



## PARKS & RECREATION COMMISSION

### REGULAR MEETING • MINUTES

City Hall Council Chambers, 33 East Broadway Avenue, Meridian, Idaho  
Wednesday, February 9, 2022 • 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 Jo Greer called the meeting to order at approximately 5:31 p.m. MPR Director Steve Siddoway took roll-call attendance as follows:

<u>X</u> Jo Greer, President	<u>X</u> Mike Medellin
<u>X</u> Keith Bevan, Vice President	<u>X</u> John Nesmith
<u>X</u> Dom Gelsomino	<u>X</u> Mandi Roberts
<u>X</u> Jennifer Bobo	<u>X</u> Brandon Simpson
<u>X</u> Camden Hyde	

Others present were: MPR Department staff—Parks Superintendent Mike Barton, Pathways Project Manager Kim Warren, Recreation Manager Garrett White, Marketing Coordinator Shelly Houston, and Recreation Coordinator Jenna Fletcher; Deputy City Attorney Emily Kane; and BerryDunn Manager Tom Diehl.

#### Adoption of the Agenda

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

#### Approval of the Minutes

##### 1. January 12, 2022 Regular Meeting – Jo Greer

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

#### Announcements

##### 2. New Commissioner Introductions – Jo Greer

Commission President Jo Greer welcomed two new members to the Commission—Mike Medellin and Brandon Simpson. She expressed it was a long selection process and had been interviewing prospective candidates since November 2021. There was a large pool of applicants, and both Brandon and Mike were obvious choices at the end. They are pleased and excited to have them serve. Each Commissioner introduced themselves.

### **3. Upcoming Events – Shelly Houston**

MPR Marketing Coordinator Shelly Houston provided an Upcoming Events flyer and highlighted the events noted, which is attached to these meeting minutes. She also handed out a flyer about Unplug and Be Outside (see attachment).

## **New Business**

### **4. MPR Master Plan & Cost Recovery Updates – Tom Diehl**

On behalf of Art Thatcher, BerryDunn Manager Tom Diehl provided a PowerPoint briefing about the Meridian Parks & Recreation Master Plan Update. Copies of his slides are attached to these meeting minutes.

#### Commission Feedback:

- **Jo Greer** – She inquired about the specific locations at City Hall for the upcoming public presentations on February 23 and March 30. *They will be held in Council Chambers. MPR staff will email the details soon.*
- **Mandi Roberts** – What time does the afternoon open house start on March 30? *It will run from 11:30 a.m. to 4 p.m.*

Tom Diehl also presented a PowerPoint entitled, “Developing a Cost Recovery Model.” Copies of his slides are attached to these meeting minutes.

### **5. MPR Classes & Camps Update – Jenna Fletcher**

MPR Recreation Coordinator Jenna Fletcher presented a PowerPoint about the MPR Department’s Classes & Camps. Copies of her slides are attached to these meeting minutes.

#### Commission Feedback:

- **Jo Greer** – Is MPR staff still having staffing issues? *Jenna believes it is a universal experience right now. She currently has the Summer Camp Coordinator position open, which is a part-time seasonal job. Currently, there are zero applicants. She also has to hire 20+ Camp Counselors, which has not yet been posted.*

*Will the City be looking to lease space when the existing Community Center goes away? Steve stated it is not off the table. The idea of leasing space is one of many options. The MPR Department will search for free spaces and leverage its partnerships with the West Ada School District first. Whether this can host all of the classes remains to be determined.*

### **6. Meridian Community Pool Update – Garrett White**

MPR Recreation Manager Garrett White reported at the February 8, 2022 City Council meeting, some agreements were approved, which will allow the City/MPR Department to now maintain and operate the Meridian Community Pool located in Storey Park from the Western Ada Recreation District (WARD).

