)

Others present were: City Councilmembers Luke Cavener and Anne Little Roberts; MPR Department staff—Director Steve Siddoway, Parks Superintendent Mike Barton, Parks & Pathways Project Manager Jay Gibbons, Recreation Manager Colin Moss, Marketing Coordinator Shelly Houston, and City Arborist Elroy Huff; Deputy City Attorney Emily Kane; Communications Manager Kaycee Emery; Arts & Culture Specialist Hillary Bodnar; Arts Commissioners Gretchen Caserotti and Mary Jensen; Eagle Parks & Recreation Trails Coordinator Steve Noyes; and Citizen Andrea Dorman.

#### 2. Adoption of the Agenda

*Commission President Creg Steele entertained a motion to accept the agenda as presented. Commissioner Matt Stoll moved to adopt the agenda as presented. Commissioner Treg Bernt seconded the motion. All were in favor of the motion.*

#### 3. Approval of Minutes of the December 9, 2015 Special Meeting

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

#### 4. Announcements - NONE

Commission participants broke out into their respective committees at approximately 5:35 p.m.

#### 5. Committee Meetings

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

The Commission reconvened from committee meetings at approximately 6:30 p.m.

#### 6. Committee Reports

##### a. Recreation & Special Events Committee - Sharon Borton

Committee member Sharon Borton reported the Recreation & Special Events Committee met that evening. Those in attendance were: Chairman John Nesmith, Sharon Borton, Hannah Sturtevant, Colin Moss, and Rachel Myers (attended a portion).

- Christmas in Meridian Parade Route - The Committee discussed the 2015 Winter Lights Parade Route, which was a great one, and how it is going to remain the same for 2016.
- Upcoming Events for 2016 - The group discussed upcoming special events throughout the year. Hannah will check into some youth organizations at Rocky Mountain High School and MYAC in terms of Unplug & Be Outside Week and what they can do to support this event. The group then went through the list of events all the way to Christmas in Meridian in December and will be getting a calendar out to the Commissioners with a list of these events.

##### b. Parks Amenities & Signage Committee - Phil Liddell

Committee Chairman Phil Liddell reported the Parks Amenities & Signage Committee met that evening. Those in attendance were: Chairman Phil Liddell, Matt Stoll, Creg Steele, Jay Gibbons, Mike Barton, Steve Siddoway (attended a portion), Rachel Myers (attended a portion), Gretchen Caserotti, Mary Jensen, and Hillary Bodnar.

- Process for Creating and Implementing Park Identities -The Committee was tasked with trying to give an identity to some of the local neighborhood parks. They have selected three parks to focus on: Heroes, Champion, and Renaissance. In bringing some of this identity to the parks, the Committee has enlisted the help of the Meridian Arts Commission. Three representatives attended their meeting that evening: Gretchen Caserotti, Mary Jensen, and Hillary Bodnar. The Committee will engage them in trying to come up with art pieces or perhaps develop an RFP to flow out to the people they are in touch with in order to get some creative ideas for bringing this identity to the three parks. It could be anything from a sculpture to wall plaques to a number of ideas they haven't even identified yet. Hillary Bodnar and other City staff will develop a draft RFP and present it to the Committee at the February meeting to review and see what kind of things they are asking for so that the

Committee can provide comments. This will be a long process which could take a number of months to pull together to get ideas back with the timeframes. But it is a step in the right direction to bring some sort of identity to these parks.

**c. Community Liaison Committee - Jo Greer**

Committee Chairwoman Jo Greer reported the Community Liaison Committee met that evening. Those in attendance were: Chairwoman Jo Greer, Treg Bernt, Craig Robinson, Shelly Houston, Steve Siddoway (attended a portion), Rachel Myers (attended a portion), Kaycee Emery, and Steve Noyes.

- Social Media Best Practices -Kaycee from the Mayor's office joined their meeting that evening. She went through social media best practices, which was in the form of a PowerPoint. Part of the purpose of her attending was to establish the purpose of the Community Liaison Committee outside of just attending events and being visible in the community. Kaycee was invited back in the coming month(s) to present this to the entire Commission.

Kaycee also went through several other items. There is now an updated website for the City of Meridian which is more mobile-friendly. There is also a Google Calendar of events. If there are events that need to be added to this calendar, contact either Kaycee or Shelly.

Kaycee also has a newsletter that is mailed out in January, April, July, and October with utility bills. Additionally, she sends out flyers with the utility billing. So this is another way to reach out to the community members who are not online or not a part of the social media group.

