

PARK & RECREATION COMMISSION

TUESDAY, APRIL 8, 2008 –6:00 PM
CITY COUNCIL CHAMBERS

MINUTES

PRESENT: Commissioners Raelene Lyss, Bonnie Peterson, Cynthia White, Catherine Bernard, George Graham, citizen Jim White and Administrator Patty Hickel.

ABSENT: None

1. **CALL TO ORDER**

Meeting was called to order by Administrator Patty Hickel and welcomed new commissioner George Graham.

2. **APPROVAL OF February 12, 2008 MINUTES**

The minutes of February 12, 2008 were read and approved.

3. **PUBLIC COMMENTS REGARDING ITEMS NOT ON THE AGENDA**

(No action or discussion may take place on any items brought up, but the items may be placed on next month's agenda for discussion)

Jim White addressed the Commission regarding the upcoming Mature Drivers class that the Parks and Community Services Department is going to be sponsoring. The Department has sponsored this class for the past 3 years and Mr. White is the instructor. The class is under the auspices of AARP who allows a charge of \$10 per participant for the class. The City has charged an additional \$5 to cover cost for staff to do news release, take registration and fees and provide a room for the class. Mr. White stated that under the vehicle code that the extra \$5 should not be charged. He has brought this up previously to Administrator Hickel but the City continues to charge the extra \$5 fee. There is a class being planned for the first part of May and he would like to see this resolved.

Administrator Hickel informed the Commission that it has been a long standing policy of the City on all recreation programs some type of revenue is generated to help offset cost to run department.

She acknowledged that Mr. White had spoke to her previously about this but she was under the impression that the concern was that AARP charged only \$10 and we charge \$15 and it makes it appear AARP is charging more then normal. That this time advertising for the class would be AARP fee and certificate \$10 and class adm fee \$5. Having now become aware that this is in the vehicle

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Administrator Hickel has requested that Mr. White provide to her the section of the vehicle code that it is under so she can make sure that the department is complying with the law. Mr. White was asked to submit it as soon as possible so plans can move forward on the next class. Commissioner Peterson asked Mr. White if all the City was doing was providing a room, news release, registration, collection of fees, etc. and that if for some reason the Department stayed at \$15 and he did not feel comfortable with that he would only need to find another location and be capable of doing all of the other task himself. Mr. White stated that it would require to find another sponsor or location for the class. Mr. White did inform the Commission that in other communities they only charge \$10 and nothing more. Administrator Hickel stated that is possible as they may have a policy of not charging for Sr. programs or have other arrangements. Administrator Hickel stated she felt that this could be worked out as soon as she received information on what section of the vehicle code this was in and she could review it.

4. SELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Administrator Hickel stated she had sent out a copy of the Park and Recreation Commission Ordinance that was adopted in 2003 and reviewed it with the Commission. Reminder was given to the Commissioner that they can only serve two consecutive terms and that every April a chairperson and vice chairperson were to be selected. Jamie Myers current chairperson was not reappointed therefore selection of chairperson and vice chairperson would need to be taken care of at this meeting.

Nominations were opened for chairperson with Commissioner Peterson nominating Raelene Lyss and Commissioner Graham seconding the motion. There were no other nominations and the vote was as follows:

AYES: Bernard, White, Lyss, Peterson, Graham

NOES: None

Chairperson Lyss then opened nominations for vice chairperson. Commissioner Lyss felt that it would be good to have the commissioners with the longest time served be selected as vice chair. Commissioner Bernard stated she felt that it would be good to have a new member serve in that position as this was the second consecutive term of office for all commissioners but Graham. A brief discussion ensued and nominations for vice chair were taken as follows: Commissioner Lyss nominated Commissioner Peterson, Commissioner Bernard nominated Commissioner Graham. It was moved by Commissioner White and seconded by Bernard to close nominations.

