



## PARKS & RECREATION DEPARTMENT

### STAFF REPORTS

December 9, 2020

#### Administration Division

Director's Report:

**STEVE SIDDOWAY**

(Please note, a verbal report will be provided at the December 9, 2020 MPR Commission Meeting.)

#### Parks Division

Parks Superintendent Report:

**MIKE BARTON**

(Please note, a verbal report will be provided at the December 9, 2020 MPR Commission Meeting.)

Pathways Project Manager's Report:

**KIM WARREN**

1. **James Court – East of Meridian Road across from Bud Porter Pathway** – Concrete work at the east and west end of the James Court pathway segment is done. The project is complete, and closeout paperwork is pending.
2. **Fairview Avenue Connection – Five Mile Pathway** – Power poles and communications infrastructure have been relocated away from the pathway alignment. It was decided that the contractor, Bricon, would not begin work at this late date in the construction season, due to the possibility that work could not be

completed in a timely fashion (due to the likelihood of winter weather delays). The contractor is scheduled to begin as soon as the weather breaks in 2021.

3. **South Slough – East of Locust Grove, South of Ustick** – The scope of work was revised, and this project was re-bid to include only tiling and pathway construction north of E. Kamay Dr. to connect to the existing Verado pathway segment. The Bid opening is scheduled for December 2, 2020.
4. **Local Rail With Trail** – No movement on this project since my last report.
5. **Whitestone Pedestrian Bridge Across Ten Mile Creek (SE of Franklin and Linder)** – Fence installation began on December 1 and should be complete by the end of the week. The developer’s contractor who is supplying and installing the bridge has been notified that they may commence work the week of December 7<sup>th</sup>. Depending on weather, the pathway may not be paved until spring, but gravel base material will be prepped so the contractor will have access, and the pathway segment will be functional (if not paved) as soon as the bridge is in place.
6. **Ten Mile Trailhub** - The concrete flatwork portion of this project is now complete. Because landscape cannot be installed until next spring, staff will hire an erosion control contractor to install straw wattles and/or other means of protection so that winter run-off does not compromise the functionality of the newly installed permeable pavers.
7. **Pathway Design Consultants** – Staff received scopes of work and associated fees from each of the three consultant teams working on the 14 pathway projects. We have asked two of the teams to revise (tighten) and resubmit these proposals. The third fee proposal was acceptable, and a task order has been requested. We will meet with this consultant the week of December 7<sup>th</sup> to officially kick off these projects.
8. **Ongoing Meetings and Other Duties** – Includes Pathways review of incoming development applications and issuing conditions for development, Streetscape and Community Character committee meetings, and the fielding of various inquiries from pathway users.

### City Arborist’s Report:

**MATTHEW PERKINS**

1. **Contract Tree Work** – I continue to work on building the work orders for all of the tree work (pruning, tree planting, tree and stump removal) that will be conducted this fiscal year.
2. **Tree City USA & Growth Award** - Applications are almost complete.

3. **Urban Forest Management Plan** – I continue to focus my attention on creating the Meridian City Urban Forest Management Plan.
4. **Tree Inventory** – As I continue to build on the tree inventory, the Tree Plotter Software has many more applications and uses that can be capitalized on to help improve the efficiency of my work and recordkeeping.

## Recreation Division

### Recreation Manager's Report:

**GARRETT WHITE**

1. **Field/Event Scheduling** – All 2021 field applications were due November 15. Skyler Cook and I have started the process of inputting them into the computer. We will continue to work with CDH in regards to gathering sizes and Covid-19 protocols.
2. **Community Center RFP** – I have attended by-weekly meetings in regards to the Community Center RFP. We have been compiling information on what we want in a new community center about room sizes and space. We hope to begin the design phase next week. The one hurdle we still have is moving the lateral. There are several options still being explored.
3. **Meridian Youth Baseball Agreements** – I have been trying to get in touch with MYB concerning the Fuller Park agreement as well as the Settlers Park Field agreements. I sent them the final adjustments that I have and am still waiting for a response. Note, I have reached out two or three times regarding this agreement. If I have not received a response by the end of the week, I will reach out to other MYB board members to get this resolved.
4. **Covid-19 Protocols** – This will be an ongoing item until there is a solution to Covid-19. We continue to work with CDH for all programs. We have cancelled all sports leagues for now and the majority of community education classes. The few classes that are going can follow protocols and meet all CDH requirements.
5. **Kleiner Park and Fuller Park Concessionaires** - I have been working with Purchasing and Legal about the Fuller Park and Kleiner Park RFP. The RFP will be advertised next week with a due date of January 13, 2021.

