



MINUTES
CITY OF NORCO
Parks and Recreation Commission

July 14, 2014

City Council Chambers
2820 Clark Avenue, Norco, CA 92860



Corinne Holder, Chair
Geoff Kahan, Vice Chair
Richard Boyle, Commissioner
Jennifer Gable, Commissioner
Richard Hallam, Commissioner

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1. **CALL TO ORDER:** 6:33 PM
 2. **ROLL CALL**
Chair Holder, Present
Vice Chair Kahan, Present
Commissioner Boyle, Present
Commissioner Gable, Present
Commission Hallam, Present

Staff Present: **Superintendent Anglin, Superintendent Scagnamiglio, Supervisor Koke, Supervisor Calvert, Facilities Coordinator Ireland and Executive Secretary Shepard**

3. **PLEDGE OF ALLEGIANCE** **Commission Member Kahan**
4. **PRESENTATION/S**
5. **PUBLIC COMMENTS - NONE**
6. **CONSENT CALENDAR**
 - A. **APPROVAL OF MINUTES – May 12, 2014**

END OF CONSENT CALENDAR

M/S Kahan/Hallam to approve the consent calendar items with the corrections as stated.

AYES: Boyle, Gable, Hallam, Holder, Kahan

Motion Passed

7. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS

8. DIRECTOR ACTION ITEMS - NONE

9. DEPARTMENT REPORTS

A. Department Operations Report Recreation and Community Services
Superintendent Anglin presented an overview of the Staff Report that was provided to the Commission.

B. Department Operations Report Parks and Building Maintenance
Supervisor Koke presented an overview of the Staff Report that was provided to the Commission. In response to Commissioner Boyle's questions, Director Petree further explained the compaction process for the grounds of the arenas.

C. Department Operations Report George Ingalls Equestrian Event Center Facilities Coordinator Ireland presented an overview of the Staff Report that was provided to the Commission. Director Petree advised Commission that staff is currently looking into whether or not it would be feasible to purchase stalls rather than rent them.

D. Department Operations Report Animal Control Services
Superintendent Scagnamiglio presented an overview of the Staff Report that was provided to the Commission. Commissioner Hallam stated that there is a planned Norco Day at Norco Tractor Supply and he would love to see an animal adoption booth set up at the event. The date is yet to be decided.

E. Cell Site Updates
Director Petree stated the contracts have been approved as well as the CUP for AT&T at Parmenter Park. There is a site location meeting this coming Thursday for logistics. We expect to see them operational by fall. Staff will be meeting with Verizon in the near future to discuss three sites for their cell towers. Superintendent Anglin stated that the cell tower at Wayne Makin is currently going through an upgrade.

10. COMMISSION ACTION ITEMS

A. Approve Revised Norco Junior All American Football Concession Agreement
Supervisor Calvert reviewed the changes that were applied to the Concession Agreement with NJAAF. She stated that after further inquiries to the State Board of Equalization, they determined that non-profits could purchase goods and re-sell them without paying sales tax, therefore, the original agreement was no longer accurate.

M/S Boyle/Kahan to approve the NJAAF Concession Agreement.

AYES: Boyle, Gable, Hallam, Holder, Kahan

Motion Passed

11. COMMITTEE REPORTS

A. City of Norco 50th Birthday Celebration

Director Petree informed Commission that the 4th of July celebration was a long day but a great day. The event was very successful. We are currently preparing for the Day of the Cowboy which is on July 26th.

Commissioner Kahan provided an update on the Sock Hop. Tickets are ready to be purchased. They are affordable enough for the entire family to enjoy the event. With the help of the volunteers, we are looking forward to a fun and successful event.

B. George A. Ingalls Veterans Memorial Update

Director Petree stated that the framing has been completed. The initial pours for the seating have been completed. Everything is on target. Stairs going to parking lot 3 are installed. Staff had a meeting with Quick Crete and they agreed to be a sponsor by supplying the columns. They will also help with part of the memorial for George Ingalls. Staff met with Pierce Brothers Crestlawn to review concept drawings of the columns and the wall to get buy-in for granite and the legacy wall. They are on board with helping in this area and will be talking to their vendors.

Commissioner Hallam stated that he gave a presentation at the Jurupa VFW with approximately 100-150 people getting them interested in purchasing bricks.

Commissioner Kahan confirmed the deadline for the initial brick order is August 13th. They need to be purchased by that date to be a part of the Grand Opening Dedication Ceremony on Veterans Day, November 11th.

C. Special Events Update

Superintendent Anglin provided an overview of the Staff Report that was provided to the Commission.

D. Senior and Human Service Programs Update

Supervisor Calvert provided an overview of the Staff Report that was provided to the Commission.

E. Youth Sports Advisory Committee Update

Supervisor Calvert provided an overview of the Staff Report that was provided to the Commission. The sports groups have brought up concerns about vapor smoking. This subject will be on the agenda for the next Parks and Recreation Commission meeting for discussion.

F. City Infrastructure Committee Update

Chair Holder stated that at the last City Infrastructure Ad Hoc meeting the committee had decided the agenda format for each meeting and discussed why things need to be in place. Also discussed were cost of items and how much money the City actually has. The City Manager went over the needs for streets and trails and parks and buildings. The budget was discussed as well as a five year plan. It was noted how much money is being spent, what projects are in place and how little money the City has to go into the future. The group determined the priorities with the trails being the first priority followed by streets.

Commissioner Boyle stated that there may be a lot more resident's assistance if we placed a survey on the website asking for the public's opinion on what they see the priorities are.

Chair Holder suggested and encouraged everyone to attend the meetings to gain more information and be part of the process. The next meeting will be July 21st at 6:30 p.m. in Conference Rooms A & B.

ADJOURNMENT

Chair Holder adjourned the meeting in memory of Bob Allen at **8:09 p.m.**

M/S Boyle/Hallam to adjourn the meeting to the next regular meeting of September 8, 2014.

AYES: Boyle, Gable, Hallam, Holder, Kahan

Motion Passed

Robin Shepard
Executive Secretary