



**CITY OF NORCO  
PARKS AND RECREATION COMMISSION MINUTES**

**September 12, 2016  
City Council Chambers  
2820 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:30 PM

**ROLL CALL**

Geoff Kahan, Present  
Jennifer Gable, Present  
Richard Hallam, Absent  
Corinne Holder, Present  
Melissa Woodward, Present

**PLEDGE OF ALLEGIANCE**

Commissioner Holder

**PRESENTATION/S**

A. Introduction of Special Event Specialist Michele Ehrenberg  
Superintendent Anglin introduced Michele Ehrenberg as the newest member of the Parks and Recreation staff. She explained that Michele will be responsible for coordinating the special events. She stated that from the moment she met Michele, she knew she understood that Parks Make Life Better. She has done a great job since her first day and we are excited for what she brings to the table and the community and the community we serve.

Ms. Ehrenberg shared her excitement about working in the department. She stated that she hit the ground running and loves the job.

Chair Kahan stated that he is excited to work with Michele and he is impressed with what she has done so far. He stated that he feels she fits right in with the department.

**1. PUBLIC COMMENTS**

Bonnie Slager is president of the Norco Horsemen's Association. She invited everyone to candidate's night being held on Thursday. It is being sponsored by the Norco Horsemen's Association and RURAL.

**2. CONSENT CALENDAR**

- A. Approval of Minutes – September 12, 2016. **Recommended Action: Approve the Commission regular meeting minutes.**
- B. Department Operations Report Recreation and Community Services. **Recommended Action: Receive and File** (Superintendent Anglin)
- C. Department Operations Report Parks and Public Facilities. **Recommended Action: Receive and File** (Superintendent Koke)
- D. Department Operations Report George Ingalls Equestrian Event Center. **Recommended Action: Receive and File** (Facility Coordinator Ireland)

- E. Department Operations Report Animal Control Services. **Recommended Action: Receive and File** (Superintendent Scagnamiglio)
- F. Special Events Update. **Recommended Action: Receive and File** (Superintendent Anglin)
- G. Youth Sports Advisory Meeting Update. **Recommended Action: Receive and File** (Supervisor Calvert)

Commissioner Holder pulled item 2.C.

**M/S HOLDER/GABLE to approve the remaining Consent Calendar items. The motion was carried by the following roll call vote:**

**AYES: GABLE, HOLDER, KAHAN, WOODWARD**

**NOES: NONE**

**ABSENT: HALLAM**

**ABSTAIN: NONE**

**3. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS**

- 2.C. Department Operations Report Parks and Public Facilities. **Recommended Action: Receive and File** (Superintendent Koke)

Commissioner Holder pulled Item 2.C. to discuss the issue with ants in the parks. Superintendent Koke stated that there is no major threat regarding the ants. He received notice from BrightView, the landscape contractor, that the parks have been treated. Superintendent Koke offered to forward the email to the Commissioners from BrightView. Chair Kahan stated that the construction at Parmenter Park may have been the cause of the ant situation in that location.

**M/S HOLDER/GABLE to Receive and File Item 2.C. The motion was carried by the following roll call vote:**

**AYES: GABLE, HOLDER, KAHAN, WOODWARD**

**NOES: NONE**

**ABSENT: HALLAM**

**ABSTAIN: NONE**

**4. DEPARTMENT UPDATE**

- A. Cell Site Update Verbal Report –

Deputy City Manager/Director of Parks, Recreation and Community Services Petree (DCM/DPRCS) Verizon has three separate agreements with the City to build cell towers at Parmenter Park, Shearer Soccer Fields and Parking Lot 2 at the George Ingalls Equestrian Event Center (GIEEC). With each of these cell towers, Verizon is to pay the City \$20,000 for capital improvements along with their monthly rent. They will also be building a storage unit at each site to be shared by the City and Verizon. Construction has begun at Parmenter Park and at the GIEEC. At Parmenter Park the cell site is an actual sports field light pole. They are Musco poles with Musco lighting. The storage room has been completed. There are some concerns regarding the antennas and we have contacted their engineer. We have already received inquiries from ATT about a cell site at that location. Verizon site will bring in \$3,000 a month for rent. They have upgraded all of the utility in the area. The tower at

GIEEC will light the parking lot. This is a taller pole but the antennas are covered by shields that will say Horsetown, USA. This site will generate \$3,600 per month for rent. The tower at Shearer Soccer fields is not yet under construction. It will be a field lighting pole. This site will bring in \$3,000 a month rent.

