



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
JANUARY 22, 2007

1. CALL TO ORDER: Chair Bash called the meeting to order at 6:35 p.m.
2. ROLL CALL: Commissioners Present: Bash, Hallam, Holder and Wagner

Commissioners Absent: Boyle

Staff Present: Director Brian Petree, Superintendent Michelle Anglin, Superintendent Chris Wyrick, Supervisor Brandi Potter, Supervisor Tricia Ridge, and Minutes Clerk Sonya Bellamy
3. PLEDGE OF ALLEGIANCE Commissioner Hallam led the Pledge of Allegiance.
4. PRESENTATION/S
A. None.
5. PUBLIC COMMENTS
A. None

ACTION ITEMS

6. A. None.

COMMITTEE REPORTS

7. A. Youth Sports Advisory Committee – Verbal Report
Commissioner Boyle and Superintendent Anglin

Superintendent Anglin reported yesterday was the quarterly meeting for the Youth Sport Advisory Committee; unfortunately, there was no meeting due to a lack of quorum. She stated Commission has receive a copy of a letter that will be sent to Norco Junior All American Football (NJAAF) and American Youth Soccer Organization (AYSO) regarding their lack of attendance at the meetings that will clarify the importance of the meeting in regards to communication and relationship with both the City and the other organizations. She added failure to attend the scheduled meetings as discussed, will bring consequences of future permits being approved and at this time there will be no permit approved until this issue is discussed with each organization.

Director Petree commented there is a meeting set up at the end of the month to discuss all concerns. He added Commissioner Boyle expressed his concern regarding the attendance of the meetings because Commission and Staff has gone through this whole process to make sure that each organization could attend each quarter and that they understood their attendance is vital to the committee and is tied to their permits.

Commissioner Wagner stated if they do not show up to the meeting or they do not follow through on whatever promises are made at the meeting, then the permit should be revoked. She added they will have to attend a Commission meeting to appeal the decision and at that time, Commission can question the attendance problem and why they do not have a representation show at the meeting four times in the year.

Director Petree commented they would have a hard time explaining to their City Council, which would be the next level of appeal, of why they cannot get someone to show up at a meeting but everyone else can. Commissioner Wagner added this might be the kind of thing that one, would get people to do what they are supposed to because they know the City will follow through on what is stated on the contract and two, if the gates are actually locked and there is no late play, parents might get outraged and they might step up to make sure that someone will get to the meeting.

Commissioner Holder agrees with Commissioner Wagner and Staff. She stated if they are not calling to say that they will not be at a meeting, they will certainly not call to say they are not using the field and do not need the lights, which was one of the major issues originally discussed, therefore, if they see that the City is going to keep their word and follow through on all of the other issues then they will make it a priority to show up at the meetings.

Superintendent Anglin commented she does not think that the organization lack of attendance is intentional. She believes that there is lack of communication among the members that need to be clarified with an understanding that if the assigned person cannot make the meeting, then he/she is responsible to call someone else to attend the meeting.

Chair Bash questioned if communication from the organizations has been received to Staff. Superintendent Anglin stated NJAAF contacted Staff the day after and informed that their representative was sick and had they known and was contacted from Staff that no one was in attendance, they would have sent someone else. She commented the responsibility to have a representative at the meeting is not on Staff, it is the organizations. She continued AYSO contacted Staff approximately thirty minutes after the meeting started that their representative could not get back into Norco on time.

Chair Bash questioned what is supposed to happen now. Superintendent Anglin stated at this time there are no open contracts, they end when the season ends. Director Petree commented that the contract will be amended to continue through to the next season so that the organization can be held accountable.

Chair Bash questioned if the contract states if they miss a certain amount of meetings, then specific consequences will happen. Superintendent Anglin stated the new contract will have this standard language added.

Commissioner Hallam questioned if reminders are sent out. Director Petree stated emails and the agendas are mailed to them.

