

Visalia Parks & Recreation Commission
Meeting Minutes of the Regular Meeting on
November 21, 2017

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, Nov. 21, 2017, at Visalia City Council Chambers. The meeting was called to order by Chair Filiponi at 5:30 p.m.

Present: Shann Blue, Peter Thomas, Ben Filiponi, Steve Woods, and Patrick Lozano

Absent: Lisa Walsh, Rick Eastes

Staff: Jeannie Greenwood, Laurissa Roggenkamp, Jeff Fultz, and Brenda Fernandes

1. **Review and Approval Minutes** – Correction on item 2, Public Comment, the name of the guest regarding the Skate Park, guest was Eddy Alonzo, not Eddy Lozano. The meeting minutes, as amended, of October 17, 2017, were motioned for approval by Commissioner Woods, seconded by Lozano and approved 5-0.
2. **Public Comment** – None.
3. **Senior Center Fee Waiver Reports** – Recreation Manager, Laurissa Roggenkamp, reviewed the staff report and recommendations from the Senior Advisory Committee for the 2018 Senior Center Facility Fee Waiver requests. For the past 11 years, the City staff had worked with the Senior Advisory Committee, to understand non-city programs that are offered at the Senior Center. Requests for fee waivers or reduced fees waivers have a process in place requiring applications to be submitted in October for review by the staff, then recommendations are submitted for Senior Advisory Committee and Parks and Recreation Commission review prior to going to the Council for approval. The committee assures that all the conditions are fair and consistent for all the user groups. Application requests are down from previous years with only two groups are requesting waivers; The Gadabouts (501c3) no collected fees, but accept donations, arranges trips for seniors, amount for waiver requested, \$2,294.00. Second group is the Senior Bingo program (501c3), the amount for waiver request is \$39,993.00. Senior Advisory Committee has reviewed and recommended approval of waiver requests, with the conditions that the City of Visalia is added as an additional insured, also that a representative from each of these organizations attend the Senior Advisory Committee meetings each month. Each program must provide information to the Senior Business Office, for consumer information on programs. Applications must be resubmitted each October for upcoming year.

Commissioner Filiponi, asked about attendance at required meeting. Laurissa assured required attendance is being fulfilled.

Commissioner Thomas motioned to accept the Senior Advisory Committee recommendation, Commissioner Blue seconded and approved 4 – 0. Commission recommendation will move forward to the City Council for approval.

4. **Annual Report for Park Rental & Facility Management** – Recreation Manager, Laurissa Roggenkamp, provided a PowerPoint presentation on annual park and facility rentals, contracts and management. Laurissa Roggenkamp and Holly Ellis, Senior Center Coordinator, work together in

Facility Management. Business office staff plays a vital role in booking facilities and communicating with the Parks Division. This staff manages the City's 37 reservable picnic areas featuring arbors, BBQ pits, play areas and walking trails for rent throughout our 16 parks. Seven indoor facilities are available for booking; each with its own unique amenities, such as dance studios, and gymnasiums for rent. Overall bookings have decreased over the years, mainly due to the increase in department programming.

Contract Facilities: Proteus used the Whitman Village Center; contract was discontinued July 1, 2017, and Pro Youth will begin using Whitman Village Center in December. Tulare County Office of Education (TCOE) has a preschool program at Manuel F. Hernandez Community Center and the Fairview Center is used exclusively by TCOE. TCOE recently began a contract for the Lincoln Oval building. Family F.O.C.U.S. owns the portable buildings at Whitendale Park and has a land use agreement with the City to operate a preschool-daycare center. The Theatre Arts Alliance Group has rented the Rawhide Room for classes and rehearsals.

Chair Filiponi asked if the department keeps monthly park rental reports to determine if rentals are affected by wetter months. Laurissa reported that staff does not have a regularly updated tally report; however reports can be pulled from the recreation management software system to determine how the weather affects rentals from one year to another.

5. **Make-a-Difference Day** – Jeff Fultz, Urban Forestry Supervisor provided a PowerPoint presentation about the great success of the Make a Difference Day, providing a great service the City of Visalia, which was held on October 28th. 9:00 a.m. - 12:00 noon. Volunteers planted trees, replaced plants and surface materials, and performed general cleanup. Mr. Fultz reported on various projects at five locations. The 5 sites were, Piano Storm Basin, Lincoln Oval Park, Rotary Park, Soroptimist Park, and Packwood Trail. They had 296 volunteers providing 325 labor hours, these volunteers were the key to its success. Visalia's Mayor Gubler, provided root beer floats, at Lions Park as a way to thank the volunteers for their efforts.

6. Updates on City Council Reports & City Staff Announcements:

Upcoming Programs and Events – Recreation Manager, Roggenkamp reported that the department will be opening the Ice Rink at Garden Street Plaza on December 2nd. This will be the third year of the Ice Rink. Staff will be building the 30'x90' ice rink the week of November 29th. Park Maintenance staff will be assisting. There are several special events occurring at the ice rink over the six week run. Events include Free Admission with Toy Donation on December 9th (donations going to the Manuel F. Hernandez Community Center Drop-In participants), Free Admission sponsored by Downtown Visalians on December 14th, Photos with Santa on December 16th, three ½ Price Admissions afternoons December 19th – 21st, and six \$5 Family Movie Nights.

The Senior Center Classic Christmas Luncheon will be held on Friday, December 22nd.
New Facility Software being implemented soon.