In response to Vice Chair Gable, DCM/DPRCS Petree stated the GIEEC tower will be in dead center of parking lot 2. There will be bollards around it so people do not back into it. He stated that the lights will only be on only if there is activity in the parking lot and the lights will be pointed downward so there should not be problems with the lights reaching the homes. There will also be a security light attached.

Commissioner Holder stated that in the past when cell towers were discussed, there was always a request from the City to make sure the towers were decorative. She questioned why these sites are not decorative. DCM/DPRCS Petree stated that he was basically looking for lights. The shields for the lights showing Horsetown, USA will be the décor for the tower in Parking Lot 2.

#### B. Pole Barn Update Verbal Report

Superintendent Koke informed the Commission that someone ran into the pole barns with their vehicle and had done some damage that caused an issue with public safety. The pole barns are used by the Norco High School FFA during the fair so it was necessary to get them repaired as soon as possible. After receiving a report from a structural engineer, Staff decided that the best way to handle the situation was to hire a company to remove two sections of the truss to make it a safe facility. This project was completed in time for use during the fair. A temporary tent was added to make this a comfortable usable space for FFA members and their animals.

DCM/DPRCS Petree stated that FFA had raised some seed money to hopefully accumulate enough to rebuild the 4H area.

Commissioner Woodward questioned the cost to replace the structure. DCM/DPRCS Petree stated that the structure would never be replaced in the same manner. We would look at doing a metal structure; it would last longer. All the structures in that area will be evaluated in the next five to seven years. We would work with FFA for design as well as others that utilize that area. There have been weddings in that area in the past. An estimate completely off the top of his head would be about \$250,000 - \$500,000 and would be part of the CIP budget.

Commissioner Gable inquired if there was insurance on the structure. DCM/DPRCS Petree stated that we do have insurance but the deductible which starts at \$125,000 which was less than the damage.

#### C. Public Art Verbal Report

DCM/DPRCS Petree stated that the roping is in place on the north side of Moreno. The stage coach is on the northwest side of Moreno Arena. There are horses in the hills and horses on the corner of Crestview. Construction of the wall on the corner of Crestview going toward gate 5 was just finished. The barrel racer will be placed very shortly along Crestview. We will also be looking for landscaping and signage.

Superintendent Koke stated that staff is looking to place the barrel racer this coming Thursday. He invited commissioners to come out if they are interested.

**5. COMMISSIONER/STAFF COMMENTS:**

Commissioner Holder thanked arena staff for the hard work during the Rodeo and Fair. She mentioned that Keith Price spent a lot of time going under the bleachers to retrieve the many different things people drop below. She also stated that arena grooming was excellent and appreciates everyone's hard work.

Chair Kahan stated that Parks and Rec staff is the hardest working group in the City Hall. He realizes that everyone works long and extra hours. Parks and Rec staff always comes through and he appreciates it!!! It does not go unnoticed.

Supervisor Calvert invited everyone to Party Parners Family Fun Night on Sept 23<sup>rd</sup>. Come and have a good time or come and help.

Chair Kahan reminded everyone of the Veterans Day ceremony on November 11<sup>th</sup>. Promotions and advertising will be sent out shortly. The flag retirement portion of the program will be repeated again this year; the veterans from last year enjoyed being a part of that.

**ADJOURNMENT**

Chair Kahan adjourned the meeting at 7:10 p.m. to the next regular meeting scheduled for November 14, 2016 at 6:30 p.m.

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Robin Shepard  
Executive Secretary