Back in the fall months of 2021, MPR and Legal staff had discussions with WARD for the City to operate and maintain the pool facility, as well as the small park off of Tammy Street known as "Settlers Village Park." It was determined three separate agreements needed to be composed in order for the City to operate and maintain these noted facilities: 1) Cooperative Agreement with WARD contributing funds of approximately \$1.2 million; 2) An agreement allowing the City to collect all the revenues that the pool receives, which is approximately \$265,000; and 3) First amendment to the license and maintenance agreement at Lakeview Golf Course.

There is one final agreement that has yet to be established, which is basically the property transfer. At the end of September 2024, the intent is for WARD to dissolve and for the City to take ownership of the pool.

For due diligence purposes, Garrett had scheduled three pool inspections by local professionals and received a detailed report to provide to Council. In addition, he reached out to the South Meridian YMCA and had their staff come out to informally inspect the pool and building, which was very helpful and eye-opening for MPR staff. Furthermore, he contacted Nampa Parks & Recreation's previous aquatics coordinator for another informal pool inspection. Thank you to all of these agencies for their assistance! As a result, Garrett identified some items of concern, which are critical to the operations of the pool:

- Access Prevention – The outside gate was not at the right height, so the Parks crew has been repairing this.
- Chemical Room Secondary Ventilation – Ventilation will be fabricated to fit inside the small chemical room.
- UV Systems – The existing UV systems are old, cannot be made anymore, and replacement parts cannot be found. Therefore, upgrades will be required.

There were a few other minor items identified in the inspections that will be addressed to help with efficiencies and the main operations of the facility, which are going to bid at this time.

Presently, he has an inspector lined out on the diving boards and the diving wells prior to the pool opening on May 9, 2022.

#### **Key Dates (tentative):**

- February 14 – Start advertising for Lifeguards; 40-50 are needed.
- April 4 – Registration will open for swim lessons.
- May 9 – First day of lifeguard in-water training.
- June 6 – First day of swim lessons and public swimming.
- August 12 – Last day of swim lessons.
- August 20 – Last day of public swimming.
- August 21-November 5 – Pool is still operational for various swim teams, etc.

#### **Commission Feedback:**

- **Jo Greer** – What are the requirements to become a lifeguard? *Applicants must be 16 years of age or older. They will be fully trained inhouse.*

*Does WARD have any remaining facilities? WARD still owns the pool and Settlers Village Park; the City now maintains and operates them. The intent is for the City to take ownership of these two facilities in 2024.*

#### **Old Business ~ NONE**

## Workshop ~ NONE

### Staff Reports

#### 7. MPR Staff

Director Steve Siddoway reported on the following:

- MPR Master Plan Update (reminder) – The Findings Presentation will be held on Wednesday, February 23, 2022 at 6 p.m. in Council Chambers.
- Community Center (reminder) – The Findings Presentation/Open House regarding a new future community center will be held on Wednesday, March 30, 2022.
- Community Pool – Kudos to Garrett White for all of his efforts related to the pool transition. It was a big deal for the MPR Department in getting the agreements approved by City Council on February 8. He is doing a lot of the heavy lifting for the work yet to be done.
- Lakeview Golf Course – Kudos to Mike Barton over the past year+ for the golf operations. The MPR Department is in the process of transitioning some of the golf operations to Jake Garro, who currently oversees the Homecourt. Mike will continue to oversee the golf course maintenance.

Parks Superintendent Mike Barton reported on the following:

- Playground Replacements – The Parks Division is working on replacing the playgrounds at Bear Creek and Chateau Parks.
- Lakeview Golf Course – The irrigation system and the addition of cart paths to the course are out to bid. Bids open on February 22, 2022. He hopes to have this project underway in June.
- Community Center – When the Meridian Community Center gets torn down, items in the adjacent Centennial Park will get moved. So, the restroom building will be relocated to the Five Mile Creek Trailhead on Ten Mile Road. He has been working with Idaho Power and an electrician to get power installed onsite.
- Discovery Park, Phase 2 – The Department will break ground in two weeks. In addition, MPR staff members have been working with the skate park design builder and should have a concept to share at the March 9, 2022 MPR Commission meeting. They are still scoping the bike park.
- Heroes Park Parking Expansion – The contractor has some finishing touches on this project, such as landscaping, striping, etc. They will be back onsite the week of February 21<sup>st</sup> to complete these improvements.
- Kleiner Park Pickleball Courts – They are still working on the design with Brighton and should have a final version in the coming weeks. This is tentatively looking like a spring/summer construction project.