Upcoming Parks & Urban Forestry Projects, Programs & Special Events – Mr. Jeff Fultz reported that park staff is currently catching up on repairs from summer events, such as playground equipment repairs, and projects like assisting with the Ice Rink. No major projects scheduled at this time, but some things happening are Modoc and Santa Fe Bike Paths continuing to be constructed; a walkthrough or ride your bike through the median at Riggins and St Johns Parkway has been completed with asphalt

laid; will be continuing to construct the Santa Fe Trail to connect the St Johns Trail; across Riggins and St Johns with a light standard for use to cross. Working on the 95% plans on the St. Johns trail east of Dinuba Blvd., seeing 100% plans soon. November 20th, Council approved funding for the bridge to cross Mill Creek Ditch at Shirk for Mill Creek Trail to connect. Currently working with Finance to get Measure N staff hired, at least one maintenance person, one urban forestry inspector, and rearranging current internal staff. After the Christmas Parade, staff will be cleaning up.

Directors Report on Administrative Items: Director Greenwood reported on:

- New City Manager, Randy Groom, currently Exeter's City Manager, will be replacing Mike Olmos starting January 2, 2018. Mike Olmos is retiring, his last day is December 29th. Mike Olmos was honored as "Man of the Year" by the Tulare/Kings Hispanic Chamber.
- Active Net, the industry leader, will be replacing our current software as Laurissa reported. This will include a three month activation plan. Our current system has been in place eleven years and Active Net will be able to implement current data into the new system. Plans were to go live in the spring, but now it looks more like it will be our summer session.
- 2018 Visalia Senior Games registration is open. Events are in March again as they were last year.
- Council approved the Commission recommendations for HRP Grant and CDBG funding. Council did ask if any outreach was done to neighbors of community campus to confirm that the community garden project was the better project for that parcel vs. turf the area for more open play space. Group was not surveyed because we knew that ProYouth's proposal for use of the Whitman Center relied heavily on use of their existing garden for their ag science program, which will be going away. We thought that would be a great fit to continue that program. We also liked the fact that Pro Youth would maintain the and the garden, not needing City resources for upkeep. We are now asking questions to see what makes the most sense in this area by discussing it with Proteus, Pro Youth, Police Department, Boy Scouts, CSET and the North Visalia Neighborhood Advisory Committee. Going through the process then we will send it to State and modify our application. The other part of that funding cycle, \$5,000 was allocated to complete the security camera project at Lincoln Oval Park. Meeting with the Project Manager and the PD next week to determine who will monitor cameras and take care of any downloading if needed.
- AYSO's 10 year contract is ending. Staff is waiting on a Letter of Interest from AYSO stating that they would like to continue using Riverway Sports Park. When letter is received, negotiations for a new contract will begin. Requested Commissioners to help with negotiations. Jeannie will email invite with details to Commissioners once a date has been set.
- City Council's Annual Retreat is scheduled for February 2018.
- ProYouth will be moving into the Wittman Community Center, their projected date is December 18th, however the facility is still undergoing improvements.
- Jeannie is putting together a small grant focus group to help select a project to be submitted for a Land and Water Conservation Fund (LWCF) grant. Great opportunity for commission participation. Have many great potential projects that we could be eligible for. If interested email Jeannie.
- New recreation software, by Active Net will replace current outdated software. It will require 3 months to implement. Planning to launch in the summer of 2018.
- Southside Community Center will be having a second Public Input meeting on Thursday, December 7th at the Whitendale Community Center, 6 p.m.

Commissioner Woods requested a summary of invites to be sent out to commissioners. Commission asked for City staff to give a Trail Update at a future meeting.

7. Commissioner's Requests & Comments:

- **Parks and Recreation Foundation Report**–Vice Chair Woods reported the trailer is done. The Giving Tuesday will be pushing for additional funds for the mural. September 22, 2018 date set for Fromage Frolic. Visalia Love Your Parks had first subcommittee meeting, duties have been assigned. February 25th has been chosen as the possible Annual Parks Anniversary date, because Visalia's first official park, North Park, now called Oval Park, was established on that date in 1875. \$1,000. Wal Mart Grant was received help defray purchase of corn hole boards. New signs installed on the trail east of Perry Park. Four Hopper Passes to Disneyland and 4 pack of Shuttle passes to Sequoia Park for the drawing on December 16th at Garden Plaza. 200 tickets were quickly sold at \$10. each. All the tickets sold within one week.
- \$10k will hopefully be raised with the Fromage Frolic and there are 10 groups vying for \$500, they are looking for funding for exercise equipment, and for a Miki Park bench.
- **Waterways & Trails** – Commissioner Filioponi suggested inviting WWTC, Thaddeus Van Essendelft, to attend the next meeting, be introduced to the Commissioners, and give an overview of the Greenways Trail project. Last meeting discussed the funding received for the first phase of the Greenways Trail; Engineer Thaddues gave a small presentation of the overall trail project going under SCE lines, Phase 1 runs from Mineral King to Houston, and reviewed current project list
- **North Visalia Advisory** - Commissioner Thomas asked guest, Bob Ludekens, to report at the end of the session. He spoke of surveying business on Dinuba Blvd. Survey revealed “homelessness” as biggest concern for local business as well as trash being thrown everywhere. Concerned about needing crosswalk put in at Dinuba and Vine; eight people injured trying to cross there.
- **Park Ordinance Review** – Vice Chair Wood, nothing to report on sign ordinance, meeting had to be rescheduled to November 30th.
- **South Side Community Center** - Commissioner Blue, nothing to report.

8. The next meeting, December 19, 2017.

9. Motion to adjourn at 6:35 p.m. by Commissioner Blue, seconded by Commissioner Woods. Motion passed 4-0.

Respectfully submitted by,

Brenda Fernandes
Office Assistant