



PARKS & RECREATION COMMISSION

REGULAR MEETING • MINUTES

Meridian City Hall City Council Chambers
33 E. Broadway Avenue, Meridian, Idaho
Wednesday, February 10, 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:

Creg Steele, President
 Sharon Borton, Vice President
 Jo Greer
 Phillip Liddell

John Nesmith
 Craig Robinson
 Matt Stoll
 Hannah Sturtevant
(arrived at approx. 5:41 p.m.)

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, Marketing Coordinator Shelly Houston, and Recreation Coordinator Jake Garro; Deputy City Attorney Emily Kane; Communications Manager Kaycee Emery; Arts & Culture Specialist Hillary Bodnar; Arts Commissioners Gretchen Caserotti, Mary Jensen, and Claudia Weathermon Tester; and Citizens Dave Querry, Donnarae Querry, and Scout Masters and Scouts from Troop 119.

2. Adoption of the Agenda

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

3. Approval of Minutes of the January 13, 2016 Special Meeting

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

4. Announcements

a. Commissioner Treg Bernt - Creg Steele

Commission President Creg Steele announced an email was circulated about Treg Bernt's resignation from the Commission just shortly after the last meeting. We are currently seeking a new Commissioner. [Note: The vacancy has been advertised, which closed on Friday, February 5, 2015.]

MPR Director Steve Siddoway stated applications have come in to the Mayor's office. They are in the process of selecting a new Parks and Recreation Commissioner.

Steve stated how much he has appreciated Treg being on the Commission. He has been a positive influence with a lot of energy and has enjoyed working with him. They have loved having him and are sorry to see him go. Steve would welcome Treg back.

President Steele expressed Treg will be missed and was a great addition to the MPR Commission.

b. Committee Assignments - Creg Steele

Commission President Creg Steele reported last month the Commissioners formulated new committees. He announced the members for each committee as follows:

- Parks Committee - Sharon Borton (Chair), Phil Liddell, and Craig Robinson.
- Pathways Committee - John Nesmith (Chair), Matt Stoll, and Treg Bernt's replacement.
- Marketing Committee - Jo Greer (Chair), Creg Steele, and Hannah Sturtevant.

The plan is to mix up the committee members each year so that everyone gets to experience all of the committees and have a fresh perspective. Commissioner Phil Liddell suggested rotating one member out from each committee, rather than two. More discussion will be had in November for reassessment.

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 6:34 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: Chairwoman Sharon Borton, Mike Barton, Phil Liddell,

Craig Robinson, Gretchen Caserotti, Mary Jensen, Claudia Weathermon Tester, Hillary Bodnar, and Rachel Myers (attended a portion).

- Continue Discussion of Creating Park Identity Through Artwork Via an RFP Draft Review - The Committee was joined that evening by three Meridian Arts Commissioners—Gretchen, Mary, and Claudia—and Hillary, Arts and Culture Specialist. Phil handed out three site plans of parks they are working on developing specific identifies. During last month's meeting, it was talked about issuing an RFP for a call to artists to start working on these identities, but now has changed into a Request for Qualifications (RFQ). They would like to build a roster of qualified artists and have them work on a specific park or idea so that the Committee can develop a broad talent base of people to draw from. The group spent a good deal of time wordsmithing the RFQ, the evaluation criteria, and scoring. They also talked about who will be ranking the proposers. Regarding the timeline, the Arts Commissioners will have their meeting on February 11, 2016 and will put the final edits on the RFQ and also develop the scoring criteria by working with the Purchasing Department. They hope to advertise this project in the coming weeks. The Arts Commissioners will help guide the Committee through this process.

Phil Liddell stated the Committee put a May 1, 2017 date to try and get something created through the whole RFQ process, which will give them ample time to pull the project together and give the artists enough time to develop their piece.

b. Pathways Committee - John Nesmith

Committee Chairman John Nesmith reported the Pathways Committee met that evening. Those in attendance were: Chairman John Nesmith, Jay Gibbons, and Rachel Myers (attended a portion).

- Brainstorm FY2016 Committee Goals & Objectives - The Committee identified their goals as follows:
 - 1) Plan for the April 13, 2016 Spring Pathways Tour.
 - 2) Plan for the November 9, 2016 Pathways Priority Workshop.
 - 3) Prioritize pathway projects.
 - 4) Help identify any gaps or missing pathway sections, etc. in the community to get these segments developed and/or upgraded.
- April Pathways Tour Planning - Committee members spent the remainder of their time planning for the tour and shared some ideas and routes.

