



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

**January 13, 2020
City Council Chambers
2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER:	6:31 PM
ROLL CALL	JT Garoutte, Present Jason Boersma, Present Katie Cover, Absent Corinne Holder, Present William Naylor, Present
PLEDGE OF ALLEGIANCE	Vice Chair Boersma

PRESENTATION/S

A. Introduction of Sports Coordinator – Superintendent Anglin
Superintendent Anglin was pleased to introduce the new Sports Coordinator – Jamie Carper. Mr. Carper began working for the City at age 16 (2006-2017). She provided a short background bio on Mr. Carper and welcomed him. Mr. Carper appreciates the opportunity to be back in Norco. He invited the Commissioners to awards ceremony March 2nd and March 10th for youth basketball. Vice-Chair Boersma stated he is excited to see Jamie back; he coached his son in t-ball years ago and his son is ready to turn 18 years old!

1. PUBLIC COMMENTS

Bonnie Slager invited all to the Annual Casino Night on March 14th to raise funds for scholarships to students in the FFA program. The event will be at Nellie Weaver Hall.

2. CONSENT CALENDAR

- A. Approval of Minutes – November 4, 2019. **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** (Supervisor Ireland)
- E. Department Operations Report Animal Control Services. **Recommended Action: Receive and File** (Interim Superintendent Sparks)
- F. Youth Sports Advisory Meeting Update. **Recommended Action: Receive and File** (Supervisor Gonzalez)

- G. Park and Facility Attendance. **Recommended Action: Receive and File** (Deputy City Manager/Director of Parks Recreation and Community Services Petree)
- H. Party Partners Update. **Recommended Action: Receive and File** (Supervisor Gonzalez)
- I. Volunteer Update. **Recommended Action: Receive and File** (Superintendent Anglin)

Commissioner Naylor pulled 2.D. and 2.I.

Vice Chair Boersma pulled 2.C and 2.E.

M/S NAYLOR/BOERSMA to approve remaining consent calendar as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

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)

Vice Chair Boersma questioned if the poles on the field at the Community Center were replaced five – six years ago. Superintendent Koke stated that only one pole was replaced. Staff has a contractor coming out to inspect all poles on all fields.

Commissioner Naylor wanted to confirm the pole inspections were scheduled to be done. He also stated he saw contractors working at Neal Snipes Park on the trails after the rain. He questioned if the contractor was coming back. Superintendent Koke stated the walking trail was in the landscape maintenance contract and the horse trail was the City responsibility. The trail was graded and sandbags were placed on the trail. Commissioner Naylor asked if there are any plans for permanent diverters to avoid washout on the trails. Superintendent Koke stated there were no plans.

M/S NAYLOR/BOERSMA to approve Item 2.C. as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

2.D. Department Operations Report George Ingalls Equestrian Event Center. **Recommended Action: Receive and File (Supervisor Ireland)**

Commissioner Naylor stated he pulled Item 2.D. in error; he meant to pull 2.C.

Vice Chair Boersma stated since it was pulled, he'd like to thank Supervisor Ireland for the Marching through History event. He hopes that it will come again. It was very interesting and educational. Supervisor Ireland responded that it is scheduled again for next year.

M/S NAYLOR/HOLDER to approve Item 2.D. as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

2.E. Department Operations Report Animal Control Services. Recommended Action: Receive and File (Interim Superintendent Sparks)

Vice Chair Boersma stated he pulled this item for one reason – “Mr. Sparks, Nice to meet you!” He asked how things were going with his new appointment as Interim Superintendent. Interim Superintendent Sparks stated he has been the shadow of the previous superintendent for 6 ½ years so things are going well.

M/S BOERSMA/HOLDER to approve Item 2.E. as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

2.I. Volunteer Update. **Recommended Action: Receive and File** (Superintendent Anglin)
Commissioner Naylor discussed he recent involvement with volunteering. He expressed his appreciation of all the volunteers.

M/S NAYLOR/BOERSMA to approve Item 2.I. as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

4. **COMMISSION ACTION ITEMS**

- A. Approval of Norco Little League Facility Use Agreement and Concession Agreement – **Recommended Action: Approve Norco Little League Facility Use Agreement and Concession Agreement** (Supervisor Gonzalez)

Superintendent Anglin stated each year the Youth Sports Facility Agreement and the Concession Agreement are reviewed for any necessary revisions. The agreements were discussed and reviewed by Youth Sports Sub-Committee Member Boersma on December 17, 2019. Staff and NLL president McCray reviewed the documents on January 7, 2020. Staff has received approval from Attorney and PERMA/Risk Management after review of documents.

