



PARKS & RECREATION COMMISSION

SPECIAL MEETING • MINUTES

**City Hall Council Chambers, 33 East Broadway Avenue, Meridian, Idaho
Wednesday, November 18, 2020 • 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.

Roll-Call Attendance

Commission President Dom Gelsomino called the meeting to order at approximately 5:30 p.m. MPR Administrative Assistant II Rachel Myers took roll-call attendance as follows:

<u>X</u> Dom Gelsomino, President	<u>X</u> Albert Kang
<u>X</u> Jo Greer, Vice President	<u>X</u> John Nesmith
<u>X</u> Keith Bevan	<u>X</u> Autumn Short
<u>X</u> Jennifer Bobo	<u>X</u> Jessica West
<u>X</u> Camden Hyde	<u>X</u> Councilman Brad Hoaglund, ex officio

Others present were: MPR Department staff—Parks & Recreation Director Steve Siddoway, Parks Superintendent Mike Barton, Recreation Manager Garrett White, Pathways Project Manager Kim Warren, Marketing Coordinator Shelly Houston, Parks Maintenance Manager Roger Norberg, & Volunteer Program Coordinator Chelsea Cantrell; & Deputy City Attorney Emily Kane.

Adoption of the Agenda

Commission President Dom Gelsomino entertained a motion to approve the agenda as presented. Commissioner Jessica West moved to adopt the agenda. Commission Vice President Jo Greer seconded. All were in favor of the motion.

Approval of the Minutes

1. October 14, 2020 Regular Meeting – Dom Gelsomino

Commission President Dom Gelsomino entertained a motion to adopt the minutes as presented. Commissioner Jessica West moved to approve the minutes. Commission Vice President Jo Greer seconded. All were in favor of the motion.

Announcements

2. Welcome New Parks & Recreation Commissioner Albert Kang – Dom Gelsomino

Commission President Dom Gelsomino welcomed Albert Kang. Commissioner Kang introduced himself. He is a resident in South Meridian at Bear Creek. He has four children with his oldest being five and his youngest being two months old. He and his family are big fans of the parks and recreation activities in the city. He is looking forward to learning from Commissioners and staff alike and contributing.

3. Welcome New Parks & Recreation Commissioner Autumn Short – Dom Gelsomino

Commission President Dom Gelsomino welcomed Autumn Short. Commissioner Short introduced herself. She has lived in Meridian for almost five years. She is a transplant from Canyon County. She is extremely excited to serve her community and the City of Meridian. She looks forward to working with everyone.

4. Welcome Returning Parks & Recreation Commissioner John Nesmith – Steve Siddoway

At the November 17, 2020 City Council meeting, Commissioner Nesmith was reappointed to serve another 3 years with the Commission and has been serving since 2010. MPR Director Steve Siddoway extended his gratitude to John for being willing to continue with the Commission. John expressed his appreciation for the reappointment and the opportunity to serve.

5. Elections for 2021 MPR Commission Leadership at December Meeting – Dom Gelsomino

Commission President Dom Gelsomino announced elections for 2021 President and Vice President will be held at the December 9, 2020 meeting. Typically, the current Vice President has an automatic nomination for President. The Commission is always looking forward to having people step up, participate, and join in the leadership.

6. Brainstorm/Identify 2021 MPR All-Commission Goals at December Meeting – Steve Siddoway

MPR Director Steve Siddoway announced in December, it is the Commission's tradition to set its goals for the coming year. As a reminder, the 11 current goals are listed on the meeting agendas. He encouraged the Commissioners to review them between now and December. Think about if there are any that are old and need to come off and any that are new to see added. They will go through a scoring and voting process where each Commissioner will individually rank their top list. MPR staff will propose a draft list of goals for 2021 for the sake of efficiency, which can still be amended at the meeting.

7. Upcoming Events – Shelly Houston

MPR Marketing Coordinator Shelly Houston highlighted the following:

- Leaf Recycling - Ten City parks have big leaf dumpsters as part of the Department's ongoing fall program and in partnership with Republic Services. People are invited to bring their bagged leaves and dump them in these dumpsters which will be in position until November 28, 2020.
- Rake Up Meridian – Rake Up Meridian is going very well. The raking by approximately 60 volunteer teams is already taking place in yards of about 170 seniors or people with physical challenges.
- Veterans Day Ceremony – The annual Veterans Day Ceremony was held at the Rock of Honor in Kleiner Park on November 11, 2020, which was part online and part attended in person.
- Charitable Tournaments – The Holiday Classic Volleyball Tournament and Cornhole Tournament were held at the Meridian Homecourt on November 7-8, 2020. These are

the two activities that help raise money to buy Christmas gifts for the low-income preschoolers who take part in Meridian's Head Start Program. There were 31 volleyball teams and 20 cornhole players. The team fees will go toward this charity project. MPR staff also sold approximately \$560 of raffle tickets.

