



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
FEBRUARY 9, 2009

1. CALL TO ORDER: 6:30 PM by Chair Hallam
2. ROLL CALL
Chair Hallam, Commissioners Boyle, Holder and Wagner.
Staff: Superintendents Anglin, Wyrick, Supervisor Brandie Potter, Executive Secretary Jo Ann Dickson
3. PLEDGE OF ALLEGIANCE Commissioner Boyle
4. PRESENTATION/S
A. None
5. PUBLIC COMMENTS
6. **ACTION ITEMS**
A. None

COMMITTEE REPORTS

7. A. City Trail Map Update
Superintendent Anglin provided the Commission with a memo with information that provided an update on the status of the development of a City Trail Map Guide.

Superintendent Anglin noted that staff along with Sub-Committee members Holder and Wagner met with Economic Development Director, Brian Oulman, to discuss an overall City trail map guide. The goal of this project is produce a publication that will clearly identify recreational opportunities and points of interest within the community, promoting tourism and stimulating the local economy.

She noted that contents of the publication may contain, but may not be limited to several topics which include: Identified routes for users, points of interest, historical significance, advertisements for local vendors, and special events with a calendar of events noted.

Superintendent Anglin stated that staff will continue meeting with Sub-Committee members to construct the contents of the document, noting that existing identified trails and new routes will be combined to create recreational experiences that one can choose from based on the skill level of rider or purpose of ride. Supt. Anglin also informed the Commission that although the format of the publication is not yet determined, the objective is to have something similar to that of a fold-out city map; one that can be carried referenced and stored easily. This has been presented to the Commission as receive and file.

Chair Hallam asked if the trail project would be soliciting ads or donations for this project. Discussion followed.

B. Approval of the Youth Sports Facility Agreement for Norco Girls Softball League – Supervisor Potter

Supervisor Potter stated she is requesting the Commission approve the Youth Sports Agreement for the Norco Girls Softball League. She stated that after approval from the Commission, staff will meet with NGSL and obtain the President's signature on the formal Agreement, which then will bind NGSL to the guidelines, terms, and conditions by which the organization must fulfill and comply with in exchange for the use of the Wayne Makin/Shearer Sports Complex. Commissioner Boyle has reviewed and approved the Agreement.

Commissioner Boyle noted that the sports organizations are on top of the communication with staff. He stated that unfortunately, vandalism is and will continue to be a problem, and the organizations need to be held responsible for any damages that occur.

C. Approval of the Concession Stand Agreement for Norco Girls Softball League

Supervisor Potter informed the Commission about the Concession Stand Agreement for NGSL, noting that the Agreements are representative of the concession stands in their current condition and the organization's responsibilities. She noted that Commissioner Boyle has reviewed the Agreement and has approved it. The Agreement identifies specifications, regulations and conditions for use of both the City and the users. Supervisor Potter asked the Commission for approval of the Agreement.

D. Approval of the Concession Stand Agreement for Norco Little League

Supervisor Potter again noted that the Agreements are representative of the concession stands in their current condition and the organization's (NLL) responsibilities. The Agreement identifies specifications, regulations and conditions for use of both the City and the users. As noted above, Commissioner Boyle has reviewed the Agreement and has approved its contents. Supervisor Potter asked the Commission for approval of the Agreement.

M/S WAGNER/ HOLDER to receive and file Youth Sports Facility Agreements for Norco Girls Softball and Norco Little League

AYES: HALLAM, BOYLE, WAGNER, HOLDER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

CONSENT CALENDAR

8. APPROVAL OF MINUTES – January 12, 2009

9. SUPERINTENDENTS REPORT – ITEMS 9.1. – 9.16

COMMISSION INFORMATION

10. CITY COUNCIL APPROVAL ITEMS

- A. **Adopt Resolution No. 2009-____, amending Resolution No. 2008-84 to update and adjust fees for general City services. Approved 5-0**

END OF CONSENT CALENDAR

M/S HOLDER/BOYLE to approve the Consent Calendar

AYES: HALLAM, BOYLE, WAGNER, HOLDER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