On behalf of Recreation Manager Garrett White, Steve Siddoway reported on the following:

- Special Events – They are working on Unplug and Be Outside and the Movie Night movie lineup. They are always seeking sponsors.
- Sports - They are advertising for Spring Softball. Volleyball and Basketball are underway. They advertised for the Girls Fastpitch Tournament over Memorial Day weekend and are working on budgeting tasks. Skyler Cook is now overseeing all park field reservations as well as all external events and the TUP process.

- Classes & Camps – Jenna Fletcher provided an update earlier that evening. They are busy and looking for summer seasonal staff for the pool and classes.
- Homecourt – They are working on an upcoming Basketball tournament. Jake Garro is taking over some of the golf course responsibilities and is working on schedules. Pickleball is happening at the Homecourt in the mornings.
- Arts & Culture – Cassandra Schiffler is the new coordinator as well as a local artist who is known in the Treasure Valley. She has been working on the mural series, Ten Mile Trailhead art piece, and the Initial Point Gallery.

Pathways Project Manager Kim Warren reported on the following:

- Pathway Infill Projects – These small but key sections help to make connections on priority routes. The projects are in various stages at this time—a lot of plans to complete.
  - The Creason connection has been submitted to Purchasing.
  - The two Linder Road connections are almost ready to bid.
  - The connection at Locust Grove and McMillan is complete. There is one section that has not been paved along McMillan. To get ahead of the bigger project on Locust Grove, they will do a temporary gravel base to get on top of the muddy situation for schoolkids walking from Sawtooth Elementary as an interim solution. This connection will then be paved with the bigger project.
  - There is another segment west of the Waste Water Treatment Plant that involves a crossing of Nine Mile Creek and then some pathway work. They are hitting the crossing of Nine Mile Creek pretty hard because they need to get the design finished and bid so that they can construct it during the dry irrigation season.
- Star Road Pedestrian Underpass – MPR staff members been exploring the possibility of an underpass at Star Road, which is an Ada County Highway District project—a bridge for a future road widening. They received back an initial report, and it is looking expensive. Therefore, they are looking at alternative options and then will seek out feedback from the Mayor and Council.
- Urban Land Institute (ULI) – There is a project with the ULI, which is a group of design and real estate professionals. MPR staff members are planning a panel with them about the pathway system that pertain to branding/identity, wayfinding, equitability, and access. They are moving forward and are starting to pin down a project area where the ULI can focus their recommendations. The May workshop may be bumped out later this year. More information will be forthcoming.
- Rail-With-Trail – This project is west of City Hall with a pathway connection north of the rail corridor between Meridian Road and Linder. She and Mike Barton have been working as creatively as they can to finalize an easement to get access to 3<sup>rd</sup> Street, which has been a sticking point. They have been talking to the Head Start Program Friends of Children and Families that is near Meridian Elementary; it has been a very long process.

## **Adjourn**

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

There being no further business, the meeting adjourned at approximately 7:13 p.m.

