

APPROVED

**Visalia Parks & Recreation Commission
Meeting Minutes
November 12, 2025**

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Wednesday, November 12, 2025, at City Hall West located at 707 W. Acequia Avenue, in Council Chambers. The meeting was called to order by Commission Chair Samantha Wagner at 5:30pm.

Members Present: Samantha Wagner, Kaitlyn Lusk, and Nancy Hawkins

Absent: Janelle Hickey

City Staff Present: Jason Glick, Candace Harrington, Holly Ellis, Eric Ferreira, and Kathleen Machado

1. Public Comment:

- None

2. Review and Approve the Minutes of the Regular Meeting of September 9, 2025

MOTION: Motion to approve the minutes as presented, Hawkins/Lusk; Motion carried 3-0

3. Annual Review of Requests for Fee Waivers for Non-City Organizations Utilizing the Visalia Senior Center - Discussion led by Holly Ellis, Recreation Supervisor

MOTION: City Staff Recommendation #1 – The Parks & Recreation Commission moves to recommend to City Council that applicants pay direct cost of staffing and waive facility rental fee, Hawkins/Lusk; Motion carried 3-0

4. Review and Recommendation: Facility Use Agreement with Rural Prosperity Center and Project Partners to Operate and Maintain the Community Garden at 222 NW 3rd Ave – Discussion led by Devon Jones, City of Visalia Economic Development Manager

- **Public Comment:** Bill Huott, Visalia CA (written)

MOTION: City Staff Recommendation – The Parks & Recreation Commission move to recommend to the City Council to execute a Facility Use Agreement with the Rural Prosperity Center (RPC) and project partners to operate and maintain the Community Garden at 222 NW 3rd Ave for up to five years, Lusk/Hawkins; Motion carried 3-0

5. Recreation Division Summer 2025 Recap Presentation – Discussion and Power Point presentation led by Holly Ellis, Recreation Supervisor and Eric Ferreira, Recreation Supervisor

6. Commission Vacancy Selection Sub-Committee – Discussion led by Jason Glick, Parks & Recreation Director

- Commissioners Wagner and Lusk agreed to participate on a sub-committee, to interview candidates and select one to fill the Parks & Recreation Commission vacancy, with Parks & Recreation Director Jason Glick and Recreation Manager Laurissa Roggenkamp

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7. Reports and Announcements

- **Recreation Programs and Special Events** – Jason Glick, Parks & Recreation Director
 - Special Events
 - 11/1 Tales from the Tomb (100 attended)
 - 11/14 Flicks & Flannels cancelled due to forecasted rain
 - 11/14 Youth Basketball registration ends
 - 11/26 Visalia Senior Center Thanksgiving Luncheon
 - 12/5 Jingle Jamboree
 - 12/6 Christmas at the Plaza
 - 12/9 Parks & Recreation Commission Meeting
 - 12/12 Holly Jolly Jingle
- **Parks, Urban Forestry, Facilities and Trails** – Jason Glick, Parks & Recreation Director
 - Park Projects Update
 - Recreation Park pickleball courts
 - Hired new Project Manager through the City's Engineering department to handle all the Parks & Recreation Department projects
 - Jefferson Park mini-pitch facility RFP is almost ready
 - Working Anthony Community Center gymnasium air conditioning RFP
 - Riverway Sports Park fencing project perimeter is nearly complete
 - Soccer fields turf has been seeded with rye
 - New Parks & Facilities Manager Ivan Nicar comes onboard 12/1
- **Animal Care Center** – Candace Harrington, Animal Services Manager
 - Animal intake update:
 - 526 animals taken in
 - 22 adopted
 - 35 reclaimed
 - 111 trapped, spayed/neutered, released
 - 179 sent to non-profit rescue groups
 - Working with Tulare County to offer more TNR events
 - Next events are 12/8 and 12/15
 - Participating in an adoption event coming in December, the date to be announced; Adoption Fees: \$70.00
 - Approved by City Council to apply for ASPCA Grant for up to \$95,000 to offset Return-to-Home fees and adoption prices
- **Administrative Items** – Jason Glick, Parks & Recreation Director
 - Parks and Recreation Master Plan kick-off meeting with staff scheduled for 12/4
 - Public meetings anticipated to start the second week of January 2026
 - Consultant will attend January Parks & Recreation Commission meeting
 - Neighborhood Parks (Pearl Wood Property and Elliott Property) should be going to Council in December
 - Updating the Naming Policy

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- Aquatics Facility presentation at October Council meeting as part of the Council's Strategic Planning Session.
- All staff are working on budgets

8. Commission Requests and Comments:

- Commissioner Wagner – complimented recent Spay/Neuter events and has heard good comments on the City's youth sports programs
- Commissioner Hawkins – said the trails look great

Adjournment -

- Meeting adjourned at 6:28pm

MOTION: Motion to adjourn, Hawkins/Lusk; Motion carried 3-0

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