B. Wayne Makin Sports Complex Snack Bars and Restrooms Renovation Project Update – Superintendent Anglin

Superintendent Anglin reported at the September 20, 2006, City Council meeting, staff was directed by the Council to pursue the renovation of existing snack bars and restroom facilities at Wayne Makin Sports complex in order to be in compliance with Riverside County Environmental Health Department

(RCEHD) regulations. As part of the process, Staff met with the Youth Sports organizations to identify their needs with respect for efficient full-service snack bars, restrooms and storage facilities, as well as consulted with restaurant supplier for guidance in identifying appropriate kitchen fixtures that meet RCEHD guidelines. Discussions are taking place for alternatives to snack bars during the construction process. Possible options for food and drink service include renting a mobile unit as an estimated cost of \$7,000 per month or contract with vendors to be on site in which a percentage of the profit is returned to each organization. Staff is asking City Council and the Redevelopment Agency to appropriate \$864,100 as a mid-year budget adjustment and for Council to approve the Professional Services Agreement with GMID, Inc. for construction documents for the Wayne Makin Sports Complex snack bars and restrooms facilities.

Director Petree commented out of the total cost Staff is allocating CBDG Park Bathroom Project Fund towards the bathrooms and there may be other funds allocated through the County and through HUD that may be allocated to reduce the agency cost. He stated this is identified in the mid-year capital improvement budget adjustment, which is on the agenda for approval at the next Council meeting. The architect has in good faith has gone ahead without construction documents and we will award his contract and his cost is included in the amount.

Commissioner Wagner commented that a million dollars is a lot of money to award for people who cannot make four meeting a year.

Commissioner Hallam questioned if the construction document were supposed to be done this month. Superintendent Anglin stated they are due to go through plan check on the 26th of January.

Commissioner Hallam questioned if Commission will have a chance to review the documents. Director Petree stated the document will not go to Commission but they can be viewed at Parks and Recreation office, they are going in for plan check and the Health Department at the same time.

Commissioner Holder questioned if they have any other plans for the snack bars. Superintendent Anglin stated the alternatives will be finalized at the next meeting.

Chair Bash questioned what we are getting for the million dollars. Superintendent Anglin stated the project is two full service snack bars, new restroom facility to accommodate the peak usage for the park, new storage facility for Girls Softball, a nice Western facade.

Commissioner Holder questioned how much further this project pushes the Parmenter Park back. Director Petree stated it does not, because the restrooms at Parmenter Park has taken a different twist, with the Cell Site improvement that Staff has recommended, they will build the restrooms therefore it should actually move faster.

8. APPROVAL OF MINUTES

A. December 11, 2006

9. SUPERINTENDENT ANGLIN / WYRICK REPORT – ITEMS 9A – 9P. (Superintendent Wyrick – Verbal Update)

Superintendent Wyrick reported this years Rodeo clean up was not very good and left a lot of clean up for Staff.

Superintendent Wyrick reported the roof at the gym; three out of four of the turbans are damaged and must be replaced.

Superintendent Wyrick reported at Nellie Weaver Hall, two light poles fell and when one of the poles fell it fell on top of the switch gear and caused some damage to the cabinet.

Superintendent Wyrick reported at the WEE People parking a metal pole snapped off at the base and need to be replaced.

Superintendent Wyrick reported a part of the roof at the Shelter fell off and had to be replaced.

Superintendent Wyrick reported all of the lights at the parks needed to be re-adjusted which took a crane and 18 hours to complete with two guys.

Director Petree commented regarding these unforeseen problems, a budgeted item has been added into the mid-year budget and is on the agenda for approval at the next Council meeting.

Commissioner Hallam questioned how the graffiti problem is coming. Superintendent Wyrick stated it is getting better and there has only been one issue at Kips Korner in the last two weeks.

Director Petree informed Commission in regards to a complaint from a resident next to Ted Brooks Park whom is concerned about properly containing water because he can no longer hook up the sump tank and pvc pipe and flood the arena. The resident wants Staff to fix the pipe. Director Petree stated Staff will offer other alternatives to the resident for his drainage problem.