“Housekeeping updates” to the Facilities Agreement include an increase in restroom custodial costs and contact information for BrightView.

The revision to the Concession Agreement includes new insurance language recommended by PERMA to match same requirements as in the Facilities Agreement.

M/S BOERSMA/HOLDER to approve the NLL Facility Use Agreement and the Concession Agreement as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

- B. Approval of Norco Girls Softball Facility Use Agreement and Concession Agreement - **Recommended Action: Approve Norco Girls Softball Facility Use Agreement and Concession Agreement** (Supervisor Gonzalez)

Superintendent Anglin stated each year the Youth Sports Facility Agreement and the Concession Agreement are reviewed for any necessary revisions. The agreements were discussed and reviewed by Youth Sports Sub-Committee Member Boersma on December 17, 2019. Staff and NGS representative Cook reviewed the documents on December 18, 2019. Staff has received approval from Attorney and PERMA/Risk Management after review of documents.

“Housekeeping updates” to the Facilities Agreement include an increase in restroom custodial costs and contact information for BrightView.

The revision to the Concession Agreement includes new insurance language recommended by PERMA to match same requirements as in the Facilities Agreement.

M/S BOERSMA/HOLDER to approve the NGS Facility Use Agreement and the Concession Agreement as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

5. **SUB-COMMITTEE REPORTS**

- A. Special Events Sub Committee Report – Parade of Lights and Christmas Festival (Superintendent Anglin, Sub-Committee Members Cover and Naylor)

Superintendent stated that inadvertently Commission received a Special Event Sub Committee Report. Disregard this report; it will be brought back at a later meeting. However, there is a video presentation on the Parade of Lights. Superintendent Anglin expressed her thanks to Special Events Coordinator Jaymee Lambert for helping put the video together. The video shows an image of what a great community we have. The Spirit of Christmas bring people together. Shout out to Circle D Ranch for pulling through in a time of need when a carriage was needed to carry the Grand Marshalls. She also thanked April Mondini (resident) for all of her hard work painting the wooden decorations that were new this year. She did an excellent job.

Commissioner Holder stated she thinks this event was very well attended and praised Public Works for being efficient and removing all barriers in a timely manner.

Commissioner Naylor gave a shout out to Jaymee Lambert (Special Events Coordinator) for the layout and all decorations inside and outside of Nellie Weaver Hall.

B. Senior and Human Services Sub Committee Report (Supervisor Gonzalez, Sub-Committee Member Naylor)

Superintendent Anglin stated on December 4, the Senior Advisory Committee and the monthly S.T.A.R Volunteer meeting took place. The meeting discussed the past senior events including the annual Harvest Social, which had 108 participants. The meeting also reviewed the upcoming senior socials and senior excursions. The next S.T.A.R Volunteer meeting will take place on February 5. She shared that recent highlights that were covered in the Staff Report.

M/S NAYLOR/HOLDER to Receive and File as presented. The motion was carried by the following roll call vote:

AYES: BOERSMA, GAROUTTE, HOLDER, NAYLOR

NOES: NONE

ABSENT: COVER

ABSTAIN: NONE

6. DIRECTOR DISCUSSION ITEMS

A. Measure R Update

Superintendent Anglin provided a progress report on all projects that have been approved under Measure R. A handout was provided to the Commissioners.

7. STAFF/COMMISSION COMMENTS

Interim Superintendent Sparks informed Commission a project is ongoing for a shade structure in the Meet and Greet area of the shelter. This will help with adoptions in the summer when guests are outside interacting with potential pets to be adopted.

Supervisor Ireland invited Commission to the FFA Barn Dance February 1st. Jerry Lunde event - roping and barrel racing along with miniature bulls for youth is also in February.

Executive Secretary Shepard invited Commission to the retirement open house for Superintendent Koke and Superintendent Scagnamiglio at City Hall on January 16th 11:30-1:30.

Commissioner Holder inquired if there was a schedule for neighborhood arena grading since the rains. Superintendent Koke stated they are on a weekly schedule but will get more attention this week.

Commissioner Naylor thanked Supervisor Ireland for showing him around the event center.

Vice Chair Boersma congratulated Superintendent Koke on his retirement. He will be missed.

Chair Garoutte attended a few events recently. He attended the December 7th event (Pearl Harbor Remembrance Day) that was amazing. He also participated in the Wreaths Across America Event. Town Hall meeting is on the 27th.

ADJOURNMENT

Chair Garoutte adjourned the meeting at 7:40 p.m. to the next regular meeting scheduled for March 9, 2020 at 6:30 p.m.

Robin Shepard

Robin Shepard
Executive Secretary