- **Christmas in Meridian** – Various Christmas in Meridian activities are being planned:
 - **Santa's Mailbox** – Santa's Mailbox will go up at City Hall on November 25, 2020 through December 17, 2020. Any child who puts a letter to Santa in the mailbox with a clearly legible return address receives a personal reply in the mail.
 - **Zoom with Santa** – Parents and guardians will go online to make an appointment for their kids to have a Zoom with Santa 3-4 minute personalized chat (new this year).
 - **Downtown Business Decorating Contest** – The Downtown Business Decorating Contest will go on. Downtown businesses are encouraged to decorate. People are encouraged to view the decorations and lights and vote online for their favorite. Prizes will be awarded.
 - **Christmas Tree** – The City Christmas tree in Generations Plaza will be lit on December 4, 2020.
 - **Winterland in a Bag** – In lieu of the Children's Winterland Festival, Winterland in the Bag will be held on Saturday, December 12, 2020 in partnership with Sparklight. Families can pay a visit in their vehicles to the Meridian Community Center where kids can pick up a free goodie bag full of crafts, game pieces, gifts, etc.
 - **Ornament Drop** – Like the Meridian Art Drop, the Meridian Ornament Drop (new this year) will be held where people will hide hand-made Christmas ornaments around town for others to find and are encouraged to post online with the hashtag #MeridianOrnamentDrop.
 - **Angel Tree** – The Salvation Army Angel Tree is going virtual this year. People can go online, pick out the toy they want to buy, who they want to buy for, or make a cash donation. They make the donation online.
 - **Little Free Library** – The Little Free Library will have Christmas books at the book exchange box.
 - All Christmas events around town can be found online:
www.ChristmasInMeridian.org.

New Business

8. MPR Department Park Maintenance Division Update – Roger Norberg

MPR Parks Maintenance Manager Roger Norberg provided an update about the Parks Maintenance Division in the form of a PowerPoint. Copies of his slides are attached to these meeting minutes.

Commission Feedback:

- **Jennifer Bobo** – She complimented how great the Parks crew has taken care of the parks during this time. As many families have been stuck inside, it is nice to have a place to go to with the family and just be socially distant, enjoy the outdoors, and still have a beautiful place to play in when times are tough and recreation options are quite limited, due to Covid-19. It has been really nice to be a frequent user of the parks and have a wonderful time.
- **President Dom Gelsomino** – He thanked the Parks crew for everything they do for the maintenance of the parks.

Regarding the yellow dog waste bags at the Storey Bark Park, will they be replaced with the original style with the two handles? He has observed many patrons end up not using the new bags because they are difficult to get open. *MPR staff purchases 225,000 dog waste bags a year. They are looking for any price cut measure they can get. They went with the new style of bags to save money. If cost is not an issue, MPR staff can go back to the original style.*

Are goat-heads indigenous to Idaho? Is there an action item or plan to finally eradicate the goat-head plant out of Idaho completely? *The goat-head is native to the Mediterranean area. The plant is a weak plant and does not compete well with other plants. The goat-head does not germinate until around mid-June. To try and use pre-emergents to control it does not work because pre-emergents need to stay wet to stay active. It will be difficult to eradicate them.*

9. MPR Department Volunteer Program Update – Chelsea Cantrell

MPR Volunteer Program Coordinator Chelsea Cantrell provided an update about the Volunteer program via a PowerPoint. Copies of her presentation slides are attached to these meeting minutes.

Commission Feedback:

- **President Dom Gelsomino** – He asked Chelsea to extend a warm thank you to all of Meridian’s volunteers.

Old Business

10. Lakeview Golf Course Update – Mike Barton

MPR Parks Superintendent Mike Barton presented a PowerPoint about the Lakeview Golf Course. Copies of his PowerPoint slides are attached to these meeting minutes.