- Update on Year-at-a-Glance in Meridian/Top Meridian Events Calendar - The Committee briefly discussed creating flyers or calendars, including photos, of top Meridian events as they occur.

**7. New Business**

**a. Commissioner Matt Stoll Recognition - Steve Siddoway**

MPR Director Steve Siddoway reported Commissioner Matt Stoll was their immediate past MPR Commission President for two consecutive years. Steve acknowledged Matt's efforts and presented him with a Certificate of Appreciation in recognition of valuable contributions from January 2014 through December 2015. The certificate was signed by Mayor Tammy de Weerd, Council Liaison Luke Cavener, and Director Steve Siddoway. In addition, a wall plaque was presented to Matt with gratitude. Commissioner Stoll and Steve posed for a photo taken by Rachel Myers. Everyone congratulated Commissioner Stoll.

Commissioner Creg Steele thanked Matt and stated it was a great two years. He expressed Matt made it very easy for the Commissioners to do their job.

**b. Eagle Parks & Recreation Trails Update - Steve Noyes**

MPR Director Steve Siddoway introduced Steve Noyes from Eagle Parks & Recreation, who was recently hired as their Trails Coordinator. Steve S. expressed the MPR Commission and Department as a group is very interested in maintaining a relationship and communication with the City of Eagle Parks & Recreation. In addition, Steve S. stated they are very passionate about Meridian pathways and want the City's pathways to one day connect to the Boise River Greenbelt along

the Boise River. Furthermore, their path to get there is controlled by the City of Eagle.

Steve Noyes provided an update about trails the City of Eagle is working on. Copies of his PowerPoint slides are attached to these meeting minutes.

Steve N. stated they recently received a technical assistance grant from the National Park Service to write Eagle's Master Plan, which is in the process of getting Eagle's City Council approval. The biggest part of their focus is connecting communities and urbanites to nature. This entails getting people from Meridian to the river. Eagle Parks & Recreation staff wants the City of Meridian represented in their trails master planning effort and potentially would like a Meridian representative to take an active role on their steering committee.

#### MPR Commission Feedback:

- **MPR Director Steve Siddoway** - He stated Meridian's Pathways Master Plan does envision a connection to Eagle Island State Park along the Linder Road alignment. If there is a way to do this off-street—any time they can get a separation from the busy road, the better the experience is on the pathway—as they have been looking at this potential connection over the past years, given grade changes, needing to access bridges, etc. along Linder has seemed like the most logical connection point. In the short term, the City is building a ten-foot-wide pathway along Linder Road north to Chinden thinking they might have Eagle build towards Meridian and connect at the Chinden/Linder intersection and be able to get Eagle residents onto Meridian's pathways network and get Meridian residents to Eagle Island State Park and onto the Boise River Greenbelt. If there are other options, MPR staff is totally open to them as Eagle investigates this from their own direction.

The MPR Department worked on a concept plan last summer for Margaret Aldape Park, which is going to be Meridian's first significant regional park along the Boise River. The City of Meridian abuts the main channel and the south side of the Boise River. The road that would connect over from Linder to it would be in the neighborhood of Duck Alley, but there is private property that currently exists that MPR staff has not even contemplated easements yet between what would be Meridian's park and getting to that public right of way. Steve does not see this project as low hanging fruit today, but in thinking long term, there may be a connection over from that future park along the Boise River which could also potentially tie into Eagle Island State Park.

- **Commission President Creg Steele** - He stated the MPR Commission has tried to focus on getting Meridian's pathway system to connect to Nampa, Eagle, etc. and appreciates the partnerships with other surrounding municipalities, such as Eagle.
- **Commissioner Phil Liddell** - Linder (north of Chinden) is being widened in conjunction with the LDS facility that is going in. If one travels down the hill going north, is the bridge going to be widened with the development? Is there a timeframe that Linder would ever widen to three or five lanes? *Steve N. is not aware of any specific plans as of now. His initial tour of that area included a statement by Eagle's Parks & Recreation Director that there was an easement along that bridge that was due for expansion. The ITD project that is*

*happening along Chinden will certainly put pressure on Linder and make changes. He thought ITD expects to see a traffic shift over to that already-busy area, which is a major artery northwest to Eagle and is their blank canvas for development. In addition, they have a sportsman's access planned along the north side of the river on Linder and also some greenbelt work as easements allow.*

