



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MAY 14, 2007

1. CALL TO ORDER: Chair Bash called the meeting to order at 6:32 p.m.
2. ROLL CALL: Commissioners Present: Bash, Boyle, Hallam, and Wagner. Commissioner Holder arrived at 6:40 p.m.

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

ACTION ITEMS

6. A. None

COMMITTEE REPORTS

Chair Bash requested that Item B – be discussed first, so Item A can be discussed when Commissioner Holder is present. Commission agreed.

7. A. Equestrian Safety Education Plan – Verbal Report by Sub-Committee
Commission Members Holder/Wagner/Superintendent Anglin

Superintendent Anglin informed Commission that a helmet ordinance may be hard to enforce due to lack of resources, but by adding an educational component along with an ordinance may be successful in helping inform the community about safe riding. Superintendent Anglin also noted that staff is working with Mary Dukes on a 6-week Defense Riding Safety Course where students will learn practical hands-on techniques to improve their ability to handle and ride their horse safely and effectively.

Additionally, staff is discussing partnerships with local horse groups to provide additional safety seminars throughout the year. Workshops may incorporate guest speakers and raffle prize incentives in an effort to heighten attendance. Superintendent Anglin noted that the following may be used for advertisement of the safety courses: Flyers, seminars, articles in newsletters/brochure, web site, government channel, signs, safety checks (similar to bike rodeo) scavenger hunts, etc. Staff also wants to add a questionnaire to the flyers that can be mailed back to the City with ideas and comments from the public.

Commissioner Holder stated she spoke with NHA and discussed different possibilities of safety seminars, and various trainers to discuss safety topics. Commissioner Holder also stated that they spoke about getting the Jr. NHA members get involved with various aspects of the helmet program so they may provide the youth side of safety and what they believe is important issues per the youth's point of view. Further discussion was held.

Superintendent Anglin reported that staff would be doing a draft flyer for information on horsemanship safety and a helmet ordinance at RURAL, Horseman's, UNLOAD and other equestrian events with the hopes that the local organizations would get involved in the program.

Mary Dukes – Discussion was held. Ms. Dukes is in favor of an ordinance. Safety is the most important issue.

B. Wayne Makin Snack Bar Update – Superintendent Anglin

Superintendent Anglin reported that the construction documents have been submitted to the City. ADA requirements and sewer connections are currently being addressed and once finalized and approved; the project will proceed with Notice to Invite Bids. Commissioner Hallam asked if there is an estimated completion date – Director Petree stated it looked as if it would be open towards the end of football season – October or November of 2007. The Director also noted a sewer dye test was done and it was shown that the sewer lines are clear. Director Petree also noted that Junior All American was very co-operative with the new construction plans and the dates for completion.

The Director asked at this time that the Commission vote to approve an emergency item be discussed regarding the City Trail System Funding Options in the City of Norco. This item was on the agenda, but was missing due to technical errors with the emailing of the item for input. The subject would have been reflected in Other Matters, Item D.

M/S Bash/Wagner to approve adding the City Trail System Funding Options to the agenda in Other Matters Item "D".

AYES: Bash, Boyle, Hallam, Holder, Wagner

MOTION CARRIED

8. APPROVAL OF MINUTES

A. May 14, 2007

9. SUPERINTENDENTS REPORT – ITEMS 9.1. – 9.20

ITEMS PULLED FOR DISCUSSION - None

COMMISSION INFORMATION

10. CITY COUNCIL APPROVAL ITEMS

A. None.

END OF CONSENT CALENDAR

M/S (not audible who made the motion and second) motion to approve the Minutes.

AYES: Boyle, Hallam, Holder, Wagner and Chair Bash

MOTION CARRIED

11. COMMISSION ONGOING BUSINESS

- A. Ingalls Park
- B. Animal Shelter Expansion
- C. Pikes Peak Park

- D. 122 Acre Development
- E. Walking Horse Estates / SunCal / Norco Ridge Ranch-Park Improvements
- F. Cultural and Fine Arts Programming
- G. Teen Programming and Teen Center
- H. U.N.L.O.A.D. Program
- I. Snipes Park Skate Park
- J. Norco Hills Conservancy

Director Petree gave the Commission that the RFQ/P process for Silverlakes has been extended by City Council. This process will conclude at the end of June followed by the selection and presentation from the Companies.

Chair Bash – July 14 at the Navy Pavilion there will be a “1920’s event” for the raising of funds for legal fees, grant writing fees, etc. for the renovation of the Hotel located on the prison property. The cost of the event is \$50 per person. He further noted that the State of California is going to be surplus the hotel and selling it to the highest bidder. Chair Bash stated that it is not a Hotel issue; it is a 400-acre issue. The Navy from what is being stated will be relinquishing approximately 300-400 acres of open space, which could ultimately become Federal parkland. Discussion was held.

12. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS.

- A. None

13. OTHER MATTERS

- A. Discussion Regarding Developing a Military Honor Memorial

Director Petree informed Commission that there is an interest in the community to establish a memorial to the military men and women who from the community have given their life for the country. He also noted there are several types of memorials that can be built, one being for those who have given their lives, or two, those who have served in the military from the community. Additional discussion was where to locate the memorial. This will be an on-going discussion and staff will bring this item back when more information is obtained. The Director also informed Commission that staff would be setting up a meeting with the American Legion to further the discussion for a memorial.

Chair Bash stated that the American Legion has pledged \$1,200 towards a memorial, and asked Commission if this is something the Commission is in favor of. The Director noted that an architect would need to design the memorial and that the Director along with several Commission members should meet with the American Legion for further discussion regarding a memorial. Director Petree also noted that a memorial location needs to be discussed, that there are other locations other than Ingalls that would be suitable and more appropriate for such a memorial. The Director also stated that if a memorial is eventually built, a Memorial Day service could also be held.

Commissioner Wagner noted that she feels that this should be a memorial for those who have died while serving the country, not recognition for those who have served. The Commissioners’ reasoning is that for those who have served, once their name is on the memorial, should that person does something unfavorable in their life; it could be an uncomfortable position. Commissioner Wagner also feels that Ingalls Park is the wrong place to have this memorial.

Director Petree stated that at Ingalls Park, with the new Master Plan, George Ingalls will have a proper memorial in his honor.

Commissioner Boyle stated location is important – Community Center or library. He also feels that other areas of Ingalls Park could work, but other areas may be more suitable for the memorial. Commissioner Boyle also noted that City Hall may also be an option to place the memorial.

Director Petree informed the Commission that this item will be brought back to the Commission at a later date after more discussion has taken place with the American Legion and staff.

B. Future Need for Animal Control Staffing

The Director informed the Commission that he had staff do an analysis of future needs for the new shelter with the upcoming expansion which was given to the Commission at the meeting Director Petree told the Commission that at mid-year budget, staff was able to upgrade the position of a part-time animal control officer to full time status, yet with the new shelter coming on line in the future, additional staffing will be needed.

The Director went into more detail that explained the costs associated with future staffing needs that could cost upwards of \$400,000 annually that includes benefits, which could cover a 6-day, a week operation at the new shelter. The Director also noted to the Commission, that some of the expenses are unknown at this time. Community Services Workers are used, which are from County programs, but you can't always count on a large number of workers, since you never know how many workers you will get on a daily basis.

Commissioner Wagner expressed a concern with the operating hours of the shelter stating that we limit ourselves especially for adoptions, due to the short daytime hours that the shelter is open on Saturdays. The Director advised the Commission that when the new shelter is on line, the shelter would operate on a six-day a week mode of operation.

Commissioner Boyle stated that the shelter needs to be open to accommodate the general public, even the idea of being open until 8 or 9 p.m. at night. Director Petree noted that more options may be available when the staffing of the new shelter is in operation.

Commissioner Wagner noted that it is important that the City Council recognize that although the costs of staffing the shelter is high, that this community is different than other city's that only deal with cats and dogs, that our officers are called out in the middle of the night dealing with large animals. She stated that she hopes that the City Council, when the time comes, realizes this aspect of our animal enforcement and funds the expansion of staff.

Chair Bash asked the Director what action the Commission should have. The Director informed Commission that this is a Receive and File informational item only for Commission. Discussion was held.

C. 2007/08 CIP Program

The Director explained the Capital Improvement Program to the Commission and the projects noted for the 2007/08 Fiscal Year along with funding sources. Director Petree noted that the only year that is actually relevant is the current Fiscal Year, the remaining years is a crystal ball towards the future. The Director explained this is a working document and funds may be shifted due to priorities during the fiscal year.

The Director detailed and reviewed for the Commission each item in the Parks and Recreation portion of the CIP.

Chair Bash asked the Director questions regarding the Norconian Softball Fields and Lighting Improvements, with regards to the length of the lease. The Director stated with the discussions with LDS is that the minimum would be a 20-year lease with two five-year renewals. If the lease was terminated early by LDS, they would have to reimburse the Capital Improvement funds or pro-rate these funds.

The Director noted that additional projects may be brought in to the CIP Budget i.e.: Veterans Memorial.

Commissioner Wagner asked the Director what going to happen with the Parmenter Park restrooms. The Director informed the Commission that Metro PCS will be building these facilities at Parmenter. To date, Metro PCS has done site plans and they are close to getting Council approval and then going through the planning and permit process.