Commission Feedback:

- **Camden Hyde** – He thanked Mike for his presentation and expressed he is an avid golfer. He is looking forward to playing on this course once it gets back up and running. (President Gelsomino concurred.)
- **Councilman Brad Hoaglun** – He provided kudos to Steve Siddoway, Mike Barton, and Emily Kane/Legal Department. They have done an outstanding job in taking over the management of the course, which was not an easy task. The City and community appreciate this wonderful new asset.

Workshop ~ NONE

Staff Reports

11. MPR Staff

Director Steve Siddoway reported on the following:

- Covid-19 – With the recent spikes in numbers and the most recent Governor’s Order rolling back to Stage 2, MPR staff did take some further measures end-of-day last Friday going into the weekend. Beginning on Monday, November 16, 2020, City Hall is currently open to the public and conducting City business by appointment only. Many staff are working remotely. The Meridian Homecourt is currently closed until further notice. Parks remain open, however. Staff continue with the cleaning protocols in the restrooms, etc. Sports programs have been cancelled until further notice. Classes are a mix; there are some classes that are still being held because they can meet the protocols. Other

classes have been cancelled. Christmas events have been adapted to work in the current situation.

Recreation Manager Garrett White reported on the following:

- Covid-19 – The recreation staff working remotely are still very busy taking phone calls and responding to emails throughout the day. There are a lot of holiday projects happening. They are also running reports, gathering data, and tackling projects that were put on hold until the winter, due to the extremely busy summer season. The Homecourt has been closed where staff will get reassigned to parks and other projects to stay busy.
- Arts & Culture – Audrey Belnap has been working to get RFPs for the mural projects. There is also much to do with the Arts Commission subcommittees.
- Concessions – He has been working with Emily Kane on park concessions. RFPs will be going out soon.
- Meridian Main Street Market – He is working to redo this contract since it expired. He hopes to have the contract finalized in the next month or so.
- Field Applications – Many applications are being received for the 2021 season from all the different user groups interested in reserving field space for games and practices.
- Sports – The Fall Volleyball and Flag Football programs have been cancelled. The Winter Volleyball and Basketball Leagues are being postponed. MPR staff is targeting a start time of January 2021, depending on the Governor's Order and the stage they will be in.

Pathways Project Manager Kim Warren reported on the following:

- Five Mile Pathway Projects – MPR staff have been focused on several projects along the Five Mile Pathway, which runs from Eagle Road and the interstate potentially one day all the way out to The Oaks and the new high school. Along the way, there are some gaps in connectivity.
 - There are projects going construction-wise at Fairview Avenue to create a safer pedestrian space at Lakes Place. Crews are relocating power poles.
 - The contractor is out at the Ten Mile Trailhead. The parking lot is finished. The site is starting to take shape. Mike Barton assisted with getting a bid out for a landscape contractor. She is also coordinating with Audrey Belnap on some public art pieces to add at the trailhead.
- Other Projects – MPR staff is up to 13 pathway projects to enhance connectivity along the system. They put an RFQ out to pathway design consultants who could offer a range of services from helping staff to acquire easements, to engineering the projects, to doing conceptual design. Three teams have been selected. MPR staff kicked off 13 projects amongst three teams. They are working on defining fees and scopes of work.

Parks Superintendent Mike Barton reported on the following:

- Heroes Park Parking Expansion – The Department is adding 125 parking spaces at Heroes Park and is going out to bid this week. Pending good bid results, this construction project will kick off next May, after the spring soccer season.
- Discovery Park Phase 2 – Conversations will start up again regarding Phase 2 of Discovery Park, including road improvements that are planned in and around the park, pedestrian connectivity, and coordination with the new fire station that will be on the corner of the park. In addition, they will review the list of amenities to see if they are correct and to ensure that's what people really want.

Adjourn

Commission President Dom Gelsomino entertained a motion to adjourn the meeting. Commissioner Jessica West moved to adjourn. Commission Vice President Jo Greer seconded. The vote was unanimous and in favor of the motion.

There being no further business, the meeting adjourned at approximately 7:17 p.m.