Regarding the new footbridge that Steve spoke of located on the west side of Eagle Road that attaches to the existing bridge, how wide will it be? *As of now, the bridge will be eight to ten feet, depending on the materials, which cantilevers off but will also have support mid-river.*

How does one traverse east to west at Eagle Road on the present trail system? *Eagle has two underpasses on the north and south bank and one from the Hilton that runs over to the restaurant area development. They currently do not have a maintenance agreement but have public access; the greenbelt that runs behind the area will become Eagle's property, which will be concreted. On the other side, they have one that connects to Thousand Springs over to Mace Trail, but they do not connect for half a mile in the other direction. Trail users have to go all the way back east and then cross over Merrill Bridge and then back.*

**c. Kleiner Park Arboretum Update - Elroy Huff & Andrea Dorman**

Since the development of Julius M. Kleiner Memorial Park, City Arborist Elroy Huff reported there was an arboretum added to the park west of the Senior Center. Over the past couple of years, MPR staff members have been thinking about ways they can make the arboretum more appealing or known to the community and the potential benefits. In those discussions with other people beside City staff, there was a suggestion to see if there would be a student in the College of Western Idaho's Horticulture program who would be interested in taking a look at the arboretum and developing some ideas. Elroy inquired and found Andrea Dorman who was interested in this project, very knowledgeable, and tech-savvy. Elroy provided Andrea a scope of work for her senior capstone project. Part of her project entailed giving a presentation to the MPR Commission, which she did that evening. Copies of her PowerPoint slides are attached to these meeting minutes.

MPR Commission Feedback:

- **Commission President Creg Steele** - He supports the idea of potentially adding QR Codes to signs within the arboretum.  
He thanked Andrea for her presentation and expressed it is great information.
- **Commission Vice President Sharon Borton** - She thanked Andrea and expressed her appreciation for the quality and professional work she presented to the MPR Commission. She was also grateful that there was shown what the arboretum could be in the future and the potential that exists.
- **Commissioner Hannah Sturtevant** - She stated Andrea was very careful to use suggested examples or motives. What does Elroy think is the biggest take-away from all of Andrea's suggestions in order to move forward with the project?  
*Elroy stated he doesn't know if he can do just one, but he liked the idea of the QR Codes in order to get out information through technology more quickly.*

*There is also a certain amount of visitor experience that is so important with hand-outs, since not everyone is online. He also believed maintenance will be very crucial. Additionally, Elroy supports securing partnerships and volunteers.*

- **Commissioner Matt Stoll** - He complimented Andrea on her Capstone project as well as her presentation, which was very polished, professional, and enjoyable.
- **Commissioner Jo Greer** - She appreciated how Andrea indexed all of the trees with photos and asked if these documents can be shared. *Yes, MPR staff will forward her the information.*

She also thanked Andrea for bringing the information and stated she is super-excited to see the arboretum in the spring when all of the trees start blooming.

**d. Meridian Parks & Recreation Pathways Update - Jay Gibbons**

MPR Parks & Pathways Project Manager Jay Gibbons provided updates regarding the following pathway projects:

- Five Mile Creek Pathway at East James Court Drive - This is a sidewalk widening project on East James Court to link the east end of the H.R. Bud Porter Pathway over to the top of the Jackson Drain Connection. The pathway runs along East James Court. MPR staff has hired The Land Group as a consultant to work with them on design development as well as construction drawings. They have enlisted the assistance of ACHD for coordination purposes, since it is attached to the roadway and they have to work within ACHD's right-of-way. They will need to determine how to address the issues with the electrical box located on the south side of the existing five-foot sidewalk and the 22 trees which span the north side of the street. MPR staff is working towards a solution to figure out where the proper place for the sidewalk to be widened is. They would like to have a ten-foot-wide sidewalk connection between Bud Porter and the Jackson Drain Pathways. If utility relocations preclude this, the sidewalk would be seven feet wide. Please see the four attachments.
- Five Mile Creek Pathway at Linder Road - This is a pathway connection/sidewalk widening project on the west side of Linder Road. MPR staff hired The Land Group to develop design concepts as well as construction documents. This entire stretch has a meandering five-foot sidewalk at present. There are two subdivisions and three lots of sidewalk that need to be widened, which are HOA controlled. MPR staff has been coordinating with ACHD because at some point, Linder Road will be widened, and staff needs to ensure the widening is set back far enough so that no sidewalk is lost when ACHD configures the road. MPR staff will determine how to address the issue with the number of trees, if any, being impacted. Jay has received comments from ACHD and will provide direction to The Land Group to move forward. Please see the two attachments.
- Pine Avenue, Meridian Road to Locust Grove Road - This is a sidewalk widening project on the south side of Pine Avenue from the Five Mile Creek Pathway connection that the City built a few years ago out to Locust Grove. There is an existing five-foot sidewalk for part of it, and there is no sidewalk for part of it. ACHD has a project next year that will be adding connected sidewalks from Locust Grove all the way to Meridian Road on both sides of Pine. They exist in some places and are non-existent in other places. In some places, the sidewalk

