



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
FEBRUARY 8, 2010

1. CALL TO ORDER: Chair Hallam at 6:33 p.m.
2. ROLL CALL Chair Hallam, Commissioners Boyle, Holder, Wagner
- Absent: Adams
- Staff:
Director Petree, Supervisor
Calvert Executive Secretary
Dickson

3. PLEDGE OF ALLEGIANCE Commissioner Holder

4. PRESENTATION/S
A. None

5. PUBLIC COMMENTS

6. **ACTION ITEMS**

A. Parks and Recreation Commission to Appoint One Member and an Alternate Member to the Norconian Strategic Plan Committee per City Council Direction
Director Petree asked that this item be tabled so the other Commissioners may be present for this item.

The Director noted that the City Council has given direction to appoint one Parks and Recreation Commission to this Ad-Hoc Committee. Eventually, the Ad-Hoc Committee will come back to the Council with recommendations on the historical overlay of Norco.

Chair Hallam nominated Commissioner Adams to serve on this Ad-Hoc Committee.

M/S WAGNER/HOLDER to appoint Commissioner Adams be the Parks and Recreation representative to this Committee

AYES: BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: ADAMS

M/S WAGNER/HOLDER to appoint Chair Hallam to be the alternate representative to this Committee

AYES: BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: ADAMS

COMMITTEE REPORTS

7. A. Youth Sports Agreement for Norco Little League

Supervisor Calvert informed the Commission that Staff met with Norco Little League (NLL) President, Sandy Duckworth on Thursday, December 22, 2009 to confer regarding the needed changes to this year's agreement. Sub-Committee Member Boyle has reviewed these changes from the previous agreement and is supportive of this action.

Supervisor Calvert noted that the Youth Sports Facility Agreement has been prepared with modifications to reflect that for the first time, Norco Little League will be charged 25% of actual light usage fees and is responsible for paying these quarterly. She then stated that staff will meet with NLL and obtain their President's signature on the Agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex.

B. Youth Sports Agreement for Norco Girls Softball

Supervisor Calvert reported to the Commission that staff met with Norco Girls Softball League (NGSL) President, Dave Cochrane on Thursday, January 8, 2009 to confer regarding the needed changes to this year's agreement. Sub-Committee Member Boyle has reviewed these changes from the previous agreement and is supportive of this action.

She also stated that the Youth Sports Facility Agreement has been prepared with modifications to reflect that for the first time, Norco Girls Softball League will be charged 25% of actual light usage fees and is responsible for paying these quarterly.

Staff will meet with NGSL and obtain their President's signature on the Agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex.

C. Concession Agreement for Norco Little League

Supervisor Calvert stated that Staff met with Norco Little League (NLL) President, Sandy Duckworth on Tuesday, December 22, 2009 to confer regarding the needed changes to this year's agreement. Sub-Committee Member Boyle has reviewed these changes from the previous agreement and is supportive of this action. The Concession Agreement has been prepared with modifications to reflect that Norco Little League will be responsible for hiring and paying for the cleaning and servicing of the snack bar ansel system prior to the end of the agreement. NLL is also responsible for having the grease trap cleaned and serviced by a professional contractor, for the recycling of the grease and for payment for this service.

Supervisor Calvert also noted that staff will meet with NLL and obtain their President's signature on the Agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex.

D. Concession Agreement for Norco Girls Softball

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She noted that staff will meet again with NGSL and obtain their President's signature on the Agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex.

Chair Hallam stated this is a very thorough document, and noted this is the best he has seen. Commissioner Boyle noted that these agreements are fair. He did note that what is difficult is when the board has a change of members. Director Petree informed the Commission that the education aspect of communication is much better than in the past. One of the presidents noted that this helps how the organization is going to budget for their season. Pepper Davis will be at the NGSL opening day ceremony. Commissioner Holder asked if all sports organizations will be paying a light fee. The Director noted that yes, all youth sports will be paying a light fee.

Commissioner Wagner arrived at 6:39 p.m.