(AUDIO & VIDEO ON FILE OF THESE PROCEEDINGS)

APPROVED:

DOM GELSOMINO, PRESIDENT

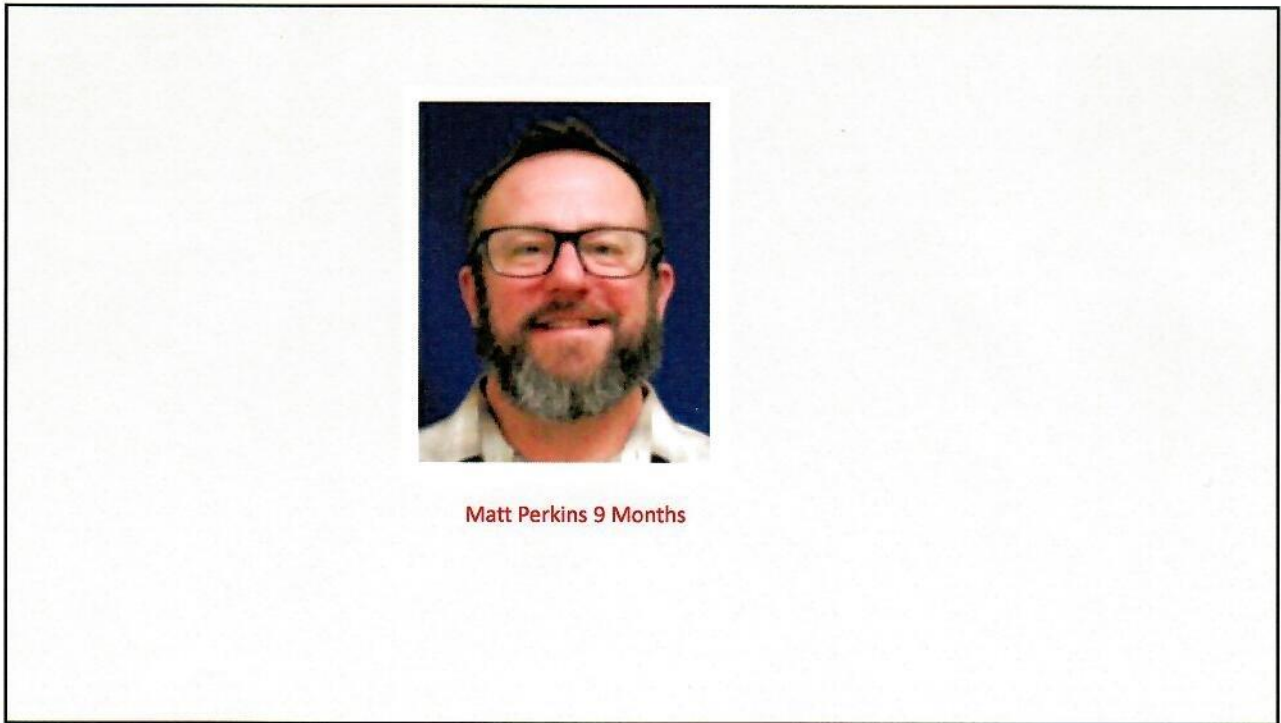
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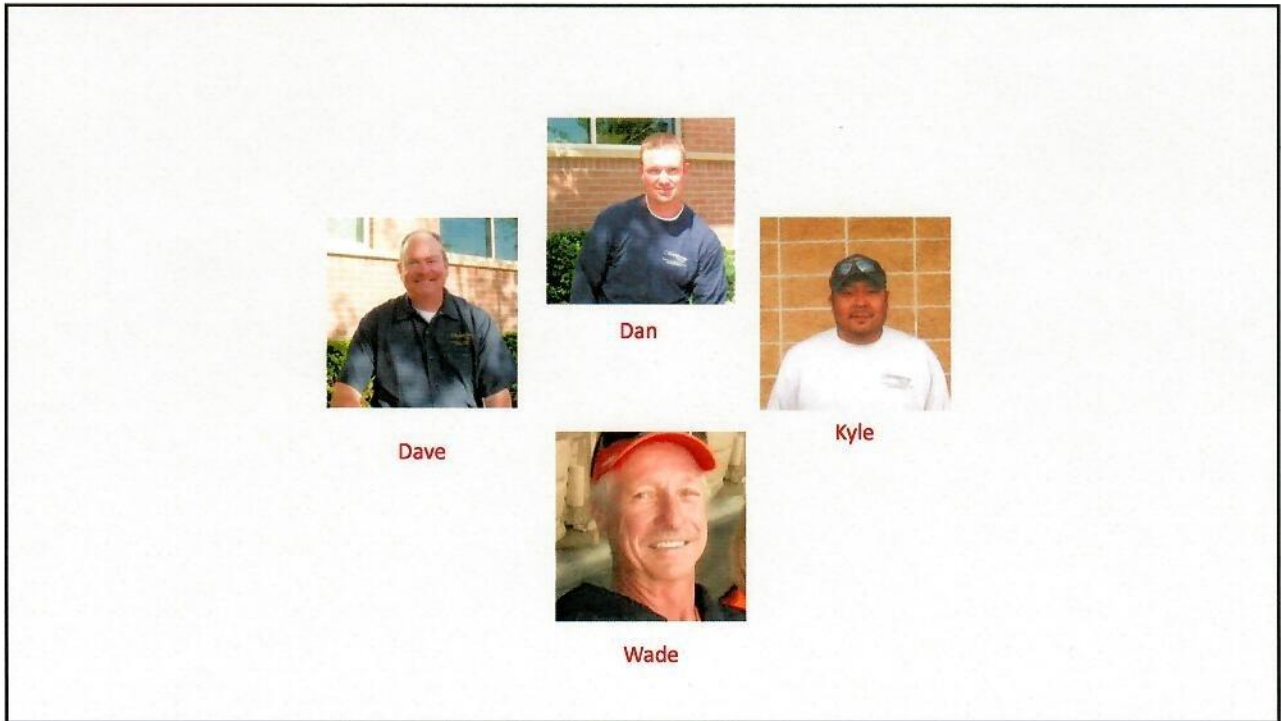
JO GREER, VICE PRESIDENT

