



PARKS & RECREATION DEPARTMENT

STAFF REPORTS

February 10, 2021

Administration Division

Director's Report:

STEVE SIDDOWAY

(Please note, a verbal report will be provided at the February 10, 2021 MPR Commission Meeting.)

Parks Division

Parks Superintendent Report:

MIKE BARTON

(Please note, a verbal report will be provided at the February 10, 2021 MPR Commission Meeting.)

Pathways Project Manager's Report:

KIM WARREN

1. **Fairview Avenue Connection – Five Mile Pathway** – With the recent spring-like weather, our contractor is looking to resume work on this project in the next couple of weeks.
2. **South Slough – East of Locust Grove, South of Ustick** – A pre-construction meeting was held in January. Work is nearly complete.
3. **Local Rail-With-Trail** – Staff is working with our legal department to determine a strategy for obtaining necessary easements along the western half mile of this

proposed pathway. In researching area developments, one pathway easement has been discovered. Legal is looking into options for securing permission to build pathway segments that were conditioned previously (2008) but not constructed.

4. **Whitestone Pedestrian Bridge Across Ten Mile Creek (SW of Franklin and Linder)** – The bridge has been installed by the developer, and they're in the process of pouring a concrete sidewalk on the north side to connect it to the new Twelve Oaks development. The City will inspect the bridge prior to acceptance. An asphalt pathway connection will be paved on the south side of the bridge as soon as weather conditions and contractor availability allow.
5. **Ten Mile Trailhub** – Construction on this project is still on hold for the winter. The contractor is on board to execute the approved planting plan and site furnishings as soon as weather permits. Staff will apply for a license agreement with ACHD to bring power to the site for a future restroom. We are also coordinating with the Meridian Arts Committee (MAC) on timing of RFPs for artwork at the trailhub site, planned for later this year after sitework is complete.
6. **Five Mile Pathway Branding/Pathway System Identity** – Staff is working with an artist from our Master Services list to create a brand for the Five Mile Pathway, currently the most major, contiguous pathway 'spine' in our system. This project will also explore simple sign imagery ideas (to be implemented in the future) for other priority pathways (Ten Mile, Meridian Loop). This effort aims to establish a highly recognizable system of pathway identification and wayfinding in Meridian. Concepts have already been submitted for staff review. Final options will be presented to the Commission for input and approval at an upcoming meeting this spring. Imagery derived from this effort will also set a preliminary tone for the Artist Proposals (for the above-mentioned trailhub) to respond to.
7. **Management of (14) Pathway Infill Projects** – Staff is moving forward with our three consultant teams to accomplish a long list of small-to-medium infill projects that will bridge some missing gaps in the system and enhance connectivity at large.

GROUP ONE:

(1) Locust Grove – McMillan to Chinden “Missing Teeth,” (2) Meridian High School Pathway, (3) Five Mile Pathway– Woodbridge Neighborhood, (4) Five Mile Pathway – Locust Grove to Woodbridge (5) Watertower Pathway at Tuscany (6) Five Mile Pathway– Woodbridge Neighborhood, (7) Five Mile Pathway Striping

Concepts for these projects have been submitted to MPR staff for review and discussion and are currently undergoing revision. Staff has communicated project intent to Nampa & Meridian Irrigation District (NMID) to obtain preliminary approvals. A site visit was conducted with the consultant team and City Arborist to determine realistic alignments, optimal creek crossings, and work out design specifics in the field. Informational letters have been sent to notify property owners

of the City's intent to construct these pathways, and to initiate easement acquisition discussions.

GROUP TWO:

(8) Five Mile Pathway- Nine Mile Creek to Black Cat Rd., (9) Creason Crossing – Bud Porter Connection, (10) Linder Rd. – Cayuse Creek to Chinden, (11) Five Mile Pathway - Paramedics at Ustick and Linder

The consultant has presented preliminary concepts to staff and is currently undertaking revisions. Staff has notified NMID of these proposed projects – both to convey design intent and obtain preliminary approvals. Letters are being developed to send to property owners and begin the easement acquisition work.

GROUP THREE:

(12) Meridian Road & Victory Intersection Gaps, (13) Stoddard Road – Ridenbaugh to Bear Creek Park Connection, (14) Lavender Heights to Black Rock

GIS mapping data and HOA contact information has been handed off to the consultant team who is in the process of finalizing initial pathway concepts (expected 3 Feb). Staff will provide input for concept revisions and work with the consultant to develop notification letters to be sent out by end of February.

8. **Other Review and Coordination Activities** – They include review of incoming development applications and issuing pathway conditions for development. Also, site visits relative to both the preceding and ongoing pathways map updates. Continued attendance of Streetscape and Community Character meetings with City Staff, coordination with ACHD relative to South Meridian Bicycle/Pedestrian Plan. Input and review of easements, and fielding inquiries from community members about pathways.