6. **Main Street Market Contract** – I am working with Legal to get a new contract for the Main Street Market in 2021. A draft has been submitted, and we hope to have this finalized by early December or sooner. The only item left to determine on this agreement is what equipment the City will provide.
7. **Jabil Fields Agreement** – The West Ada School District has begun phase one of a new school on the Jabil property. We are currently working with the School District to determine what field space will be available and what will be impacted.
8. **Fee Data Collection** – I have reached out to the surrounding cities asking them to provide us with all the fees they collect in regards to parks and recreation. Once all data is collected, we will evaluate our fees and adjust them where needed.

### Homecourt Facility Manager's Report:

**JAKE GARRO**

1. **Community Athletic Group Practices** – Community athletic group practices for basketball and volleyball have been paused, due to the Homecourt facility closure.
2. **Meridian Homecourt Pickleball Play** – Pickleball play has been paused, due to Homecourt facility closure.
3. **Meridian Homecourt Facility Closure** – Homecourt staff has been and will be doing the following tasks while our facility is closed:
  - a. Scanning project for Clerk's office
  - b. Breakdown and storage of old pickleball frames
  - c. Install volleyball storage poles, 7 net racks
  - d. Painting – upstairs in mezzanine, office area, touch painting in other areas of facility
  - e. Clean and dust glass vestibule inside facility
  - f. Clean and dust rooftop of new office area in Bay 5
  - g. Clean, dust, and vacuum glass backboards
  - h. Wash and donate lost and found items
  - i. Removal of copper tubing upstairs
4. **Volleyball Sleeve In-Sets** – Hicks Brothers Flooring will be fixing and resetting raised volleyball sleeves in the basketball court area.

### Recreation Coordinators' Report:

**RENEE WHITE**

1. **Winterland – In a Bag** – Collaborating with local businesses, we are creating a grab bag of holiday crafts and activities to offer some holiday festiveness for families to do at home. This activity replaces our popular Children's Winterland Festival. We

will make 500 bags to hand out at the Meridian Community Center – for free. Sparklight has stepped up to offer drawstring bags, and All-American Insurance has stepped up to sponsor the activity. We are accepting individually packaged crafts from local organizations.

2. **Zoom with Santa** – Our scheduling for Zoom with Santa opened on Thanksgiving Day. We are offering 3-4-minute private conversations for free. Our first Zoom meeting is Saturday, December 5 and runs through December 19. We have more than 200 reservations already!
3. **Letters from Santa** - The mailbox that delivers letters straight to Santa will once again be set up in front of City Hall. We've made some adjustments to the backside operations to replace the typical volunteer staff who help us send the replies. We typically get around 1,000 letters, with nearly 400 coming from the Winterland event. So, we are only expecting 600 or so this year. The recreation staff are all pitching in to make sure this program runs smoothly. ***Update: We got 154 letters opening weekend, that is 3x more than usual!***
4. **Community Light** Display - Working with IT, we have created a map for the community to self-select their address as a location to come see Christmas lights. The community can view the map as a location finder!

Additionally, the Meridian Parks & Recreation Christmas Committee is partnering with these organizations for Christmas In Meridian.