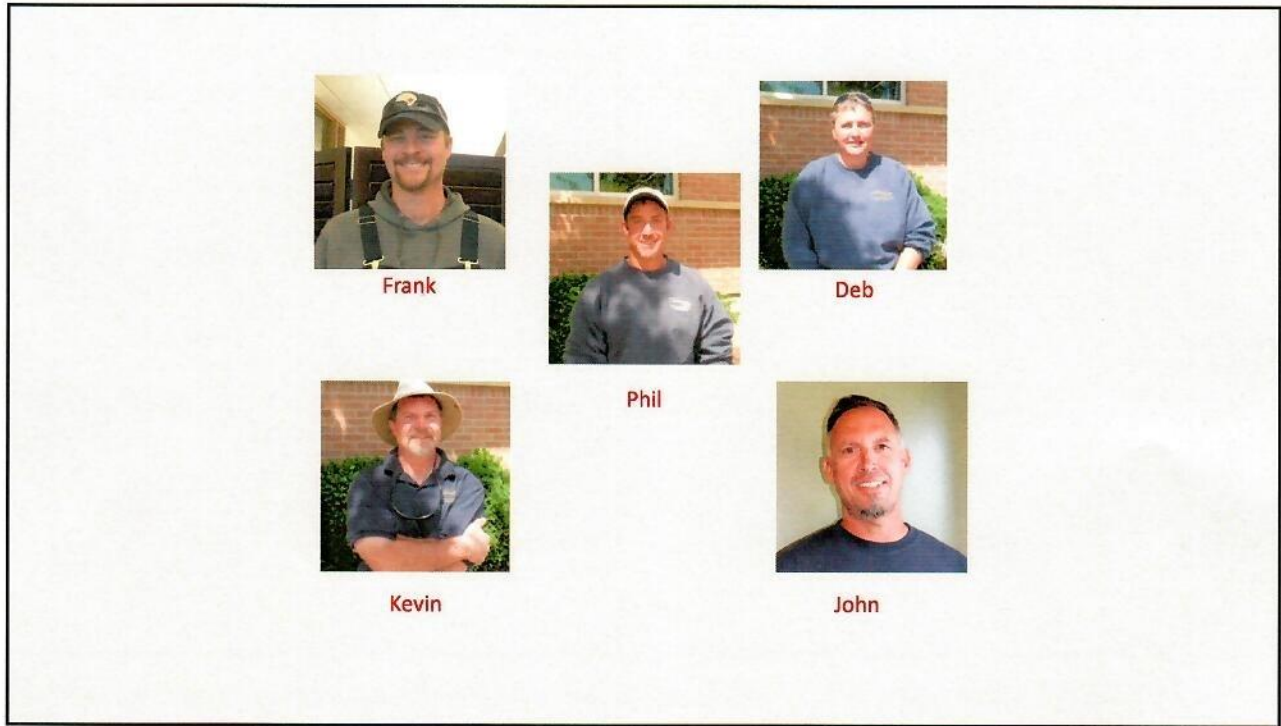
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Attachments:

- 1) PowerPoint Presentation: MPR Department Park Maintenance Division Update (11 pages)
- 2) PowerPoint Presentation: MPR Department Volunteer Program Update (6 pages)
- 3) PowerPoint Presentation: Lakeview Golf Course Update (4 pages)







