

APPROVED

**Visalia Parks & Recreation Commission
Meeting Minutes
January 21, 2020**

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, January 21, 2020 in the Administration Board Room at the City Administration Building, 220 N. Santa Fe Street. The meeting was called to order by Commission Chair Steven Woods at 5:30pm.

Present: Steven Woods, Patrick Lozano, Ben Filiponi, Rick Eastes, Shann Blue, Lisa Walsh (Alternate Commissioner) and Nancy Hawkins (Alternate Commissioner)

City Staff: Leslie Caviglia, Laurissa Roggenkamp, Eric Ferreira, Tracy Robertshaw, Tim Skobel, Joel Hooyer and Kathleen Machado

Guests: Mr. and Mrs. Brandon Morse, Plaza Park Raceway

1. **Public Comment:** None

2. **Review and Approve Minutes**

The minutes of the December 17, 2019 regular meeting were motioned for approval by Commissioner Lozano and seconded by Commissioner Filiponi. The motion carried 5-0.

3. **Review 2020 Plaza Raceway Schedule**

Recreation Manager Laurissa Roggenkamp presented a staff report for the annual review of proposed Plaza Park Raceway Schedule. Report content included lease background between the City and Morse Racing Promotions, LLC. A proposed 2020 event schedule was also presented for review and approval.

RECOMMENDATION: City staff recommends that the Visalia Parks & Recreation Commission approve the proposed 2020 Plaza Park Raceway schedule as submitted, and authorize the Director of Parks and Recreation to issue a permit for the days and times specified on the schedule.

Manager Roggenkamp introduced Mr. Brandon Morse of Morse Racing Promotions, LLC to the commissioners to answer any questions.

MOTION: Commissioner Lozano motioned to approve the staff recommendation as presented. Commissioner Blue seconded. The motion carried 5-0.

4. **2019 Park Maintenance & Ranger Annual Report**

Park Maintenance Supervisor Tim Skobel presented a 2019 staff report and Power Point presentation to the Commission. Staff report content included work schedules and duties of the full-time and part-time Park Rangers, challenges stemmed from transients in the parks, benefits of the Park Ranger Program and future needs of the program.

Supervisor Skobel's 2019 Annual Park Maintenance Power Point presentation included Park Maintenance Contracts and their costs, Parks Division staffing hours and duties, depicted pictures of significant maintenance affected events and issues related to parks, and listed future goals for the Parks Maintenance Division.

APPROVED

Commissioner Eastes commented City trees that had been planted through grant funding are now creating concrete issues requiring money for repair, and asked if addressing this issue has been discussed.

Supervisor Skobel said that this is a reality of tree growth; that some trees need bigger space. Commissioner Eastes added that those who handle the tree maintenance repairs be consulted when applying for grant money related to tree plantings. Parks & Urban Forestry Supervisor Joel Hooyer said that the City is working more with the Urban Tree Foundation to get maintenance and planting funding.

Commissioner Filiponi asked if the mowing contractor can be required to use a mulching mower. Supervisor Skobel said that the species of grass grows extremely fast, and that mowing will now take place weekly. He added that they will make an attempt in March to get crabgrass under control before it germinates.

Commissioner Eastes asked if the same brand of irrigation replacement parts are purchased to remain consistent. Supervisor Skobel said that they do.

Commissioner Lozano asked if picnic arbors that are deemed unsafe will be removed. Supervisor Skobel said he would visit the parks and have any unsafe picnic arbors torn down.

Commissioner Eastes suggested Supervisor Skobel give maintenance perspective input when a landscape grant is written.

Supervisor Skobel's 2019 Park Ranger Program Report provided program background, described Park Ranger authority and assigned duties, compared 2018 to 2019 notable public contacts by the Rangers, credited Park Ranger Program benefits and listed future needs of the program.

Commissioner Lozano commented that names aren't captured and recorded onto a database when verbal warnings are issued. He added if there is a repeated time that an individual has to be dealt with they need to be given a Notice to Appear. His concern is more so for dangerous and/or damaging situations.

Neighborhood Preservation Manager, Tracy Robertshaw explained the Park Ranger has no law enforcement ability. The Park Rangers have radio devices to contact Visalia Police.

Commissioner Lozano expressed frustration that the report listed one call to Visalia Police Department over a reservation conflict; rather than the reported offenses such as illegally drinking alcohol in parks.

Assistant City Manager Leslie Caviglia stated that the 2019 Ranger Program Report needed to be tabled for another meeting, in order to address commission's items of concern.