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, Hannah Sturtevant, Colin Moss, and Rachel Myers (attended a portion).

- Brainstorm FY2016 Committee Goals & Objectives - The Committee discussed its goals and objectives, reviewed the mission statement, and verified the definition of signage.
- Update on Parks & Pathway Z-Card Map - They need the updated map but also need to verify the sponsorship. Craig will follow up with Treg and Meridian Cycles.

- Update on Parks & Recreation Marketing - Shelly will bring in some catalogs. In previous discussions with the former Community Liaison Committee, they talked about MPR-Department-labeled mini football and basketball stress balls that could potentially be handed out at community events to go along with the frisbees.
- Update on Year at a Glance in Meridian/Top Meridian Events Calendar - Shelly will come back next month with a rough draft of a one-page flyer listing MPR Department-related events and dates to have at the Department's front counter. On the reverse side of the dates, there would be a map where that activity would be taking place.
- Commissioner Presence in Community - New Items (Unplug & Be Outside Week, CableONE Movie Night, Other) - Once they have the map, they can go through the list and determine in the different committees who should be at what event, etc. and provide a sign-up sheet with the goal of having Commissioners at all of the events.
- Use MPR Presentation and Solicit to Community Organizations - Spear-headed by Committee - This item will be tabled for March's meeting, due to time constraints.
- Ask Chamber of Commerce to Build a New Presentation Emphasizing the Economic Benefits of the MPR Department (Build Off of Twin Falls) - The group followed up about the idea of soliciting some of the civic groups (i.e., Kiwanis, etc.) in the community to see if they would be interested in receiving a community presentation about the MPR Department and its programs and services. Creg will check with Anne Little Roberts with the Meridian Chamber of Commerce to see about putting together a presentation regarding economic benefits of parks and recreation and how it relates to business development in the community. Twin Falls Chamber of Commerce did a similar presentation, and the Committee wants to reach out to them for a copy of their presentation.
- Continue Social Media Presence - Kaycee Emery will give a presentation on Social Media Best Practices following this report.

7. New Business

a. Social Media Best Practices Presentation - Kaycee Emery

Meridian Communications Manager Kaycee Emery gave a presentation on Social Media Best Practices. Copies of her PowerPoint slides are attached to these meeting minutes.

MPR Commission Feedback:

- **Commissioner John Nesmith** - He stated Kaycee's presentation was very interesting and would like to receive a copy of it. Rachel Myers will email the Commissioners the PowerPoint.
- **Commissioner Phil Liddell** - He inquired about hashtags and suggested the MPR Department have a class on this and other social media tools/resources. *Kaycee explained hashtags are like giant folders on the internet.*

b. MPR Department Classes & Camps Update - Jake Garro

MPR Recreation Coordinator Jake Garro provided a PowerPoint update about the MPR Department's classes and camps, which is a snapshot of what took place in

the summer of 2015. Copies of his slide presentation are attached to these meeting minutes. He also verbally touched on new programs for senior citizens.

MPR Commission Feedback:

- **Commission President Creg Steele** - Regarding potentially adding new instructors, he inquired if all of the classes would be held at an MPR Department facility. *No. If an instructor is interested in teaching through our Activity Guide, one of the first questions Jake asks if they have their own space, because the MPR Department is very limited at the Meridian Community Center.*
- **Commissioner Hannah Sturtevant** - She inquired as to what types of community education classes the MPR Department offers. *Presently, the Department offers popular dance classes, among other activities, which are found in the Activity Guide. There are also preschool classes in the morning on Mondays, Thursdays, and Fridays that are always filled up. In addition, Lacrosse clinics and camps are new activities.*

8. Old Business - NONE

9. Workshop

a. Bellano Creek Subdivision Park Design Concept - Kim Siegenthaler

MPR Parks Superintendent Mike Barton introduced Kim Siegenthaler who is the landscape architect with Jensen-Belts Associates for Bellano Creek Park (the name will change), which will be located in the Bellano Creek Subdivision (formerly Isola Creek) near Ten Mile and Ustick Roads and runs along the Five Mile Creek at Bridgetower. Kim provided an overview of the 8.5-acre proposed park and reviewed the draft design concept in detail, which is attached to these meeting minutes. This park will be the final build-out phase of the subdivision.