CONSENT CALENDAR

8. APPROVAL OF MINUTES – January 11, 2010
9. SUPERINTENDENTS REPORT – ITEMS 9.1. – 9.19.

COMMISSION INFORMATION

10. CITY COUNCIL APPROVAL ITEMS
 - A. Request for Proposal (RFP) for Management of the George Ingalls Equestrian Event Center. **Recommended Action: Approve the Request for Proposal for the George Ingalls Equestrian Event Center. APPROVED 5-0**

END OF CONSENT CALENDAR

M/S WAGNER/HOLDER to approve the Consent Calendar

AYES: BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: NONE

11. COMMISSION ONGOING BUSINESS
 - A. Ingalls Park – Bids were opened up Feb. 3, 2010. This item will be at the City Council meeting at the Feb. 17, 2010 meeting. Schook Construction

was low bid at \$1,099,000, with bids ranging from low bid to almost \$1,700,000. This is a design and build project. The contractors must be able to produce 50% of the work themselves. The Director discussed the construction calendar to the Commission and noted the purpose is to get their plans right the first time. A lot of work going on at Ingalls, and everyone needs to be patient due to various projects going on at the event center.

- B. Animal Shelter Expansion – There is a meeting being held on Wednesday, February 10, 2010 with the architect, Superintendent Power and Superintendent Wyrick. Final plan check is scheduled for February 16, 2010
- C. Silverlakes/Belstarr – Looking at March for submittal to City Council. Discussion followed. The tenant is scheduled to leave the property on this upcoming weekend, Feb 12 – 14, 2010.
- D. Ridge Ranch Park – Second Plan check review was completed. There was a light issue with the residents. The City agreed to put smaller lights on the walkway.

Chair Hallam asked about the lighting at Parmenter Park. The Director noted that the City is under negotiations with the wireless company to put in five lights. As per today, they are committed to four light poles.

E. Cultural and Fine Arts Programming –Specialist Hochderffer’s report updated the Commission on various upcoming special events. She reported on the Norco High School Concert in the Park: Staff met with Band Director, Brian Gallagher, on January 12, 2010 to discuss their upcoming Spring Concert. The event is scheduled for Saturday, May 1, 2010 from 4:00-6:00pm. The location changed from Pikes Peak Park to the Community Center due to the “California High School Rodeo” at Ingalls Park. The name of event will possibly be changed from “Concert in the Park” to “Spring Concert”. Staff will keep commission updated as more details arise.

Concerts in the Park Summer Series - Staff sent out Sponsorship information to local organizations and businesses whose main focus is music and/or family activities. Staff is also in contact with the Corona-Norco United Way to continue their support for this event. A meeting is scheduled for February 9, 2010 to discuss their sponsorship for this event.

Western Art Show and Sale - Corinne Holder, representative of the “Day of the Cowboy” stated that at their last meeting, they discussed to possibly hold a small art show consisting of local high school and college work. Staff met with Shirley Henderson from the “Norco Hall of Fame” to discuss the organization of an event, as well as the budget for the possible 2011 Western Art Show & Sale. Once a budget is set, Shirley will be visiting Norco organizations to find possible partnerships. Staff will keep Commission updated as details arise.

F. Teen Programming and Teen Center – The Teen Volunteer Program group met on January 19, 2010 and held election of officers and set future meeting schedules. (Future volunteer projects include the Eastvale Cub Scouts event, where they will be assisting with set-up, clean-up and decorating. Discussions

took place regarding a Teen Expo for the community. The concept was well received as the youth are excited to be involved in the process and came up with creative ideas for planning and marketing this event. Staff is in the process of creating a survey for the teens in the TVP and for the special clubs on campus to get input for the Teen Expo. She followed up with RCC and connected with the director of the Small Business Development Center (SBDC). Staff is recruiting this center for the Teen Expo, hoping to have them present information regarding the young adult Entrepreneurship Program.

G. U.N.L.O.A.D. Program - The UNLOAD Spring Awareness Committee met on Thursday, January 14th, 2010. The purpose of this event is to educate the public, including parents and teens about substance abuse of all kinds as well as to present what to do rather than what not to do and to provide good information and reduce harm and risk of substance abuse. The event is scheduled for May 20, 2010, in Nellie Weaver Hall at the George Ingalls Equestrian Event Center. Doors will open 6pm. Staff will keep Commission updated as details are available.