#### **JENNA FLETCHER**

1. **2021 Winter Activity Guide** – The release of the 2021 Winter/Spring Activity Guide has been postponed, due to the modified stage 2 order we are in. We have decided to advertise individual classes that can follow the protocol and policies of: less than 10 people, no shared equipment, not interactive, and maintain 6 feet of distance. Once we get the green light of either moving forward a stage, we will release the whole guide. Winter/spring classes are slated to run December 21 – May 30.
2. **Fall Classes** – Fall classes were postponed on November 13<sup>th</sup>. Any class that had over 10 people, were interactive, shared equipment, or could not maintain 6 feet of distance were given prorated refunds. We currently have a handful of classes running, such as; Jazzercise, line dancing, martial arts, and youth art. These classes can maintain the protocols that we are following, due to the modified stage 2 order.
3. **Contracted Instructors** – I am currently working with instructors to help them figure out how to continue to run their classes. Many of them have split their classes into two groups to abide by the protocols we have put in place.

#### **MAGGIE COMBS**

1. **2020 Fall Leagues** – Fall Volleyball League play was cut short, due to the rollback to stage 2. We ended the season before end-of-season tournament play began.
2. **2020 Winter Leagues** – Due to the rollback to stage 2, we have postponed registration at this time.
3. **2020 Holiday Classic** – We will be shopping for the Head Start kids on December 3<sup>rd</sup> at the Ten Mile Walmart this year. We have a total of 60 kids that we will be able to help bring Christmas cheer to this year. Common items the kids ask for are clothes, shoes, blankets, and toys.

### Volunteer Program Coordinator's Report:

**CHELSEA CANTRELL**

1. **Volunteer Hours** – As of November 30, 2020, volunteers have provided the City with 1,216 hours of service. That's a value of \$33,075.
2. **Upcoming Volunteer Opportunities** – Upcoming volunteer opportunities for December include gift shopping and present wrapping for the children with the Head Start program, and the Christmas in Meridian Winterland In A Bag event.

### Recreation Coordinator 1 (Sports) Report:

**SKYLER COOK**

1. **Flag Football League** – The Fall Flag Football League finished league play but had to cancel playoffs, due to the Governor's Order.
2. **Winter Basketball League** – Winter Basketball League is postponed until further notice, due to the Governor's Order. We are optimistic about hosting the league in January 2021.
3. **Winter Cornhole League** – Winter Cornhole League is postponed until further notice, due to the Governor's Order. We are optimistic about hosting the league in January 2021.
4. **Field Applications** – Field applications for 2021 have been submitted and are being scheduled based on priority use. Online reservations will open to the public on February 1, 2021.

### Arts & Culture Coordinator's Report:

**AUDREY BELNAP**

1. **Arts Commission**

- The Initial Point Gallery is currently closed until City Hall reopens. The upcoming exhibit by the Idaho Commission of the Arts has been postponed until January 2021.
- Christmas in Meridian's first Ornament Drop is happening on the weekend of December 12-13. The holiday spinoff of our annual Art Drop has been well received by the public, and we are hoping for a good turn out!
- The Events & Outreach Subcommittee has brainstormed a list of activities that the Arts Commission can fund or help organize in conjunction with City events. The Subcommittee hopes to implement these activities in 2021. Some of these activities include hiring Dicken's Singers during Christmas in Meridian, a pumpkin carving contest during Trunk or Treat, and face painting during Independence Day.
- Several muralists have sent in applications to participate in the Meridian Mural Series. We will be accepting applications until December 7, and final artists will be selected on December 17.
- The Public Art Subcommittee is moving forward with the creation of their Public Art Plan and anticipate finishing around March 2021.
- A Diversity Subcommittee was created at the last Art Commission Meeting in an effort to be intentional about diversifying Meridian's public art and including an equality statement in the Arts Strategic Plan.

## 2. **Historic Preservation Commission**

- TAG Historical Research is wrapping up their intensive level survey of the Dairy Grounds/Meridian Speedway as part of the first step in listing the property on the National Register of Historic Places. Barbara Perry Bauer will present her research at the next Commission meeting. The Commission then plans to apply for a grant through the State Historic Preservation Office in order to complete the nomination form for the listing.
- The Social Media Subcommittee has decided to join forces with Robert Mortensen of the History of Meridian Idaho Facebook group to further advance their social media presence. This partnership will increase the Subcommittee's audience and will jump start our social media campaigns.
- The Commission plans to do another student initiative with high school students in 2021. They are currently looking into opportunities in the schools and will create an action plan at the beginning of the year.