(AUDIO & VIDEO ON FILE OF THESE PROCEEDINGS)

APPROVED:

\_\_\_\_\_  
JO GREER, PRESIDENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
KEITH BEVAN, VICE PRESIDENT

/rem

Attachments:

- 1) Flyers: Upcoming Events & Unplug and Be Outside (2 pages)
- 2) PowerPoint: Parks and Recreation Master Plan Update (3 pages)
- 3) PowerPoint: Developing a Cost Recovery Model (3 pages)
- 4) PowerPoint: MPR Classes & Camps Update (6 pages)



# UPCOMING EVENTS

## **Scout Troop 1 Drive-Thru Pancake Breakfast**

Saturday, February 12, 8:00—11:30 am, Ten Mile Christian Church Portico  
\$5 per person or \$15 per family

## **Friends of the Meridian Library Book Sale**

Saturday, February 12, 10:00 am—3:00 pm, Meridian Library—1326 W. Cherry Lane  
Books, Movie DVDs, Music CDs & More. Prices start at \$1. Proceeds benefit the library.

## **The Sweetest Day Craft & Vendor Fair**

Saturday, February 12, 9:00 am—3:00 pm, Meridian Senior Center, Free Admission

## **Valentines Dance & Dinner for Seniors**

Saturday, February 12, 5:30—8:30 pm, Meridian Senior Center, \$20 per person

## **Department of Idaho/American Legion High School Oratory Competition**

Saturday, February 19, 10:00 am—Noon, Meridian City Hall Council Chambers

## **Key to Safe Driving**

Thursday, February 17, 1:00—2:00 pm, Meridian Senior Center, Free  
This defensive driving class for drivers over age 50 is taught by the Meridian Police Department.

## **Do the Right Day — A Day of Community Kindness**

Thursday, April 7 — Share local acts of kindness on social media using #dotheright

## **Meridian Main Street Market**

The market season opens Saturday, April 16. The market generally runs every Saturday from 9:00 am—2:00 pm outside Meridian City Hall. Potential vendors can apply now!

## **UPCOMING EVENTS:**

- Capital Christian Easter Egg Hunt (April 16)
- Treasure Valley Kite Festival (April 23)
- Prescription Drug Take-Back Event (April 30)
- Unplug and Be Outside Week (May 7-14)
- Memorial Day Ceremony at Rock of Honor (May 30)

Visit Meridian's Community Calendar at: [www.meridiandcity.org/calendar](http://www.meridiandcity.org/calendar)

# UNPLUG

## & BE OUTSIDE

MAY 7-14

### Kick-Off Event

Saturday, May 7

10:00 am - 2:00 pm

Kleiner Park

### Field Day

Wednesday, May 11

5:00 - 8:00 pm

Settlers Park



## Get out and play!

Unplug and Be Outside features a week-long series of free activities related to arts, sports and recreation. Activities are planned for all ages to help people experience new things, explore new places, and make new friends! All activities are free; some require pre-registration.

### Presented by:

Meridian Parks & Recreation  
[meridiancity.org/unplug](http://meridiancity.org/unplug)







## Parks and Recreation Master Plan

Parks & Rec Commission Briefing February 9, 2022



## The Process

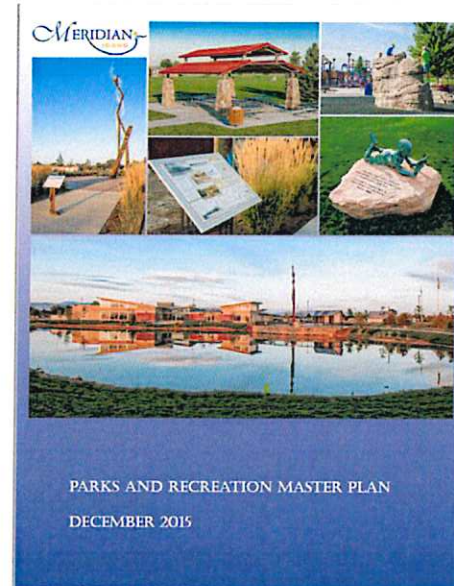
### Strategic Master Planning Process



Typically our Strategic/Master Plans include a 5-year focus on operations, 10-year focus on capital, and 20 year strategic vision. Other elements and tools are added as needed for a community-specific plan.