Vote was taken on the first person nominated, Commissioner Peterson and the vote was as follows:

AYES: White, Lyss, Peterson, Graham

NOES: Bernard

Being Commissioner Peterson received the majority vote there was no vote taken on Graham.

5. RECREATION PROGRAM REPORT

Administrator Hickel reported on the following recreation programs:

- Coaches meeting for mens and womens softball was held recently. There are 12 mens teams with games scheduled to start the first week in May. There are 7 womens teams and games are scheduled to start the week of May 27th
- T-Ball program has started and there are 5 teams participating. Games are on Tuesday and Thursday throughout the month of April
- Sr. Adult Canteen meets the second and last Friday of each month.
- Lifeguard training classes are going on now and will wrap up April 20th. The swimming portion of the class will be held at the Colusa Indian Wellness Center.
- Plans are being made for another Mature Drivers Class to be held the week of May 5th.
- Final decision on the last two bands to perform for Concert In The Park will be made this week. Concerts are scheduled to begin June 12th and will be held every other Thursday until August 21st.

6. REPORT ON CONCEPTUAL PLAN FOR POOL

Administrator Hickel reported that she had not heard anything further from Larry Coffman, architect who is preparing the conceptual plan for the pool. It is anticipated that he will have the first draft completed sometime in May.

7. REPORT ON PARK WORK

Administrator Hickel reported that the new restroom at CD Semple park is just about completed. The final electrical work and plumbing work needs to be completed. All work on this unit has been completed by the Public Works staff. Once all work is completed final paper work will be sent in to the State to get reimbursed as this and the play ground installation at CD Semple were with Roberti-Z'Berg park bond monies.

The new stage area at Memorial Park is completed. This is a very basic stage that will meet the needs for Concert In The Park. Sometime in the next 5 years staff would like to have a conceptual plan completed for the Memorial Park as this is the entrance to the community and a lot of improvements could be made that would provide a great entry to the City.

At the ballfields all lights have been inspected and repaired as needed. Foul ball netting has been tightened up, bolts at the base of light poles tighten and daily maintenance is being done. In the near future the Public Works staff will be re-roofing the concession-restroom facility. All materials will be paid for by the Softball Association.

At the entry gate to the tennis courts additional concrete has been poured to allow players to enter courts with out stepping in mud and tracking it into courts.

8. REPORT ON POSSIBLE PROP 40 PROJECTS

Administrator Hickel reviewed the list of priorities that the Commission established last July. The following items on the list would be completed with Prop 40 monies:

- Upgrade sprinkler system at City Hall
- Upgrade sprinkler system at Levee Park

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Install new restroom at Will S. Green Park
As time allows she will submit project application to State to receive approval to move forward with this work.

9. REPORT ON PARK AND RECREATION MASTER PLAN

Administrator Hickel reported that Foothill Associates has been selected to complete the Park and Recreation Master Plan. The City Council will take action to approve the contract at the May 6th Council meeting. The first public meeting is scheduled for June 10th and will be held in conjunction with the June Parks and Recreation Commission meeting. The Commission will have an opportunity to give input on future parks, needed improvements to existing parks, type of recreation facilities and programs desired, etc.. The completion of the Master Plan will be around the end of the year with the public and Commission given another opportunity in July for input. The Commission will be a very important part of this plan so all are encouraged to participate as much as possible.

10. REPORT ON BOAT LAUNCH

Administrator Hickel reported she spoke with the rep at State Parks and the amended construction agreement was submitted to General Services some months ago. Just in March the rep heard back from General Services with some questions and those were addressed and it is anticipated that by the first of May General Services should be complete with their review. The amended contract will then be sent to Boat and Waterways who will then move forward with placing it on the next Commission meeting agenda. It is hopeful that the project will be presented to the Commission in June at the meeting in Tahoe. Further information will be forwarded to the City once it is definite that it will make it on the June meeting agenda.

**II. THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED UNTIL
TUESDAY,
MAY 13, 2008.**