Commissioner Wagner continued and asked the Director about the River and Bluff Park and if the hold up was at the Federal and State level. The Director verified that this is the hold up to date and stated that the Public Works Director has taken the lead on this project of obtaining the park land. The Federal Government originally owned the property. Director Thompson has sent the letters and made the phone calls to the proper authorities to expedite the transfer of the surplus property.

The Director will contact Director Thompson to see if there is any additional information or a current update on the status of the transfer of property.

Commissioner Wagner's concern is the need for practice fields, and feels if there is any way we can speed up the process to obtain the land, this should be done.

The Director stated again, he will speak to Director Thompson on this matter that it may be more complicated than he is aware of due to the prison being involved with the wells on the site.

D. City Trail System Funding Options

Director Petree noted that this is an item the Commission wished to discuss. The Director had an overview of what the trails are, and which department is in charge of the trail system, and how the trails are funded. Director Petree discussed the funding with the Director of Public Works and how the funds are distributed.

The Director stated that currently, all City trails are the responsibility of the Public Works Department (PW). The projected parkway trail budget is estimated for FY 2007/08 is to be \$72,435 for maintenance and operations. He noted there is approximately an additional \$200,000 or more is spent annually on dg from various funding sources. In addition, the City allocates in the CIP Budget for trails. These funds would provide new trail fencing and replacement. The Director stated the balance for the upcoming fiscal year is \$419,040. Also at this time, the Master Trails Committee is studying the trail standard for maintenance. This will play a major roll in what future allocations will be for submittals in the future.

Commissioner Wagner noted that trail standards have been discussed by the Committee and has been presented to the Streets and Trails Commission and is going forward to the City Council and noted a lot of discussion on installing flat-faced curbs in the entire City. She noted that the City is facing a \$10,000 per day fines for dg and trail materials going in to the storm drain from the NPDS. The Trails Committee also discussed Measure A funds, which could be used curb to curb, which means that the funds could be used to install all curbs Citywide.

Commissioner Wagner stated the Committee has looked at various barriers on the landscape side of the curbs to keep the dg in the horse trails that will help reduce maintenance costs of the trails. She noted that currently, dg costs are next to nothing due to the City getting the dg from Ingalls Park. If in the future we have to purchase dg, the costs would skyrocket.

Director Petree noted that in the current RFQ/P request, there are sections regarding the proposed contract that dg would still be provided to the City at no cost and to the residents at a reduced cost.

Commissioner Boyle asked if it is the horse trail the homeowner's responsibility. Commissioner Wagner noted that this is a policy, not a municipal code, and policy is not enforceable. Chair Bash asked if there is any responsibility of the homeowners across the street from the trails. Discussion was held.

Commissioner Wagner noted there is a lot more to the trails than realized i.e.: street alignments, trail widths, encroachments and other various aspects of creating usable, safe trails. Commissioner Wagner stated, this is Horsetown USA, and the trails need to be maintained and created to show that this is part of what the City is and the City Budget shouldn't have monies just put in to different areas of the budget, that there should be a designated Trail Account.

Commissioner Boyle also noted that safety is the most important aspect of the trail maintenance program, and Public Works needs to come up with some innovative ideas to provide the proper maintenance to the horse trails.

Commissioner Holder discussed the Top Ten Trail list that NHA provides which has projects listed on it that are at least 5-years old. The Director informed the Commission at the trails that PW project year Budget has noted for repair in the upcoming Fiscal Year.

Commissioner Wagner also informed the Commission that alternative trail material is another aspect that the Trails Committee is looking at for the horse trails, along with different trail fencing that will last longer than the 5-year span as used at this time. Further discussion followed.

Commissioner Bash noted he disagreed on part of the noted ideas, and feels the homeowners need to be financially responsible for some of the maintenance of the trails. He noted that this is a very expensive lifestyle, and the residents need to take on the responsibility to maintain the trails in front of their homes and across the street from the trails. Commissioner Bash reiterated that the citizens of Norco need to have it communicated to them that there is no more free ride everyone needs to pay their fair share to live in a horse community.

Commissioner Boyle commended staff on Pikes Peak Park noting that he has had many calls and comments from residents that the park is beautiful and that they cannot wait to be able to use the facility. Director Petree noted that on a daily basis, residents are calling wanting the park to be open, and noted the dedication will be held on August 11, 2007, with more information to come in the following months.

ADJOURNMENT

M/S Bash/Hallam motion to adjourn at 8:51 p.m. to the Strategic Workshop on Wednesday, May 30, 2007 at 6:00 p.m. Conference Rooms "A" and "B".

AYES: Boyle, Holder, Wagner and Chair Bash

MOTION CARRIED