COMMISSION INFORMATION

10. CITY COUNCIL APPROVAL ITEMS

- A. Silverlakes Request for Qualifications/Proposals (RFQ/P) – **Approved**
- B. Norco Sheriff Station Expansion and City Hall Improvement Project Conceptual Review – **Approved**

ITEMS PULLED FOR DISCUSSION

Commissioner Wagner requested a recap from the Council meeting.

10A. Director Petree explained that the Request for Qualifications was taken to Council and approved therefore, it now can be solicited to a variety of different possibilities of development from profit and non-profit organizations to see if people will send qualified proposal to develop a portion or all of the area.

Commissioner Wager questioned how specific was the Request for Qualifications towards what Commission wanted. Director Petree stated it talks about all of the different elements in a generic way, which will leave open for anyone to submit a proposal. He offered to supply a copy of the paperwork to Commission for review.

10B. Director Petree reported that the expansion to the Sheriff Station is to accommodate current Sheriff Staff and newly added Sheriff Staff positions. Also, to provide an area separate from the detainees and the public, a briefing area and to create more work stations for Sheriff's

deputies. Additional restroom facilities would also be added. The majority of the funding will come from RDA and an additional portion will come from the DAG funds. There will also be parking lot restrictions for the Sheriff to park and improvements to accommodate public parking.

END OF CONSENT CALENDAR

M/S Wagner/Hallam motion to approve the Minutes and Consent Calendar. Items 10A & 10B pulled for discussion.

AYES: Hallam, Holder, Wagner and Chair Bash

MOTION CARRIED

11. COMMISSION ONGOING BUSINESS

Director Petree reported he and Commissioner Hallam will be meeting on January 15, with Metro PCS and Staff on the Parmenter Park Cell Site recommendation and Wayne Makin because there is a proposal for another Cell Site.

Director Petree reported he, Commissioner Boyle and Commissioner Holder will be meeting on January 22, to look at Snipes Park conceptionally with some plans and layouts for facilities. He added when there are plans available; they will be brought back to Commission for information.

Director Petree reported Cal-Trans have recently approved to relocate their Park and Ride lot. He added using funds from Cal-Trans and RDA, Staff is able to make the parking lot in front of Riley Gym as well as discussing Trail connections.

A. Ingalls Park

Director Petree reported that a focus group meeting was held with all of the various organization and clubs related to the Master Plan to gain their input. He added everyone who attended the meeting was eager to provide what they thought was needed to be added to the plan which was a blend of things that works well for everyone.

B. Animal Shelter Expansion

Commissioner Wagner questioned regarding the timetable to start construction at the shelter. Director Petree stated he has spoken with Renee Powers and asked for a meeting date to discuss further, no date has been scheduled at this time. He added currently there is construction on the cabinets at the facility and he has requested an update cost analysis to make sure that the construct is on track or what may need to be phased in to help with the cost.

- C. Pikes Peak Park
- D. 122 Acre Development
- E. Western Avenue Linear Park
- F. Cultural and Fine Arts Programming

Superintendent Anglin reported the Chamber has requested that Park and Recreation partner with them to put on the production dinner theatre of "Deadwood Dick", the event will be at Nellie Weaver Hall, March 23-25. The first night, Friday, will be a sit down dinner, Saturday will be production only at regular price and Sunday will be a family/senior day at a discount. The partnership with the Chamber

will involve the use of the facility and they will be responsible for clean up, any staff cost that may occur and cost for the production. She added the discussion from Staff if there was any revenue is received from this event is to start a Trust Account to give back to the facility for future events such as upgrading curtains or a sound system and/or put on another production.

- G. Teen Programming and Teen Center
- H. U.N.L.O.A.D. Program
- I. Skate Park

12. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS.

