



## **PARKS & RECREATION DEPARTMENT**

### **STAFF REPORTS**

**November 10, 2021**

#### **Administration Division**

Director's Report:

**STEVE SIDDOWNAY**

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

#### **Parks Division**

Parks Superintendent Report:

**MIKE BARTON**

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

Pathways Project Manager's Report:

**KIM WARREN**

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

City Arborist's Report:

**MATTHEW PERKINS**

1. **Tree Pruning** – Ongoing - I continue to respond to special requests for various pruning and/or removal needs throughout the parks, downtown, and other City-

owned facilities. I will also be working throughout the winter on contract pruning work orders for this fiscal year and updating tree inventory as I go along.

2. **Tree City USA** – I am working on our application for our continued qualification as a Tree City USA and for our 2021 Growth Award. The process takes some time, so as I am going along, I am also working on a new updated spreadsheet that will hopefully cut down on the time it takes to do this in the future. This year the Growth Award activities I am using are as follows:

*A total of 10 points are needed each year in order to qualify for the Growth Award:*

- Additional Credentials - Jeremy Aldrich became an ISA Certified Arborist. **5 points**
  - Green Jobs - The City of Meridian provided a paid internship program for a CWI Horticulture student, who helped to complete the Tree Inventory at Lakeview Golf Club. **4 points**
  - Tree Inventory Portion - A portion of public tree inventory was completed/updated. **3 points**
  - Other potential qualifying activities are still being reviewed.
3. **Tree Planting** – Tree replacement continues, and trees have been delivered to the shop at Kleiner Park near the bins where they are being stored until they get planted. Work orders have been created for their planting and have been awarded to contractors who will get them put into their schedules.
  4. **Christmas Tree** – Preparations have all been made for the 2021 Christmas tree. Done Rite will harvest and move the tree into position the week of November 15<sup>th</sup>. I have made all arrangements for traffic control with ACHD and the Meridian Police Dept., as well as the Chamber of Commerce, local businesses that will be affected, and with the homeowner to make sure other homeowners in the neighborhood where the tree will be harvested from are notified in advance of the operation so as not to disrupt morning commutes, etc.
  5. **Downtown Tree Well Work** - I am still working on the plans for some downtown tree removal/replacements and tree grate modifications.
  6. **Meridian Urban Forest Management Plan** – After presenting the plan to City Council, it was suggested that I make a few modifications in order to include a more ambitious and more detailed outline of how we plan to increase the percentage of the overall canopy cover of Meridian’s Urban Forest. I will work on this through the winter and hope to have the plan completely finished and ready to move forward for 2022. My hope is that I will be able to use the finished Urban Forest Management Plan to qualify for the 2022 Tree City USA Growth Award, as it will be worth the entire 10 pts.
  7. **Tree Inventory** – I will work with PlanIT-GEO to acquire our own license for the Tree Inventory Software so I can begin using it to more efficiently update and manage our Urban Forest assets.

## Recreation Division

### Recreation Manager's Report:

**GARRETT WHITE**

1. **Staff Annual Reviews** – I have given all eligible staff their annual reviews. We discussed goals and expectations for the next year. I have scheduled Kaela Hopkins' six-month review for February 2022.
2. **Civic Block RFP** – I have been reviewing and involved in the Civic Block RFP. If one of the three RFPs submitted comes to life, our current Community Center may be removed and community education classroom space will be needed. I have suggested that we research additional classroom spaces with the School District, Cole Valley Christian School, and the WARD Pool classroom availability.
3. **Arts & Culture Coordinator Job Applications** – Unfortunately for us, Audrey Belnap gave her notice that her last day will be Friday, January 7<sup>th</sup>. We have opened her position to the public and are reviewing applications. The first review date will be Monday, November 21<sup>st</sup>. We hope to have this position hired by January 4, 2022.
4. **WARD Pool Operations** – With the possible transfer of the WARD Pool to the City, I have been working on gathering budget information and staffing information from WARD to have a better understanding of the day-to-day operations. I have also began organizing “informal” inspections of the pool with the YMCA, Boise Parks & Recreation, and Nampa Parks & Recreation.
5. **External Event/Mobile Sales Unit (MSU)** – All external events are completed for the 2021 season. I have begun to schedule and send permits for all external events scheduled for 2022.
6. **Homecourt Staffing** – We have hired our last part-time position. We are now open on weekends again at the Homecourt facility. We continue to monitor the uses of the facility and what that means for staffing.
7. **Commissions and Event Subcommittees** – I have continued to be involved in the Christmas in Meridian Subcommittee and the planning of events around the holidays. I have also been available to Audrey Belnap for the Meridian Arts Commission subcommittees to help determine roles and responsibilities.