City Arborist's Report:

MATTHEW PERKINS

1. **Contract Tree Work** – All of the aforementioned tree contract tree work will be accomplished at a lower rate than was expected. This will allow me to accomplish additional work this year. Tully Park pruning began on January 26, 2021, and Heroes Park began on February 2, 2021. The Split Corridor does not have a defined start date at this time but the bid has been accepted. Other smaller projects will be completed before the end of January. I will begin identifying other pruning projects to put out for bid in February.
2. **Urban Forest Management Plan** – The plan is in the review process. There will be some modifications and changes made to some of the verbiage and content, as well as having some imagery and improved formatting added.
3. **Continued Maintenance** – I continue my work on the plan for Plant Health Care/Integrated Pest Management applications that will be administered to trees

throughout the parks this spring. My objective is to streamline the process and make it easier and less labor intensive, as well as providing some savings in the cost of products, and reducing the amount of chemicals being applied in the parks. This is the first time using our Tree Plotter Inventory Software for this process, it is taking some time initially up front, but will be much faster after getting it all set up. At the same time, I have also been taking inventory of vacant tree rings and tree stumps throughout the parks, and I am making plans to have them replaced.

4. **Tree Planting** – I am planning to have some larger caliper trees transplanted into the South Dog Park at Storey Bark Park. There has been a lot of feedback from the people who use the area; they are excited that there will be some trees planted that will offer some much-needed shade.
5. **Tree Root/Pavement Conflicts** – I will look at some areas in our parks where tree roots are lifting/cracking pavement on walkways. The hazards will be mitigated with root pruning and pavement repairs.

Recreation Division

Recreation Manager's Report:

GARRETT WHITE

1. **Shelter Season/Opening** – Shelter reservations for the 2021 season opened Monday, February 1st. The shelter season for 2021 will begin April 10th. With the help of Vicki Wagner and Jeannette Sanchez, we have added prompts in our Rec 1 Scheduling software notifying customers that their reservation is subject to be cancelled if there are gathering size limitations at the time of their reservation. We have also updated our website with this information.
2. **Field/Event Scheduling** – Skyler Cook and I have been inputting all 2021 Field Applications into the computer. We are also gathering data that shows the approximate availability for each ball field and each reservable open green space. This data will be split up between seasons and primary use times. We will continue to work with CDH in regards to gathering sizes and Covid-19 protocols.
3. **Community Center RFP** – I have attended bi-weekly meetings in regards to the Community Center RFP. We are currently in a holding pattern and will explore the possibility of a new RFP. The next steps are to explore and confirm what our community center needs are concerning community education classes and special events. We continue to compile information on community center room sizes and space.

4. **Meridian Youth Baseball Agreements** – I have sent both the 2020 Amended Fuller Park Agreement and the 2021 Fuller Park Agreement to Jake Hines with MYB to sign. I am waiting for the documents to be sent back; and once they do, I will get them on the next available City Council meeting.
5. **Covid-19 Protocols** – Like last month, this will be an ongoing item until there is a solution to Covid-19. We continue to work with CDH for all programs, activities, and events. We have cancelled all sports leagues except Cornhole and for now most community education classes. The few classes that are going can follow protocols and meet all CDH requirements. Nothing has changed from the last month. The next CDH meeting is scheduled for Friday, February 19th at 8:30 a.m. We will monitor this meeting and make any changes necessary based on the information received.
6. **Kleiner Park & Fuller Park Concessionaires** - I have sent out the Kleiner Park Concessions RFP. The deadline for this RFP was Wednesday, January 13th. I held an onsite pre-application meeting in December. There were three people in attendance. We received three RFPs before the deadline. We hope to confirm the winning RFP within a few weeks. We will then work with Legal to develop an agreement with the awarded concessionaire.
7. **Fuller Park Snow Cone Concessions RFP** – I have sent out the Fuller Park Concessions RFP and held an onsite pre-application meeting on January 4th. The deadline for this RFP is the first week in February. There has been little interest in this location. We have received one RFP for this location so far with a week left before the deadline.
8. **Main Street Market Contract** – The contract has been signed and approved through Council. They will begin the Market in April.
9. **Jabil Fields Agreement** – We explored a possible partnership with ISU in regards to their parking lot near the Jabil Fields. After gathering information, it was decided to continue our relationship with the West Ada School District and use their parking lot near the fields.
10. **Fee Data Collection/Priority Based Budgeting**– Like I mentioned last month, I have reached out to the surrounding cities asking them to provide us with all the fees they collect about parks and recreation. I have received feedback from Caldwell, Boise, Nampa, Eagle, and Sandpoint (only because they asked for Meridian’s fees). With the help from Finance, we are in the process of determining whether our fees are accurate and justified.