13. OTHER MATTERS

A. City Quarterly Brochure Verbal Update – Superintendent Anglin

Superintendent Anglin reported in an effort to develop a new layout which is easy to read and more pleasing to the viewer, the goal is to always market what the City's various recreational opportunities, facilities and point of interest which will entice participation and support the active lifestyle. In the last few months this process has been successful and the new layout has been published and delivered to the citizens in the community. However, Staff has some concerns regarding the outcome of the final product in regards to the print level because the whole production had to be shrunk to fit the brochure. She continued due to the level of print quality, Staff is looking for alternative for the next brochure. The City Manager also agrees that an alternative is needed for the next brochure and wants to improve on it even more to upgrade the graphics, quality of paper and add color. He also wants to include a four page insert as a supplement in the center of the brochure for community news.

Superintendent Anglin stated at this point Staff is looking to send out a request for proposal to typeset and publish the new brochure and City newsletter to 10 prospective companies. The contract will be awarded by Staff and the contractor will develop a new layout for the activity guide and the City newsletter. She added the contractor will develop the activity guide from the information that is provided from the City and develop the four page newsletter including the content and photographs. Staff is looking to complete this process at budget time to have it reviewed by the City Manager if it will be feasible to continue. Staff is requesting Commissioners Wagner and Holder for this process and will contact them for future meetings as needed.

Commissioner Hallam commented he was over in Chino Hills and was able to view a new Skate Park in the area which was very nice. It was a lot of people, all of the riders had their head gear on and everyone was behaving themselves.

Commissioner Hallam commented he escorted some Norco youth for the Vision of Youth Program (Scared Straight Program) to the prison and it really made an impact on the youths.

Superintendent Anglin questioned if there is any recommendation with the district that if any child is in trouble that they go through this program. Commissioner Hallam stated he has contacted the Sheriff Deputy regarding the program and as parents come in, they are made aware of the program.

Commissioner Holder questioned regarding the property at Second and Parkridge, the 2.45 acres. Director Petree stated that no action was taken on that particular property because there was the issue of the zoning. The property is not in the Capital and Improvement Budget and it is owned by the Water Department.

Commissioner Wagner commented that she is hearing that the 2008 Circuit Finals may not be coming back due to date changes or dates unavailable. She commented that if the whole goal is to revamp the facility to draw more shows then accommodations should be made when people come to use the park. Director Petree stated he believed they have a date scheduled in the second or third week of February and every thing at this time is being worked out to accommodate them.

Commissioner Wagner requested to have the continued discussion of revamping the Master Plan onto the next Agenda to learn what is involved in the process. Director Petree stated he will review the full Master Plan to evaluate how much change is needed and bring it back to the Commission for discussion.

Chair Bash questioned the progress of the Trail Marker with Chris Brooks. Superintendent Anglin stated Chris Brooks was working with Staff before the holiday and currently work is now towards the finalization of the first Trail Marker. She has asked to review the items that will be on the marker before the second marker is started to resolve any issues for each specific marker.

Chair Bash questioned the status of the Ingalls Monument. Director Petree stated the focus group has met with Ma' Ingalls to talk gain information about who George and his accomplishments to provide this information to Kmart and Associates. He added there is a concept in the plaza to add flag poles and the monument will be at a focal point at the beginning of the park to honor George Ingalls.

Chair Bash questioned in the status on the trees that are above the Historical Society because it is rubbing the roof and the status of the United Way building. Superintendent Wyrick stated he will take a look at the buildings.

Chair Bash requested an update on the LMDs up in the hills at the next meeting to let Commission know what is happening in the area.

Director Petree stated the lease agreement with Ralph Price for River Trail Riding Stables is nearing expiration and Ralph has asked for an extension of 5 years for his lease agreement. Staff is planning to take the lease agreement to Council for their consideration for the extension.

Director Petree requested a date change for the next commission meeting due to a City Holiday and City Hall will be closed. Commission agreed to change the next meeting date to February 26, in the Council Chamber at 7:30 p.m.

ADJOURNMENT

M/S Hallam/Bash motion to adjourn at 8:16 p.m. to the next meeting on Monday, February 26, 2007 at 7:30 p.m.

AYES: Boyle, Holder, Wagner and Chair Bash

MOTION CARRIED