Training and Certifications

- Safety In House Monthly with Guest Speakers
- CPR/AED
- Confined Space
- State of Idaho Department of Agriculture
 - Laws and Safety, Ornamental Pesticide, Ornamental Herbicide, Agricultural Herbicide, General Pest, Chemigation
- City of Boise Responsible Person
 - Stormwater Pollution Prevention
- City of Meridian Landscape and Irrigation
 - 3 Levels of In-House Certification

Maximum Pipe GPM

	1/2"	1"	1 1/2"	1 3/4"	2"	3"	4"
Class 160 PVC		16	28	35	55	120	250
Class 200 PVC	10	16	26	35	55	120	250
Class 315 PVB	9	14	24	30	50	100	180
Sch. 40 PPG	8	12	22	30	50	110	150
Polyethylene	8	12	22	30	50	110	190

National Certifications

- National Recreation & Parks Association
 - Certified Playground Safety Inspector
- International Society of Arboriculture
 - Certified Arborist
- Irrigation Association
 - Certified Landscape Irrigation Auditor
- National Association Landscape Professionals
 - Certified Paver Installer
 - Certified Landscape Technician
- National Swimming Pool Foundation
 - Pool Operator



Administration:

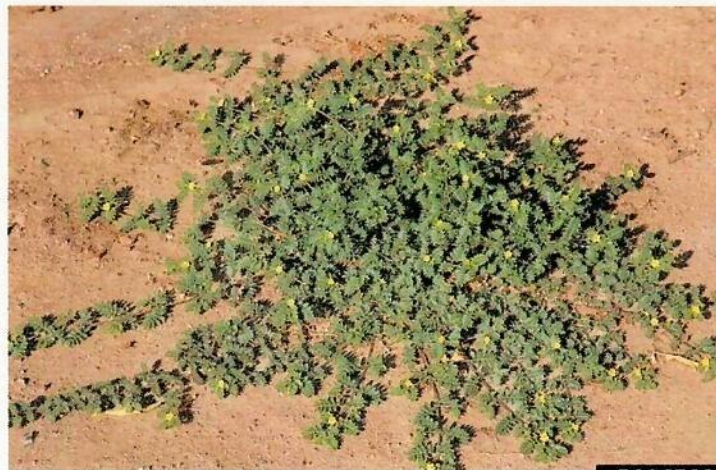
- Seasonal Hiring:
 - 27 Positions
 - 90 applications
 - 84 interviews
 - 35 hires
 - 16 Finished The Full Season
 - Each year +/- 30-50 New Faces
- Contracted Maintenance Re-Bid: GPS-Rework Scope
 - 48 Locations
- Security Systems



- Operations:
 - 34 Trucks
 - 6 Wide Area Mowers 7.5'-14' Wing Deck
 - 21 Ride on or Stand on Trim 48"-72"
 - 12 Walk Behind Mowers
 - 3 Specialty Multi Function Small Frame Tractor
 - 21 Transport Vehicles; UTV, ATV, Golf Cart
 - 1 Egg (Ambassador Vehicle)
 - 3 Field Groomers
 - 3 Mid Frame Tractor/Excavator/Loader with Attachments
 - 2 Turf Sprayers
 - 24 String Trimmers, 12 Edgers, 8 Hedge Trimmers
 - 20 Backpack Blowers



Tribulus terrestris



Operations:

- Flag and banner program
- Christmas Light Program
- Flower Program/ Planted 3,500 flowers
- Farmers Market
- 3 splash pads, 2 fountains
- 330 acres of turf
- 7 acres bare land
- 18 Play Structures
- Pathways
- 8 acres planter beds.
- 600 yards Mulch
- 800 yards playground bark
- 180 yards ballfield infield mix
- 5,000 tree well edges
- 1000 sprinkler heads
- 10 Irrigation Pump Stations



Operations:

- 23,000 litter receptacle bags
- 437,000 Doggie Station Bags
- 2.5 Miles of String Trimmer Line
- 208 individual mower services
- 50 Mower or Equipment Oil Changes
- 52 individual restrooms cleaned each day.
- 112 Ceiling Fans
- 52 Hand Dryers
- 25 Baby Changing Stations
- 23 ballfields
- 120 Swing Shackles replaced
- +/- 15 swing seats replaced



Projects:

- Charcoal BBQ's
- Corn Hole Boards
- Painted 52 restrooms
- Restroom floor conversion to epoxy
- Filtration system Reta Husky with fence
 - 200 sprinkler rotor basket cleanings