5. 2019 Parks and Facilities Rentals Annual Report

Recreation Manager Laurissa Roggenkamp gave a staff report and a Power Point presentation for the annual review of 2019 Parks and Facilities Rentals. Staff report content showed City park areas and indoor facilities made available to the public to reserve for private and public events, cited 2017-2019 year-to-year booking and revenue comparisons, mentioned lease contracts managed by Parks and Recreation Staff, listed challenges, facility improvement projects, and goals for 2020.

6. Senior Meal Contract and Price Increase

Recreation Manager Laurissa Roggenkamp presented a staff report on the Senior Meal Program Contract and proposed meal price increase. At the end of the service provider contract due to expire June 2019 staff requested authorization to continue with a month-to-month contract until a Request for Proposal (RFP) could be developed and finalized. In October 2019 an RFP was developed and advertised. Sue Sa's Creative Catering submitted the only proposal and was awarded the contract. Staff is proposing an increase to the meal pricing in order to balance tax subsidy and participant fees.

RECOMMENDATION: Staff is requesting the Parks and Recreation Commission make a recommendation to City Council that they approve the contract with Sue Sa's Creative Catering.

RECOMMENDATION: Staff is requesting the Parks and Recreation Commission make a recommendation to City Council to approve an increase of the meal pricing to \$6/meal, \$4.50 for Visalia residents ages 55 years and over, and an additional cost of 50 cents for take-out meals.

Commissioner Blue asked if staff checks the Senior Meal participant ID's. Manager Roggenkamp confirmed that Seniors who visit the center complete a form that collects participant contact information, emergency contacts and a liability waiver thereby confirming city of residence.

Alternate Commissioner Walsh asked who will be maintaining the food license. Manager Roggenkamp explained that the contract states that the service provider is responsible for all applicable insurance, permits and licensing. City Staff who handle food are required to have Food Handler permits.

MOTION: Commissioner Lozano motioned to approve the staff recommendation to approve the Contract with Sue Sa's Creative Catering as presented. Commissioner Filiponi seconded. The motion carried 5-0.

MOTION: Commissioner Lozano motioned to approve the staff recommendation to increase Senior Meal Program pricing as presented. Commission Chair Woods seconded. The motion carried 5-0.

7. Update on City Council Reports and City Staff Announcements:

Recreation Programs/Special Events

Laurissa Roggenkamp, Recreation Manager

Manager Roggenkamp will present an Ice Rink report at the February Commission meeting.

1/24/20 - The Live & Play Activities Guide Spring edition will mail. Spring registration opens 2/1/20.

1/24/20 - 'The Big Game Day' luncheon at the Visalia Senior Center

2/1/20 – Youth Sports Discount Day (Online only)

2/13/20 – Galantine's Lunch at Visalia Senior Center

2/14/20 – Sweetheart Luncheon at the Visalia Senior Center

2/14/20 & 2/15/20 – Father Daughter Dance

2/18/20 – Parks & Recreation Commission meeting at City Administration Building

Administrative Items

Laurissa Roggenkamp, Recreation Manager

Manager Roggenkamp will be taking the Senior Meal Contract with the Meal Price Increase and the

APPROVED

Portable Restroom Contract to City Council on 2/3/20.

The City is working with Bill Lynch of Momentum Broadcasting and the Community Enhancement Foundation on the free summer concerts.

Recreation Staff is preparing summer work plans.

The Parks & Recreation Director position has been advertised. Park Maintenance, Urban Forestry, Recreation, Building Maintenance, Facility and Contract Management will be overseen by the new department head.

The Parks & Urban Forestry Manager position has been advertised.

Community Enhancement Foundation Report

Commission Chair Steven Woods and Alternate Commissioner Lisa Walsh

The next Community Enhancement Foundation meeting will be on 1/23/20.

Working with Hydrite on a grant for new projectors.

Looking for a van donation for the Visalia Senior Center.

The Perry family wants to update Perry Family Park.

Working on the KJUG Concert Series. May change ABC licensing.

Working on Love Your Parks Day

Pillars of Fame Sub-Committee

Commissioner Rick Eastes

The Pillars of Fame meeting has been postponed until 1/29/20. Will have a report next month.

Greenway Trail Naming Subcommittee

The Greenway Trail Naming Subcommittee hasn't met.

8. Adjourn to the Regular Meeting of Tuesday, February 18, 2020

MOTION: Commissioner Blue motioned to adjourn the meeting at 7:20pm. Commissioner Filiponi seconded the motion. Motion carried 4-0.