is falling apart, and there are mature trees. MPR staff sat down with ACHD several weeks ago because the City is involved in coordinating with ACHD and MDC with regard to how to treat the boulevard for urban renewal. MPR staff received and reviewed an early set of 30% drawings before Christmas. The MPR Department would like to have a ten-foot-wide sidewalk on the south side, provide a pedestrian crossing/beacon where the pathway comes across the creek and would naturally cross perpendicular to Pine, and then connect the ten-foot-wide sidewalk all the way to Locust Grove. In lieu of Jay's project this year to widen this sidewalk, MPR staff will plan to carry forward the money as part of the City's match to ACHD's project for accomplishment next year. Jay will not have to negotiate the easements because ACHD will acquire the right-of-way. Please see the one attachment.

- Five Mile Creek Pathway, Segment H2 (Badley to Fairview) - Staff continues to pursue easements to allow construction of a multi-use pathway building on the success of the H1 project completed in 2012. CTA Architects has been hired to provide design and survey services for the pathway segment. The consultant has provided three (3) exhibits for review and discussion of the pathway alignment, amenity locations, and connections to streets. Staff is currently reviewing the draft construction documents for the project. Final plans and the floodplain application are being finalized. Easement request letters and exhibits have been sent to the three property owners. Jay has been in contact with the Yuan Trust representative last week, started talking about the easement, and got information from him regarding fencing or things that need to be negotiated into the easement. Jay has a draft easement and is waiting for his consultant to send him draft drawings for explanatory purposes that Jay can send to Mr. Chang, who is on board with the project, so that he can in turn provide and discuss this supporting documentation to his attorney and partners. Jay still has the HOA's lot to address and will knock on the door of the medical office building and get somebody to respond to him from this partnership as well. This project is moving forward.
- Rail With Trail - The initial phase of the pathway (a half-mile section from Meridian Road to the west), design documents, has been funded for this fiscal year. Staff and other department representatives are meeting to finalize next steps. Staff has discussed the alignment with NMID. Jay has been in contact with ITD to discuss the Interagency Agreement and the timing of it before he can make a consultant selection. The internal City staff committee is discussing options to move this project forward.
- Lemp Canal/Larkwood - Jay has been approached by the HOA from the Larkwood Subdivision that fronts McMillan Road between Meridian Road and Locust Grove Road and abuts to the west at Saguro Canyon Subdivision to connect the existing multi-use pathway to the new Tustin 2 Subdivision on McMillan Road. Jay had a meeting with the HOA, the two property owners, and others in December 2015. The two property owners are a willing party and would like to see this project completed. Jay has some unencumbered pathway development funds leftover from last year to allocate towards this project. Jay had a conversation with the Settlers Irrigation District and will address the grading issues. Please see the one attachment.

## 8. Old Business - NONE

## 9. Workshop

### a. Committee Function & Structure - Steve Siddoway & Creg Steele

MPR Director Steve Siddoway stated they have heard from the Commissioners over the last couple of months that there was a desire to talk about committee structures of the Recreation & Special Events Committee, Parks Amenities & Signage Committee, and Community Liaison Committee. Some had expressed a desire to move committees. There was talk about are the committees focusing on the right things? Do they want to keep the same three committees? Do they want to change the focus of any of the committees? Do they want two committees instead of three? The Commissioners were encouraged to engage in an open conversation about their happiness or lack thereof with the function and structure of the committees, if they felt like they have meaningful things to do, or if they would like to see that changed somehow.