## Master Plan Process/Schedule

- Strategic Kick-off: - **October 10, 2021**
- Leadership Interviews – **October 13-15, 2021**
- Survey – **October 2021 – January 2022**
- Community Center Feasibility Study –  
**November 2021 – April 2022**
- Community Engagement – **November 2021**
  - Focus Groups – **November 16-18, 2021**
  - Public Presentation – **November 18, 2021**
- Inventory – **November 2021**
- Level of Service Analysis – **December 2021**
- Cost Recovery Study – **January-May 2022**
- Findings Presentation – **February 23-24, 2022**
- Draft Recommendations Presentation – **May 2022**
- Draft & Final Plan Presentation – **July 2022**

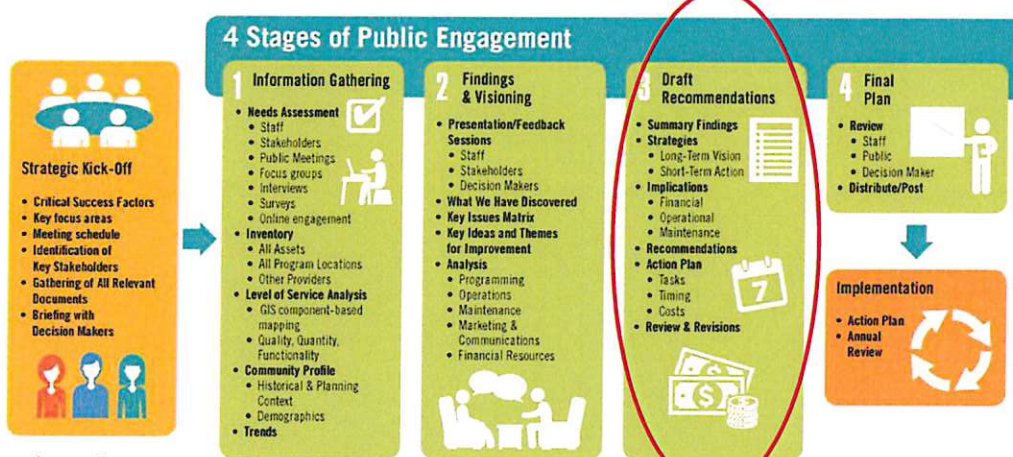


## Master Plan Update

- Findings and Visiting Trip
  - February 22 – City Council Briefing
  - February 23 – Public Findings Presentation
  - February 24 – Visioning Workshop Project Team
- Cost Recovery
  - Workshop 1 – February 10, 2022
  - Workshop 2 A & B - Last Week of April
- Community Center Feasibility Study
  - March 30 - Open House and Public Meeting

# Next Steps

## Strategic Master Planning Process



Typically our Strategic/Master Plans include a 5-year focus on operations, 10-year focus on capital, and 20 year strategic vision. Other elements and tools are added as needed for a community-specific plan.

# Thank You For Your Time & Consideration!



VERIDIAN  
**WE ARE  
PARKS AND  
RECREATION**




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Project Manager/Consultant

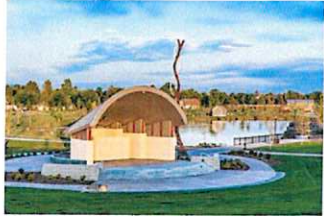


MERIDIAN PARKS AND RECREATION  
**ACTIVITY GUIDE**  
Winter / Spring 2022




MERIDIAN IDAHO  
GET OUTDOORS. BE ACTIVE. PLAY.