- 140 picnic tables sanded and painted
 - 30 gallons paint
- 80 boards purchased, cut, routed, sanded, painted



- Heroes Park Parking Lot Islands
 - 100 yards landscape rock
- Renaissance Park West Turf to Planter
 - 115 yards landscape rock



- LED Conversions
 - Tully Parking
 - Cost \$5526.14
 - Idaho Power Rebate \$2068.14
 - Annual Savings of \$979
 - No on-going bulb replacements
 - 4G Cellular Upgrades Irrigation SCADA
 - Annual Savings of \$10,560



- Kleiner Library Story Book Walk
- Kleiner Park Exercise Equipment
- Generations Plaza
- Bear Creek Park dugout roofs
- Settlers and Tully Security camera upgrades
- Sneeze guards
- Ultra Violet Light boxes for city facilities



Specialty Multi Function Small Frame Tractor



Old School



Added Attachments



2019-2020 Snow and Ice Melt Procedures			
Kevin/Wade	Jeremy, Dave, Meuser (Matt)	(Phil), Frank, Aceves, James, Debbie, Kyle, (Brad)	(Dan)
Critical	Critical	Critical	Critical
Senior Center/ Fire Safe House, Fire #3 CALL OUT	PD, Fire #6 CALL OUT	City Hall (5 Lots), Fire #1, Fire #4 CALL OUT	Home Court, Fire #2, Fire #5 CALL OUT
Frontage: Bear Creek, Tully, Fuller CALL OUT	Chamber, Dog Park, CALL OUT	Split Corridor, Comm Ctr, Gen Plaza, N Curve CALL OUT	Backup All Locations CALL OUT
(Truck #15/Plow/Ice Melt Tank)	(Truck #2/Plow/ Ice Melt Tank)	(Truck #20/Plow/Ice Melt Tank) (Truck #34/Plow/Ice Melt Tank)	(Truck #16/Plow/Ice Melt Tank)
ATV/Plow Tractor/12 Blade Skid Steer Hand Tools and Spreader	Truck #14/ VT1/16' Box Trailer Truck #5/ JD Broom/ 12' Box Trailer Truck #8 /Ice Melt Tank Hand Tools and Spreaders	Bobcat Toolcat/ Broom and Blade Truck #17/VT2/16' Box Trailer Truck #3/JD Broom/12' Box Trailer Truck #9/ Ice Melt Tank Hand Tools and Spreaders	Hand Tools and Spreader
Level 2/3	Level 3/4	As Requested	Critical School Routes Alternate Level 2
Interior Park Access Restrooms Chases Etc.	Parking Lot Frontage Access 5 Mile Pathway Pine-Ten Mile Blackstone Diane Winston Moore Fothergill Exterior Park Pathways/ ALL	Boys and Girls Food Bank	Route #1 Main, Cherry, Fairview, Lewis and Clark Route #2 Pine, Linder, 8th St. Cherry, Victory Middle Rental Mini's in case of Needed Resources Truck #26/ Mini Skid and Trailer Truck #6/Mini Skid and Trailer



Parks Open



OUR COMMUNITY OF VOLUNTEERS

"Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve.... You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love."

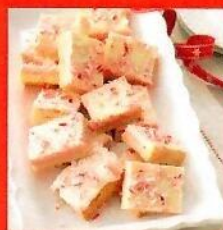
~Martin Luther King, Jr.



Christmas in Meridian 2019

"It is Christmas in the heart, that puts Christmas in the air." - W.T. Ellis

Christmas 2019 was a year to remember. The holiday season kicked off with Volunteers baking treats for participants at the Holiday Classic Volleyball tournament. All donation went to the gifts for the children at the Head Start Program.





At the volunteer holiday lunch/wrap party we had 23 volunteers wrap over 320 gifts.



Children's Winterland Festival



**Christmas in
Meridian Winter
Lights Parade 2019!**



**114 volunteers
came out to help
with the event.**



**COVID-19'S IMPACT ON
VOLUNTEERISM**

- In March 2020 all volunteer services were suspended until further notice.
- In June limited outdoor community service projects were allowed to resume.
- Regular volunteer Service are still suspended, including, City Hall, Park Ambassadors, and Events.

NOTICE

**CLOSED
UNTIL
FURTHER
NOTICE**

FLOWER PLANTING

The first volunteer project we could safely host following the start of the pandemic was our yearly flower planting project!