Commission President Creg Steele facilitated an in-depth discussion, and there was general consensus to rename and restructure the current committees. The Commission also brainstormed and identified each new committee's mission statement as follows:

- Parks Committee - The mission of the Parks Committee is to help steer future locations, design, park identities, amenities, and art to better serve the demands of the City of Meridian and to work closely with the MPR Department to develop and implement concepts into functional parks that serve all citizens.
- Pathways Committee - The mission of the Pathways Committee is to identify opportunities to implement and develop a connected pathway system that enhances the quality of life through transportation alternatives.
- Marketing Committee - The mission of the Marketing Committee is to promote events, programs, signage, and amenities in the City of Meridian, as well as develop and maintain relationships with community organizations.

The Commissioners will email Rachel Myers as soon as possible to notify her of their preferences as to which committee they would like to first serve in and rank all three in priority order.

MPR Director Steve Siddoway would like to see one of the Commissioners instead of MPR staff for each new committee be the presenter, notes-taker, etc. to build more ownership and be more meaningful for them.

Commissioner Matt Stoll suggested setting term limits and rotating through all of the committees, whether it is every two or three years, etc., to have an appreciation for each.

Commission leadership will assign committee members and chairpersons and determine the term limits.

## 10. Staff Reports

MPR Director Steve Siddoway reported on the following:

- Recreation Manager - He congratulated Colin Moss for his promotion to Recreation Manager. The MPR Department's senior leadership team now consists of Steve as Director, Mike Barton as the Parks Superintendent, and Colin Moss as the Recreation Manager. Jay Gibbons is the Parks & Pathways Project Manager. There

will be a new Recreation Coordinator over special events who will report to Colin in the future. This position will be opened up soon.

- Meridian YMCA Facility - There was a partners meeting in which Councilman Cavener, Steve, and the Mayor attended on behalf of the City. Colin Moss was present and serving as a Western Ada Recreation District (WARD) board member. It was a very productive meeting in terms of getting the partners back together after a long hiatus. They are willing to talk about the phrase they used—"right size the project"—based on the financing, which is presently unknown. Steve does feel the project will move forward. There will be a follow-up meeting next month. By the time they get to the March meeting, there will be a more productive update to the MPR Commission. Discussions are back underway to explore what this partnership could be, what the leadership would look like, how to right size the project, the financial road map, branding, communications, and how to work out the operation agreements between potential partners.
- Volunteer Program Coordinator - Barbara Hatch, who is the Volunteer Coordinator for the City, has been housed out of the Police Department. There was a general agreement among the HR and the Mayor's office that her position will be moving to Parks & Recreation. Therefore, the MPR Department will be able to expand its volunteer program, and MPR staff is very excited for this opportunity.
- Elden Gray - Elden Gray was one of the Kleiner Park Trustees who passed away at Christmastime (just before Christmas). His funeral was held last week. Both Steve and the Mayor attended, as did Elroy Huff. The park design team was also in attendance. Elden's celebration of life service was wonderful. Kleiner Park held a big place in Elden's heart. There is already a street named out there by the park for Elden, but MPR staff will be looking for something else that they can do for him, perhaps a memorial tree, plaque, and bench installed in the arboretum, which is the direction they are going. Steve saw Elden as a mentor and wanted to honor his memory that evening.
- City Council Liaison - The MPR Commission's Council Liaison structure is changing. Councilman Luke Cavener has been the MPR Commission's liaison over the past year. Steve thanked Luke, who has been a champion for them on the City Council and was engaged particularly through the budget process in helping MPR staff vet all of their needs and taking those forward through the budget process. Councilwoman Anne Little Roberts, who was present that evening, was sworn in last night and is the new MPR Department Liaison. She will also be assigned to the MPR Commission. He welcomed Anne and thanked her.

#### 11. Adjourn

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

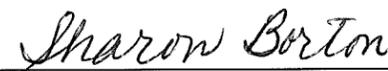
There being no further business, the meeting adjourned at approximately 9:17 p.m.

(AUDIO ON FILE OF THESE PROCEEDINGS)

APPROVED:

  
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CREG STEELE, PRESIDENT

2 / 10 / 16  
DATE

  
\_\_\_\_\_  
SHARON BORTON, VICE PRESIDENT

/rem

Attachments:

- 1) PowerPoint Presentation: Trails of Eagle (11 pages)
- 2) PowerPoint Presentation: Julius M. Kleiner Memorial Park Arboretum CWI Horticulture Capstone Course (9 pages)
- 3) MPR Pathways: Five Mile Creek Pathway at E. James Court Project (4 pages); Five Mile Creek Pathway at Linder Road Project (2 pages); Pine Avenue, Meridian Road to Locust Grove Road Project (1 page); and Lemp Canal/Larkwood Project (1 page)