

Approved 1/9/24

**Visalia Parks & Recreation Commission
Meeting Minutes
December 14, 2023**

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a Special meeting on Thursday, December 14, 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, Holly Ellis, and Kathleen Machado

1. Public Comment:

- None

2. Review and Approve the Minutes of the Regular Meeting of October 10, 2023

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

3. Review of Visalia Gadabouts User Requests for Fee Waivers –Discussion lead by Holly Ellis, Recreation Supervisor

- City Staff Recommendations: (In order of Staff preference)
 - 1) The Parks & Recreation Commission moves to recommend to City Council that applicants pay direct cost of staffing and waive facility rental fee.
 - 2) The Parks & Recreation Commission moves to recommend to City Council a full facility waiver.
 - 3) The parks & Recreation Commission moves to recommend to City Council that applicants request is denied for fee waiver/reduced fee.
 - 4) The Parks & Recreation Commission moves to direct staff to look at other alternatives.

MOTION: Recommendation #1 – The Parks & Recreation Commission moves to recommend to the City Council that applicants pay direct cost of staffing and waive facility rental fee. Motion carried 4-0; Monroy/Hickey

4. Commission Selection for Chair and Vice-Chair Seats – Discussion lead by Samantha Wagner, Commission Vice-Chair and Laurissa Roggenkamp, Recreation Supervisor

- Commissioner nominated Samantha Wagner as Commission Chair. Commissioner Wagner accepted the nomination. There were no other nominations. All were in favor, 4-0.
- Commissioner Boudreaux nominated Edgardo Monroy as Commission Vice- Chair. Commissioner Monroy accepted the nomination. There were no other nominations. All were in favor, 4-0.

5. Reports and Announcements:

• **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**

- Calendar of Events
 - 12/15 – Visalia Senior Center Christmas Luncheon; 201 tickets sold
 - 12/18 – Summers Park 3-Point Contest
 - 12/19 – Whitendale Community Center Open House
 - 12/25, 12/26 & 1/1 – City offices closed
 - 1/1 – PAL Resolution Run
 - 1/9 – Parks & Recreation Commission meeting
 - 1/11 – Visalia Senior Center Winter Dance
 - 1/13 – Youth Basketball League begins; 670 registered
 - 12/12 – Holly Jolly Jingle; 250 attendees
- Recreation Coordinator recruitment update
- Staff are preparing Spring 2024 workplans, and recruiting instructors
- Staff are working on budgets
- Staff are developing a survey to reach out to the community for input on a proposal from the pickleball player community requesting to modify the Plaza Park tennis courts to multi-use courts

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- **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Facilities Manager**
 - Parks & Urban Forestry
 - Cleaning up leaves city wide
 - Work on lights and timers; replacing lights with LED
 - Approached by Pickleball Visalia who are willing to purchase LED fixtures for Plaza Park pickleball courts which staff will be installing
 - Catching up on fixing summer irrigation issues
 - Lennar Homes (Dinuba/Riggin) putting in access points from neighborhood into St. John’s Trail; working with Lennar to reroute some of the trail irrigation
 - Several new pocket parks
 - 60 CIP’s submitted in the budget
 - ARPA projects update
 - Closing out CIP projects
 - Budget process – looking for cost savings and opportunities to add staff
 - Warming center now open
 - Staff assisted with the Christmas parade route clean-up
- **Administrative Items – Kelli Kincaid, Parks & Recreation Director**
 - Update - The Lofts grand opening
 - A new Arts Consortium special program called the Oval Gallery will be in the Oval Park building; includes gallery and printing shop in the Oval location. The Arts Consortium will provide the insurance for this program and pay the rent, collecting reimbursement for rent and utilities from the special program. Taking an agreement to Council to approve a new 2-Year lease with the option to renew up to 5 years. Helps the City with having a presence at that location.
 - The City is looking at piloting new business hours for customer service windows. There will be a campaign to promote and bring awareness to what’s open and what’s not. Proposed City hours will be Monday-Thursday, 7:30am-5:00pm and the Anthony Community Center open Monday-Thursday 7:30am-5:00pm and Fridays 7:30am-12:00pm. Animal Services hours extend to Tuesday-Friday, 8:00am-7:00pm and Saturdays, 8:00am-12:00pm (closed Mondays). Will potentially begin mid-February.

6. Commission Requests and Comments:

- Commissioner Monroy asked how the State budget deficit affects our city/department.
 - Kelli Kincaid - ARPA fund for projects Alvin mentioned is already in place; with the proposed CIP’s there are new expenditures, and we must be able to maintain the inventory what we already have and position ourselves for future development.
- Commissioner Hickey expressed her enjoyment of The Lofts’ grand opening and the appreciation of the facility.
- Commissioner Monroy expressed his gratitude for the Parks & Recreation department staff. Looking forward to next year.
- Commissioner Wagner appreciates the good communication (being kept up to date) and flexibility from the Parks & Recreation department staff.

7. Adjournment -

- Meeting adjourned at 6:14pm

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

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