8. **Park Concessionaires** – I drafted all five concessions RFPs to go out this fall/winter. I have also been working with Central District Health for all proper permits needed to operate all concessions buildings. Once all RFPs have been reviewed by our Purchasing Department, we will set up a timeline to get them approved.

## Homecourt Facility Manager's Report:

**JAKE GARRO**

1. **Facility Operations** – Hours are Monday – Friday 7:00 a.m. – 10:00 p.m.; weekend hours, 10:00 a.m. – 8:00 p.m. Facility re-opened for the weekends on Saturday, October 30.
2. **Facility Rentals** –
  - Holiday Classic Volleyball Tournament will be held at Meridian Homecourt on Saturday, November 6.
  - Future Special Events:
    - ✓ Flash Basketball Tournament: November 19 and 20, January 21 and 22, February 11 and 12.
    - ✓ Bryan Dunn Basketball Tournament: December 31 and January 1.
    - ✓ USA Wrestling: March 25 & 26. This date has been confirmed.
3. **Community Education/Court 5** – Court 5 is consistently scheduled throughout the week each day for community education classes. Classes include gymnastics, tumbling, cheerleading, pickleball, and martial arts. Classes do take place during the weekend hours in Court 5 as well, typically during the afternoon hours on Sunday.
4. **Private & Small Group Instruction** – I am moving forward with implementing our individualized and small group instruction policy and procedure. Please read the statement of purpose below for this policy.
  - *This policy and procedure is established to allow individual and small group instruction at Meridian Homecourt while ensuring the facility will continue to serve as a Community Center to the citizens of the City of Meridian and the Treasure Valley community as a whole. It is the goal of Meridian Parks and Recreation to provide a fair and equal opportunity for all user groups to maximize opportunity for facility usage.*

## Recreation Coordinators' Report:

**RENEE WHITE**

1. **Trunk or Treat Returns!** – After a year off, due to Covid, we took the plunge and offered the popular Halloween event. The event took place in downtown Meridian on Idaho Avenue and 2nd Street on Thursday, October 21 from 6:00 – 9:00 p.m. The weather was warm and lovely.

With the extended footprint on Broadway from Main to 2<sup>nd</sup> Street, we parked the trunks every other space, which worked perfectly to spread out the crowds. We also offered a location for games for businesses that wanted to spend a little more time engaging with the treaters and their families. We created an event map for the general public to help identify the location of the food trucks, restrooms, first aid, and lost kids station. The map was shared on our website. The number of trunks was down from previous years (75 rather than 90). Attendance seemed down from previous years, but it was still packed. One trunk estimated they gave away 2,700 pieces of candy. Our resident photographer, Shelly Houston, captured the evening in photos. You can view those on our Facebook page at: [Facebook.com/MeridianParksandRecreation](https://www.facebook.com/MeridianParksandRecreation)



**Coming up:**

2. **Christmas in Meridian** - The Christmas Committee is busy planning for this year's festivities:
  - **Business Decorating** – Meridian Chamber
  - **Ornament Drop** – Meridian Arts Commission
  - **Letters from Santa** – Parks & Recreation
  - **Zoom with Santa** – Parks & Recreation
  - **Parade & Christmas Tree Lighting** – Parks & Recreation

- **Winterland: In the Bag** – Parks & Recreation
- **Community Lights Map** – IT
- **Angel Tree** – Salvation Army
- **Shop Meridian Downtown Night** – Meridian Chamber
- **Community Calendar** (Christmas in Meridian Website)

