

**Visalia Parks & Recreation Commission  
Meeting Minutes  
October 10, 2023**

**Call to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, October 10, 2023, at City Hall West located at 707 W. Acequia Avenue, in Council Chambers. The meeting was called to order by Commission Vice-Chair Samantha Wagner at 5:30pm.

**Members Present:** Samantha Wagner, Edgardo Monroy, Janelle Hickey, and Zachary Boudreaux

**City Staff:** Kelli Kincaid, Laurissa Roggenkamp, Alvin Dias, Eric Ferreira, Holly Ellis, Ramsey Ochoa, Emily Scarborough, Karee Virrey, and Kathleen Machado

**1. Public Comment:**

- None

**2. Review and Approve the Minutes of the Regular Meeting of September 12, 2023**

**MOTION:** Motion to approve the minutes as presented, Monroy/Hickey; Motion carried 4-0

**3. 2023 Recreation Summer Recap Power Point Presentation – Laurissa Roggenkamp, Recreation Manager and Recreation Division Staff**

- Laurissa Roggenkamp, Recreation Manager
  - Live & Play Guide
  - Special Events
  - Public Meetings
  - Partnerships & Sponsorships
  - Presentation to City Departments
  - Camp Kaboom Summer Day Camp
  - Drop-In at The Manuel
  - Online vs. In-person transactions
- Emily Scarborough, Recreation Coordinator
  - Aquatics
- Karee Virrey, Recreation Coordinator
  - Youth Sports Camps & Clinics
- Ramsey Ochoa, Recreation Coordinator
  - Adults Sports Leagues
- Holly Ellis, Recreation Coordinator
  - Enrichment Programs
  - Visalia Senior Center
- Eric Ferreira, Recreation Supervisor
  - Facility Rentals

**4. Reports and Announcements**

- **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**
  - Calendar of Events
    - 10/13 – Visalia Senior Center Open House
    - 10/20 – Movies in the Park
    - 10/22 – Community Bike Ride event at Riverway Sports Park in the Special Events Promenade
    - 10/28 – Halloween Zumba Party at Visalia Senior Center
    - 10/31 – Spooktacular Party at Manuel Hernandez Community Center
    - 11/3 – Dia de Los Muertos in Downtown Visalia

- 11/4 & 11/5 - Visalia Senior Games (Events: Pickleball, Archery, Table Tennis and Disc Golf)
- 11/10 – City of Visalia offices closed observing Veterans Day holiday
- 11/13 – Winter programs registration opens, and digital Live & Play Guide goes live
- 11/14 – Parks & Recreation Commission meeting
- 11/17 – Day of Thanks at Manuel Hernandez Community Center
- Recreation Supervisor recruitment update
- Thank you to Commissioners Wagner and Hickey for sitting on judges panel for Corporate Games
- 10/6/23 City of Visalia Centennial Celebration and Movies in the Park recap
- **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Facilities Manager**
  - Parks & Urban Forestry
    - ARPA Projects Update
      - 10/12 – Whitendale Park arbor structure replacements bid closes
      - Next week solar lighting that surrounds playground at Riverbend, Houk and Pinkham Parks bid closes
      - Working on picnic table design
    - Staff is working on lighting at multiple parks with issues caused by vandalism
    - Site inspections for construction of pocket parks
    - Riverway Phase VI – Dog Park approved by City Council
  - Recruitments
    - Offers have been made
      - Lead Custodian City of Visalia hourly employee promoted to fill position
      - Parks & Urban Forestry Supervisor – promotion for internal candidate
      - Landscape & Irrigation Tech - promotion for internal candidate
    - Recruiting for vacancies from positions that became open with internal candidate promotions
- **Administrative Items – Kelli Kincaid, Parks & Recreation Director**
  - Gave praises to all the Parks & Recreation Department staff

**5. Commission Requests and Comments:**

- Commissioner Monroy complimented staff on their hard work
- Commissioner Hickey complimented staff and the Corporate Games event
- Commissioner Boudreaux encouraged staff to reach out to Cal Water for collaboration
- Commissioner Wagner
  - Enjoyed Corporate Games very much
  - Participated in a video that promotes sitting on City of Visalia committees and commissions

**6. Adjournment -**

- Meeting adjourned at 6:42pm

**MOTION:** Motion to adjourn, Hickey/Monroy; Motion carried 4-0

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