The bark project in Downtown Meridian at the split corridor was a success!

82 volunteer hours were served by 41 men.





Volunteers helped replace bark in tree wells at the Kleiner Park Arbitrium, and three of the City of Meridian fire station yards.



We had 26 volunteers help change out thousands of bulbs on the snowflakes that are displayed in Downtown Meridian during the holiday season. This project took three hours.

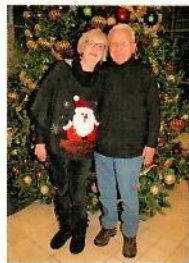
Senior's Of The Year Awards!

Eva Bailey



Bill Bowman

Thank You!



Lakeview Golf Course

Parks and Recreation Commission Discussion



Key Personnel -



City of Meridian

- Steve Siddoway, Parks and Recreation Director
- Mike Barton, Parks Superintendent

Western ADA Recreation District

- Shaun Wardle, Board President



Lakeview Golf Club

- Ryan Roberts, Director of Golf
- Rich Rush, Superintendent

Kemper Sports Management

- Matt Allen, VP of Operations



KemperSports



History and Transition -



- City has owned the land since 1978.
- Daily business operations and upkeep have been managed by a series of local tenants.
- For the past 15 years the course has been managed by Lakeview Investors.
- Over the years these tenants have made significant capital improvements to the facility with the addition of a clubhouse and shop.
- In 2020 Lakeview Investors decided to transition out of the business.
- Western ADA Recreation District and the City of Meridian partnered to purchase and bring the assets of the course into public ownership.
- The City of Meridian Parks and Recreation will manage the operations for the Western ADA Recreation District for 3 years after which the assets will transition to the City.
- The Parks and Recreation department has partnered with a professional golf course management company named Kemper Sports for the management of daily operations.
- The Parks and Recreation Department will provide support to Kemper Sports Management, existing staff, golf course patrons and our citizens.

Status of operations -

Staff - Existing staff remain as employees of Kemper Sports Management.

Days/Hours of Operation - No change.

Fees - No changes to any fees are planned at this time.

Food and Beverage - No change.

Liquor License - Golf facilities that serve liquor have a specialty license issued by the State of Idaho. On 11-9-20 the liquor license was surrendered with the sale. On 11-10-20 a new license application was submitted to the state. The new liquor license is expected to be processed in 30-45 days.

We will strive to improve the customer experience by following our C.A.R.E. values -
Customer Service - Excellence - Respect - Accountability



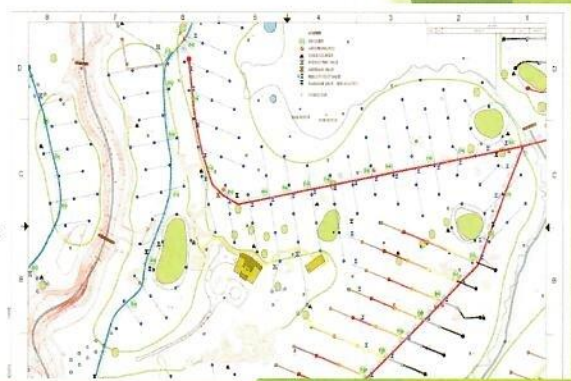
Next Steps.....

Master Plan - With input from our City Council, Parks and Recreation Commission, Golf Course Focus group and the Citizens of Meridian we will work with the National Golf Foundation to produce a strategic planning and "visioning" document know as a Master Plan. This "guiding document" will contain best business practice recommendations relative to operations, capital investment, and potential new revenue opportunities.

The objective of the study is to create a vision for Lakeview that maximizes financial performance and viability, while also providing excellent service to residents and visitors.

Irrigation Audit - We will work with Baer Design Group to evaluate all irrigation components on the golf course including -

- o Water Rights (ground and surface)
- o Irrigation Pond Storage Capacity
- o Pump Station
- o Central Control System (software programming, database entry and flow management)
- o Weather Stations and or other sensors
- o Irrigation Controllers/Pedestals
- o Electrical Systems
- o Controller Grounding
- o Valves
- o Sprinklers
- o Sprinkler Spacing
- o Function of the system and sprinklers in the field.



With the help of our citizen groups and stakeholders we will bring forward a plan for implementation -

Our Partners!



For additional information contact:
 Mike Barton, mbarton@meridiacity.org
 Ryan Roberts, ryanrobertspga@gmail.com

Questions?



Thank you!