MPR Commission Feedback:

- President Steele stated there is not enough road frontage with single-loaded streets and a lack of park visibility. MPR staff needs to communicate better and earlier during the preliminary plat process and get more street frontage if a developer wants to add a park in Meridian.
- A scout suggested to possibly explore the idea of adding a basketball court.
- The idea of a combined restroom/shelter is worth exploring. Move the doors to the other side.
- Add drinking fountains, a bicycle repair station, and benches along the pathway.
- Add nodes of shade and trees.
- Determine the park's identity.
- Develop some kind of signage.
- Commissioner Sturtevant would like picnic benches added throughout the park.

Mike Barton reported a formal proposal will be received to change the name to Rita Huskey Park. In the meantime, the design team will incorporate the group's comments with more refinement, try to address some of the concerns that were raised, and return to the Commission for an update. It is their goal—depending on the rate of sales in the subdivision—that the final plat for phase 5 will come to the

City potentially in 2017. The City does not yet own the park property. Coleman Homes has conditioned in the development agreement to donate the parkland.

b. Bainbridge Subdivision Park Design Concept - Bob Schafer

MPR Parks Superintendent Mike Barton introduced Bob Schafer who is the landscape architect with The Land Group for Bainbridge Subdivision Park (the name will change), which will be located in the Bainbridge Subdivision near north Ten Mile on Lost Rapids Drive. This is a piece of property the City has owned for approximately eight years. Brighton Corporation donated the land to the City. Bob provided an overview of the 7.5-acre proposed park and reviewed the draft design concept in detail, which is attached to these meeting minutes.

MPR Commission Feedback:

- The Commissioners would like to look at shifting the fitness corner closer to the playground so parents can keep a better eye on their children.
- Commissioner Liddell expressed integrating small gaming tables in the courtyard is a great idea.
- A scout suggested to possibly shorten the berm and add more stalls in the parking lot.
- A scout suggested to potentially add a walking path from the parking lot to the open field area to assist the elderly who need to get to this area to watch their children play sports.
- MPR staff suggested to possibly create mini-golf stations, which would be a unique park element, at some of the berms or outer perimeter areas.
- Reinforce the park's identity.

The design team will incorporate the group's comments with more refinement and return to the Commission for an update. MPR staff hopes to bid the project in December 2016 for a spring 2017 construction project.

10. Staff Reports

MPR Director Steve Siddoway reported on the following:

- FY2017 Budget - MPR staff is beginning to work on the budget process for fiscal year 2017, including budget enhancements, etc. If the Commission has specific thoughts or items that MPR staff needs to be aware of, please let Steve know. As always, Steve will provide a budget presentation toward the summertime about the enhancements that are being developed for next year.
- Thanks - He thanked the MPR Commissioners and participants for the feedback they offered regarding the two proposed neighborhood parks (agenda items 9a and 9b) and for the new committee structures.

MPR Parks Superintendent Mike Barton reported on the following:

- 77-Acre South Meridian Park - This project will go into design. MPR staff is still negotiating the scope and fees. The Land Group has been selected. He has been coordinating with Public Works about getting water service to the site and talking about timing with sewer, etc.

MPR Recreation Manager Colin Moss reported on the following:

- Recreation Coordinator for Special Events - MPR staff is finishing up with accepting job applications for this position. The deadline will be Monday, February 15 after which time they will schedule some interviews with the goal of hiring someone as soon as possible.
- Volunteer Program Coordinator - As reported last month, Barbara Hatch will be transferring to the MPR Department from the Police Department at the beginning of March.

11. Adjourn

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

There being no further business, the meeting adjourned at approximately 8:46 p.m.

(AUDIO ON FILE OF THESE PROCEEDINGS)

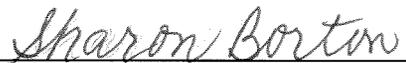
APPROVED:



 CREG STEELE, PRESIDENT

3 / 9 / 16

 DATE



 SHARON BORTON, VICE PRESIDENT

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Attachments:

- 1) PowerPoint Presentation: Social Media Best Practices (10 pages)
- 2) PowerPoint Presentation: Camp Mer-Ida-Moo (3 pages)
- 3) Bellano Creek Subdivision Park Draft Design Concepts (2 pages)
- 4) Bainbridge Subdivision Park Draft Design Concept (1 page)