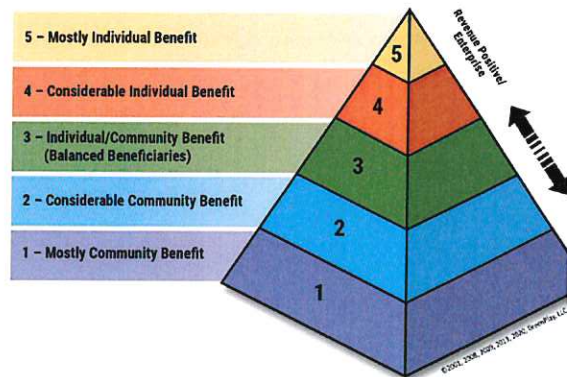
## Developing a Cost Recovery Model



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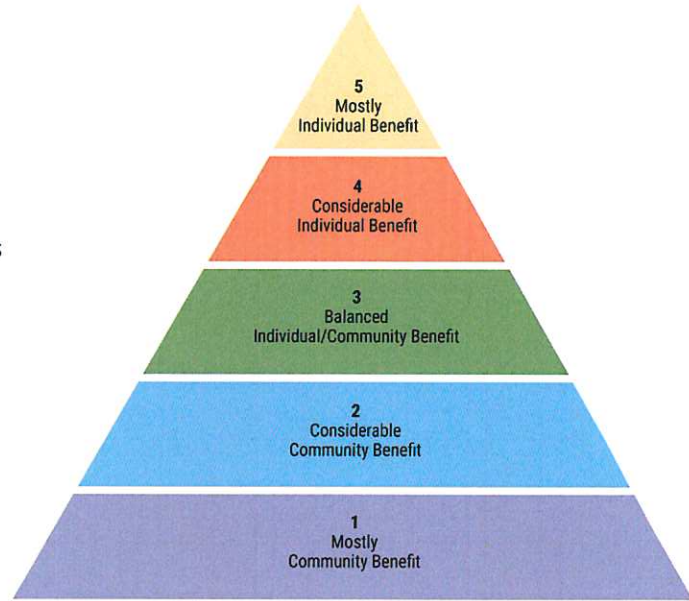
## Introduction to the Pyramid Methodology

- Based on who benefits
- Basic level of service is free (supported by tax revenues)
- Fees are a responsible and necessary supplement
- The greater the individual benefit the higher cost recovery rate