H. Norco Hills Conservancy

12. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS.

Chair Hallam asked regarding the RFP if the possible concessionaires are getting all of the information needed to come up with an accurate description of what is needed and how things are going to be at Ingalls Park, not just what is up at Ingalls to date. The Director went into depth regarding the aspects of what will be going out to possible management companies. The Director informed the Commission that there are two companies that are from out of state who are interested in obtaining an RFP for Ingalls Park. He noted some of the companies who will be receiving RFP's for consideration and submittals. The Director also informed the Commission that there will be advertisement in some trade magazines.

Commissioner Boyle asked if there will be a public meeting regarding the concession license. The Director stated he didn't believe so, there are certain standards that will start the process, and when it comes down to the final review, there will be a interview committee formed that will consist of the City Manager, Assistant City Manager, Director of Parks and Recreation, City Council Member, Parks and Recreation Commission Member, Planning Commission Member. Discussion followed. The Director noted that he had reported to Council that if they want to keep this in house, that new full time staff needs to be hired to be able to manage an additional arena. Council directed staff to look outside and continue the RFP.

M/S HALLAM/WAGNER to approve the Item 10 of the Consent Calendar

AYES: BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: ADAMS

At this time the Commission returned to Item 6A of the Agenda.

13. **OTHER MATTERS**

- A. Update on Fair/Festival Proposals – Director Petree discussed with the Commission what is going on with the annual fair held in the City. The Director has met with representatives from the Chamber of Commerce and a separate organization started up by Jim Sassin to start a request for qualifications for the capability of running a large event. This qualification request is quite extensive and goes into financial detail, and the ability to be able to get the volunteers, etc to get the event off the ground and running. This will go to Council at the February 17, 2010 meeting to discuss the ability to obtain an organization to host the event.

The Director noted that the Commission has made a statement in the past they have no confidence in the Chamber of Commerce in running the Norco Valley Fair. The Director is meeting with Ms. G on Tuesday, to let her know that the FAA and 4-H will have a place at the event.

Commissioner Wagner asked if it is going to be the same weekend. The Director noted that it has been discussed to go down to a four day event. Commissioner Wagner asked if there were any professional concessionaires interested in putting on the fair. The Director noted there were several, but everything depends on the negotiation process. Discussion followed. The Commission is unanimous in advising the Council they do not want the Norco Chamber of Commerce to host the annual Fair.

- B. Update on the Community Development Grant Program – Director Petree updated the Commission on stimulus packages. The Director stated that staff is working with WRCOG for a matching grant which could total approximately \$600,000. There is also “earmarked” (Federal Stimulus Funds) monies, which could be projects that could be on behalf of the City. Turch and Co. is the City’s liason for these earmarked monies, where they can put the grant on the right desk, for the project to get noticed by the right political entity to notice and work towards obtaining the funds. Andy Okoro, Bill Thompson, Brian Petree, and Michelle Anglin worked fast and furious to get these grants to Turch in a timely manner. They had three days to gather all information and get the applications in on time. Grants were written for Wayne Makin, Hamner Bridge, Widening of Hamner, Solar, Community Center Parking Lot Project, and Manure to Energy Project. Nothing will be known officially until 2011.

Commissioner Holder asked how the Parking lot for the Community Center going. Only \$600,000 is available for the project. The project needs to use TUMF fees, and the sufficient funds are not available in the TUMF account. The funds may be shifted to Public Works to fix the streets, but the entire issue is funding at this time.

When the traffic crossing on Hamner is ready to be done for the parking lot, they need to put in the street lightings that blink.

ADJOURNMENT

M/S HALLAM/WAGNER to adjourn at 7:31 p.m. to the Commission meeting on Monday, March 8, 2010 at 6:30 p.m.

AYES: ADAMS, BOYLE, HALLAM, HOLDER, WAGNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Jo Ann Dickson, Executive Secretary

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