11. COMMISSION ONGOING BUSINESS

- A. Ingalls Park – Staff is looking to award a contract for infrastructure the first Council meeting in April, 2009.
- B. Animal Shelter Expansion – Mechanical, civil, and electrical drawings have received comments on plans. There is a project review meeting on Wednesday, February 11, 2009. Staff is expecting the first plan check in March.
- C. Silverlakes / Belstarr
- D. Ridge Ranch Park – 80% complete to submit working drawings.
- E. Cultural and Fine Arts Programming
- F. Teen Programming and Teen Center
- G. U.N.L.O.A.D. Program – Chair Hallam noted the United Way was at their last meeting and it looks as though U.N.L.O.A.D. will be obtaining a grant from the United Way of possibly \$5,000. Commissioner Wagner also noted that the new Ordinance for the City on the underage drinking will be a useful tool. The new Ordinance will be printed in the upcoming City Newsletter/Brochure. Commissioner Boyle asked what was contained in the Ordinance. Discussion followed.
- H. Norco Regional Conservancy
- I. Veterans Memorial

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

13. **OTHER MATTERS**

- A. Senior Center Renovation – Superintendent Anglin

Superintendent Anglin provided the Commission with information on behalf of Housing Manager Deborah DeGrado, regarding the Senior Center Renovation and stated that in August 2008, the City Council approved the use of a portion of the City's Community Development Block Grant (CDBG) Funds to complete desperately-needed exterior repairs on the Senior Center, and to do a "facelift" on the exterior of the building. The Riverside County Board of Supervisors subsequently approved \$175,000 for the project.

Superintendent Anglin detailed the scope of the project which includes roof repair, removal of mold caused by water leaks, exterior painting and removal/sale of palm trees at main entrance. The exterior façade treatments will be added to give the building an attractive western feel consistent with the City's overall theme. She noted that shutters will be added to

windows, existing poles will be encased in square, wooden columns, and front patios will be expanded and re-landscaped to create an inviting outdoor space for socializing. The front entry will receive a façade facelift to simulate a western feel.

Superintendent Anglin also noted that The Riverside-based firm of Kroh Architects was selected for architectural design through a competitive bidding process, required for CDBG projects. Staff has met with the architect several times to prepare a conceptual elevation and site plan for the project. Once the design is finalized and construction specifications developed by the architect, the project will go out to bid to general contractors to complete the improvements.

Anglin informed the Commission that the conceptual design is presented tonight for the information only to the Commission, and noted staff will provide updates as the project progresses.

Chair Hallam noted it is time to do something to the outside of the Senior Center. Commissioner Boyle asked the age of the building. It was noted that it is 12 years old.

B. Update Commission Availability and Phone Numbers.

Chair Hallam advised the Commission to get their updated information to the Department and also reminded them to fill out their 700 Forms and noted there is a fine if the form is not turned in to the City Clerk on time.

Commissioner Wagner asked about a loophole in the helmet ordinance about at special events held at the Moreno Arena. Supt. Anglin noted she will email Commissioner Wagner the Ordinance tomorrow. Discussion followed.

Superintendent noted to the Commission that Keith Price has been out and no major events have been happening. Chair Hallam asked about the Norco Valley Fair. Secretary Dickson stated she believed that the fair would be going to the City Council sometime in March.

Commissioner Holder asked about softball and baseball sign-ups. The leagues are concerned they are getting charged for fields. Superintendent Anglin informed the Commission that the youth organizations are not charged for the use of the fields. Supervisor Potter noted that the organizations are only charged a \$34 application fee and a \$250 date use fee. She noted the only time the organizations are charged a fee is when it is out of the element of the field beyond the scope of youth participation ie: Community Center room, Scout House, etc.

ADJOURNMENT

M/S WAGNER/HALLAM to adjourn at 7:01 p.m. to the Commission meeting on Monday, March 9, 2009 at 6:30 p.m.

AYES: BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Jo Ann Dickson, Executive Secretary

Jd/71546