You should expect to see/hear marketing throughout November. The website [ChristmasinMeridian.org](http://ChristmasinMeridian.org) is constantly updated with the new information. This year's Grand Marshal is Juli Bokencamp. This will be Mayor Simison's first year participating as an emcee. As always, we continue to make improvements. This year's focus is working with the Chamber's downtown business committee to accommodate requests for new layouts on Idaho Street to activate the businesses. We are also transitioning the City Hall Bazaar to a downtown shopping night with the help of the Chamber. We have added a staff lead for the road closures. This will be tremendously helpful to have one person focused exclusively on that. That role will include partnering with ACHD, Meridian PD, Specialty Construction, and the volunteer coordinator to ensure the safety of all the parade participants and attendees.



## JENNA FLETCHER

1. **2021 Fall Classes** – We are in the final two months of our fall classes. The majority of fall classes will end mid-December.

### **Parks & Recreation Department Staff Reports ~ November 10, 2021**

*Persons desiring accommodation for disabilities related to documents and/or hearings: Please contact the City Clerk's Office at 888-4433 at least 48 hours prior to the meeting.*

2. **2022 Winter/Spring Guide** – First edits are currently happening right now. Shelly Houston has done a great job putting the guide together in-house. The guide will be released on December 8<sup>th</sup>, with registration opening on December 10<sup>th</sup>.
3. **Summer 2022** – We are already looking ahead into summer 2022. I am mapping out schedules, facility space, camper numbers, and staff numbers.

#### **MAGGIE COMBS**

1. **2021 Fall Volleyball League** – Play is underway at the Homecourt and the local schools. We are looking to conclude the Fall Volleyball season at the end of November/beginning of December.
2. **2022 Winter Volleyball League** – League registration is open and will close on December 8, 2021. Play will begin after the beginning of January 2022.
3. **2021 11<sup>th</sup> Annual Holiday Classic Volleyball Tournament** – The Holiday Classic Volleyball Tournament will take place on Saturday, November 6<sup>th</sup> to raise funds to buy Christmas gifts for the children at the Meridian Head Start Program.

#### **Recreation Coordinator 1 (Sports) Report:**

##### **SKYLER COOK**

1. **Field Reservations** – 2022 field reservation applications have been sent out to all groups or organizations that reserved field space in 2021. Applications are due back November 15<sup>th</sup>. I will then allocate space accordingly based on the priority use policy.
2. **Leagues, Tournaments, & Camps**
  - Bear Creek
    - ✓ Brayge Sports on Saturdays until 11/13
  - Discovery
    - ✓ Boise Timbers Thorns Tournament 11/6 & 11/7
  - Storey
    - ✓ BSU Club Softball Tournament 11/6 & 11/7
3. **Sports Leagues & Tournaments**
  - 6v6 Flag Football league playing on Wednesday & Thursday nights at Storey Park
  - 2<sup>nd</sup> Annual Holiday Classic Cornhole Tournament on Saturday, 11/6 at the Homecourt
  - 5v5 Winter Basketball registration deadline is Wednesday, 11/17

## Arts & Culture Coordinator's Report:

**AUDREY BELNAP**

### 1. Meridian Arts Commission:

- Initial Point Gallery
  - ✓ New installation on Friday, November 5.
  - ✓ Exhibiting the work of four 2D artists and one 3D artist with theme entitled "Pure Idaho."
- Public Art
  - ✓ Public art unveiling on Tuesday, November 2 for the Meridian Cycles Mural, a great success!
  - ✓ Subcommittee identified three alternative properties for the Boise Coop mural design.
  - ✓ Traffic boxes 2021 were completed.
  - ✓ Working on getting the contract ready for Stephanie Inman's Ten Mile Trailhead project.
  - ✓ Approved working outline for the Public Art Plan; to be completed January 2022.
- Events & Outreach
  - ✓ Preparing for the 2<sup>nd</sup> Annual Ornament Drop in December; hoping for partnerships with creative downtown businesses.

### 2. Meridian Historic Preservation Commission:

- Several commissioners registered for the annual National Past Forward Conference.
- TAG Historical Research is contracted to complete the nomination form by January 1.