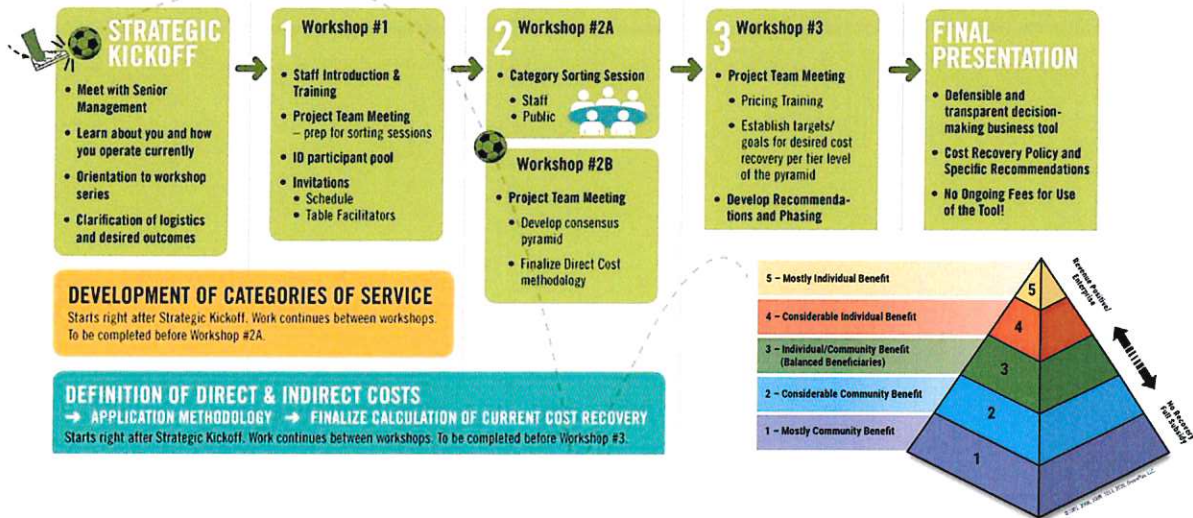


# Understanding the Benefits Filter

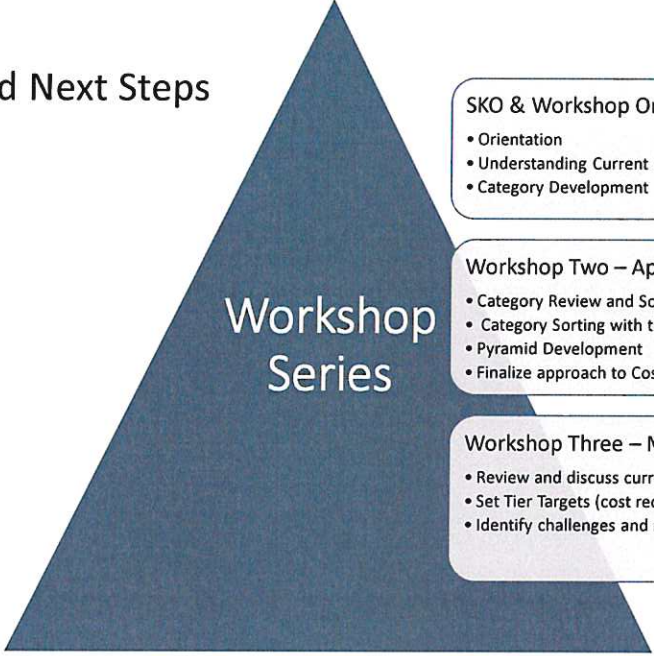
- Community benefit = tax dollars
- Individual benefit = fees
- The greater the individual benefit = higher cost recovery rate



## THE PYRAMID METHODOLOGY FOR RESOURCE ALLOCATION AND COST RECOVERY FOR PUBLIC PARKS AND RECREATION OPERATIONS



Schedule and Next Steps



Workshop Series

SKO & Workshop One – January/February



- Orientation
- Understanding Current Conditions
- Category Development

Workshop Two – April

- Category Review and Sorting with Staff
- Category Sorting with the Public
- Pyramid Development
- Finalize approach to Cost-of-Service work

Workshop Three – May

- Review and discuss current Cost of Service
- Set Tier Targets (cost recovery goals)
- Identify challenges and recommendations