Homecourt Facility Manager's Report:

JAKE GARRO

1. **Facility Operations** – Meridian Homecourt still remains closed to the public. The facility is closed, due to the State of Idaho being in stage 2 for COVID-19.
2. **Community Education Classes** – Community Education Classes are still taking place in Court 5. Classes that can meet the gathering order of 10 are allowed and are currently taking place at Homecourt.
3. **Homecourt Staff** – Homecourt staff has remained employed during this shutdown. Several tasks have been completed at Homecourt. These tasks were documented in January's Commission Report. Additional tasks completed by Homecourt staff are as follows:
 - a. Sand and paint replacement picnic table boards.
 - b. Clean and adjust security cameras at Homecourt.
 - c. Paint front office at Homecourt.
 - d. Paint restrooms at Tully Park, Reta Huskey Park, Keith Bird Park, and Discovery Park.
 - e. Dust restrooms and Court 5 area.
4. **Facility Re-Opening Plan** – I am working with community athletic groups seeking space needs for youth practices to ensure a safe re-opening takes place. I am also working to finalize a comprehensive re-opening plan that ensures safety to all patrons using the facility. This plan entails patrons reserving court space to ensure facility operations abide by gathering order measures and ensures cleaning protocols are in place.

Recreation Coordinators' Report:

RENEE WHITE

1. **Special Events – 2021** – We are in the planning stages for 2021 special events. That includes strategizing for COVID safe plans for Unplug & Be Outside, Sparklight Movie Nights, Gene Kleiner Day, and the Independence Day Festival. Final determination won't be made until the week prior to the event and will be based on the final Central District Health Department guidelines, but the high hopes are we can move forward with all these events in some capacity.
2. **Unplug & Be Outside** – Unplug & Be Outside will forgo the usual large events this year, including the kick-off, field day, and Food Truck Fundraiser. We will proceed with the classes in arts, sports, and recreation with class sizes of 10 or fewer. Event dates are Thursday, May 5 – Saturday, May 8.

3. **Special Projects** – We are running a “Meridian Has Heart” campaign. Putting a twist on Valentine’s day, we are encouraging the community to show appreciation for their teachers, mail carrier, co-workers etc. Leave a heart, take a photo, and tag it #meridianhasheart. Other projects include assisting the development of slides, scripts, and take- home bags for the All-City Staff Virtual Meeting.

JENNA FLETCHER

1. **2021 Summer Activity Guide** – Call for proposals went out on February 2nd. The Guide will be released on April 7th, with registration opening on April 9th. Summer classes will run June 14th – August 28th.
2. **Winter/Spring Classes** – A small number of classes have been running. We are hopeful that within the next couple weeks we will be able to open a couple more classes. Classes that can follow the succeeding protocols are currently allowed to run: less than 10 people, no shared equipment, not interactive, and maintain 6 feet of distance. Once we move forward in stages, we will be able to open more classes and increase class size numbers.
3. **Contracted Instructors** – I am continually working with instructors to help them figure out how to continue to run their classes. Some have been able to split up their class times, while others are just waiting until we move forward in stages to start their classes.
4. **Summer 2021**- Taylor Spikes has accepted the Summer Camp Coordinator position. She will start on February 22nd and will work through the summer with me. She has held multiple summer camp positions with our department throughout the years and will bring her experience facilitating activities to our camp this year.

MAGGIE COMBS

(Please note, a verbal report will be provided at the February 10, 2021 MPR Commission Meeting.)

Volunteer Program Coordinator’s Report:

CHELSEA CANTRELL

1. **Volunteer Update** – The volunteer program is still suspended until further notice as we wait for the number of Covid cases to decrease. With the vaccine around the corner, we are really looking forward to welcoming our volunteers back. They are just as eager to come back as we are to have them.

Recreation Coordinator 1 (Sports) Report:

SKYLER COOK

1. **Winter Cornhole League** – The Winter Cornhole League is playing their season with 40 registered teams. Games are played Tuesday evenings at Meridian Middle and Paramount Elementary School. Playoffs begin February 23rd.
2. **Field Reservations** – Field reservations for 2021 have been tentatively approved and inputted into Rec1. Organizations will provide Covid-19 protocols before their reservation begins. Online reservations are now open to the public on a first-come, first-served basis.
3. **Annual Sports Update** – A presentation will be made to the Parks & Recreation Commission during the February 10th meeting.
4. **Field Usage Project** – I am compiling data showing ball field and multipurpose field space usage in the parks during the spring, summer, and fall seasons.

Arts & Culture Coordinator's Report:

AUDREY BELNAP

1. **Meridian Arts Commission** –
 - They are currently working on contracting the selected mural artists and the property owners. Once the contracts are signed, the design process will begin.
 - The Public Art Subcommittee is currently drafting an RFP to release to the Parks Identity Roster artists for a public art installation at the Ten Mile Trailhead.
 - The Events & Outreach Subcommittee created a rough outline of possible activities and events to include during Art Week 2021.
 - The February Initial Point Gallery installation was canceled; however, the show will be transitioned to a virtual show through social media. Throughout the month, each artist will be highlighted with the work they anticipated showing in the gallery.
 - An Arts Diversity Subcommittee was formed in order to evaluate how the Arts Commission is incorporating equality in its processes.
2. **Meridian Historic Preservation Commission** –
 - TAG Historical Research presented their research on the Meridian Speedway and recommended moving forward with the nomination to list the Speedway on the National Register of Historic Places.
 - The Commission applied for a new grant from the State Historic Preservation Office to move forward with the Meridian Speedway project.
 - The Commission began discussions surrounding Preservation Month in May and starting a student initiative project with prizes for students.