

**Visalia Parks & Recreation Commission
Meeting Minutes
April 11, 2023**

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a special meeting on Tuesday, April 11, 2023, at City Hall West located at 707 W. Acequia Avenue, in Council Chambers. The meeting was called to order by Commission Chair Lisa Walsh at 5:38pm.

Members Present: Lisa Walsh, Samantha Wagner and Edgardo Monroy

City Staff: Kelli Kincaid, Laurissa Roggenkamp, Alvin Dias and Kathleen Machado

1. **Public Comment:** None
2. **Review and Approve the Minutes of the Special Meeting of March 1, 2023**
MOTION: Motion to approve the minutes as presented, Wagner/Monroy; Motion carried 3-0
3. **Review and Approve Rates and Fees – Laurissa Roggenkamp, Recreation Manager**

Recommendation for Motion:

Move to recommend to City Council the approval of the Recreation Program Fee Philosophy and fee schedules for picnic and special use, facility reservation, and athletic and miscellaneous facility use.

MOTION: Motion to approve as presented – Wagner/Monroy; Motion carried 3-0

4. **Update on City Council Reports & City Staff Announcements**
 - **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**
 - 4/15/23 Mother & Son Dance at Visalia Convention Center
 - 4/15/23-4/16/23 Tulare County Renaissance Fair at Plaza Park
 - Recruiting Aquatics Staff
 - 4/24/23 Digital Live and Play Activities Guide launches
 - Working on implementing QR codes in parks for rental spaces that includes reservation information
 - **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Facilities Manager**
 - Oval Park fencing project is finished
 - Village Park playground scheduled for installation next week
 - Rawhide Red Zone deck should be ready for opening day
 - Park Ranger interviews scheduled for this coming Thursday
 - Quadrant K maintenance contract bid going to Council for approval
 - Riverway Sports Park well is going to Council for mid-year to allocate funds for replacement
 - Staff will be at St. John’s River tomorrow cleaning out under the roadways
 - Staff keeping busy with trees that continue to fall
 - **Administrative Items – Kelli Kincaid, Parks & Recreation Director**
 - Party for the Planet
 - Kick-off event 4/1/23 at the Visalia Library
 - Next event will be Spring into Action at Cherry Meadows Park, 2:30-4:30pm on 4/19/23
 - 4/29/23 last event at Summers Park in partnership with Dia de los Ninos, 11:00am-2:00pm
 - New Department Division – Animal Services
 - Manager interviews this coming Friday
 - Staff taking walking inspection tours in parks to inventory assets; looking for areas needing replacement, repairing, refurbishing; working with staff to develop a plan to keep up with the multi-use of indoor and outdoor facilities

APPROVED 5/11/23

- Interviews need to be planned to fill commissioner vacancies; 5 recommended names need to be presented to City Council

5. Commission Requests and Comments:

- **Visalia Community Enhancement Foundation Report** – *Lisa Walsh, Commission Chair*
 - Had a micro chalk walk at 4/1/23 event
 - Looking for an update on the Visalia Senior Center Bingo program
 - Next meeting will be at the end of May 2023

6. Adjourn to the Regular Meeting of Tuesday, May 9, 2023

- Meeting adjourned at 6:22pm

MOTION: Motion to adjourn, Monroy/Wagner; Motion carried 3-0

Respectfully submitted,
Kathleen Machado
Senior Administrative Assistant
City of Visalia, Parks & Recreation Department