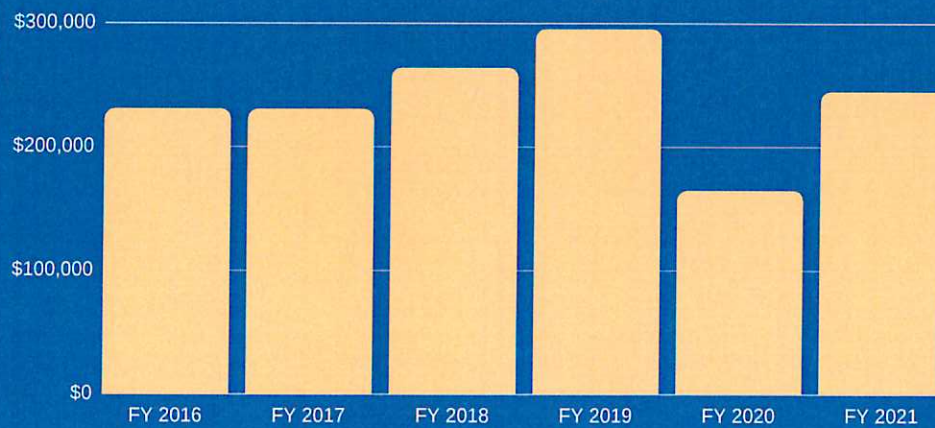


Thank you

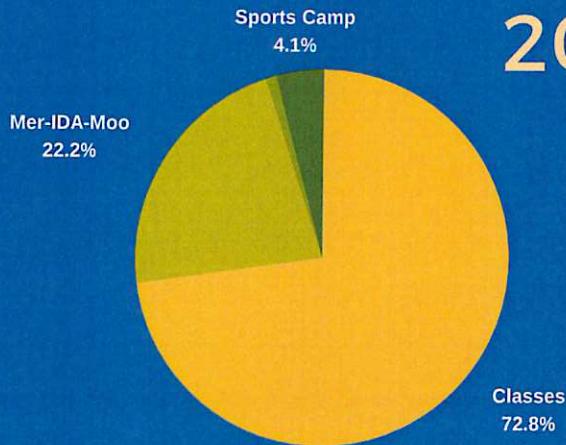
# CLASSES & CAMPS

Parks & Recreation Commission  
February 9, 2022

## REVENUE HISTORY



# REVENUE BREAKDOWN 2021



## 2021 CLASS/CAMP SUCCESSES

### CAMP MER-IDA-MOO

2021 - 513 kids attended camp  
June 21 - August 13

### SPORTS CAMP

2021 - 233 kids attended camp  
June 14 - August 6

### OUTDOOR ADVENTURE

12 kids attended camp  
August 16 - August 20  
\*only ran 1 week of camp due to COVID - 19

### 2021 CLASSES

Offered over 600 classes  
Over 4,000 people participated in classes





# WHAT DOES 2022 LOOK LIKE?

## RUNNING AT 2 SITES (SCHOOLS)

Will add additional schools if have adequate staff

## SPORTS CAMP

Heroes Park  
Gordon Harris  
Homecourt

## OUTDOOR ADVENTURE

Rafting, Bogus Basin,  
Swimming

## ACTIVITIES

Tennis, youth art, photography  
Pickleball, line dancing, gymnastics  
Martial arts, fencing, & more

What classes do we offer?



# LOCATIONS OF CLASSES



**MERIDIAN COMMUNITY CENTER**



**MERIDIAN HOMECOURT**

\*WE DO HOST SOME CLASSES AND CAMPS AT A FEW WEST ADA SCHOOLS

Meridian Community Center - Availability																	
OCCUPIED TIMES																	
Jan 2022 - May 2022																	
Main Room							Art Room										
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					8:00												
					9:15												
																	10:00
			11:00														
	12:30		1:30														12:00
	1:30																
	4:30		4:30														
		5:30		5:30													
		6:30															
	8:00		8:00	8:00									8:00			8:00	

Workshops Offered Sporadically  
If interested please submit date requests

Page 1

**Meridian Homecourt - Availability**  
Jan 2022 - May 2022

**OCCUPIED TIMES**

	Monday	Tuesday	Bay 5 Wednesday	Thursday	Friday	Saturday	Sunday
8am					8:30		
9am	9:30	9:30	9:30	9:30		9:30	
10am	10:30	10:30	10:30			10:30	
11am							
12pm	12:00		11:45 12:30	12:00			
1pm				1:15	2:00		
2pm				2:45			
3pm							
4pm							4:00
5pm	4:30	5:00	4:30	5:00	4:30		
6pm							
7pm			7:30				7:00
8pm	8:30			8:30	8:00		
9pm							
10pm		10:00					

# HOW DO PEOPLE HEAR ABOUT OUR CLASSES?



Activity Guides



Email Blasts



Social Media

# CURRENT HAPPENINGS

WORKING ON SUMMER 2022  
GUIDE

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HIRING SUMMER CAMP  
COORDINATOR

---

PLANNING SUMMER CAMP  
2022

# QUESTIONS? COMMENTS?

Jenna Fletcher. [jfletcher@meridiacity.org](mailto:jfletcher@meridiacity.org)