



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
June 18, 2012

1. CALL TO ORDER: Chair Wagner at 6:39 p.m.
2. ROLL CALL
Commissioners: Adams,
Boyle, Holder

Hallam arrived at 6:45

Staff: Director Petree,
Superintendent Anglin,
Supervisor Calvert,
Supervisor Koke,
Executive Secretary Shepard
3. PLEDGE OF ALLEGIANCE Commissioner Adams
4. PRESENTATION/S
5. PUBLIC COMMENTS
NONE
6. **ACTION ITEMS**
 - A. Approve Policy Guidelines for the Santa Ana River Trail and Parkway Project for Minimum Signage Policy, Public Art Policy and Operations and Maintenance Policy. Recommendation: Recommend to City Council to adopt the policies for Signage, Public Art and Minimum Maintenance Guidelines. Director Petree stated that the City Council adopted the Master Plan for the Santa Ana River Trail and Parkway (SARTP) on March 7, 2012. The Policy Advisory Group (PAG) is asking agencies along the Santa Ana River to adopt the Policy for Signage, Public Art and Minimum Maintenance Guidelines. The goal is to standardize operations of the trail between the three counties of Riverside, San Bernardino and Orange and all related jurisdictions. The policies were created by a Technical Advisory Committee (TAC) and a Policy Advisory Group (PAG) with the understanding that each City or jurisdiction is allowed to exercise its autonomy and uniqueness while maintaining a minimum standard. It was reviewed by the Streets, Trails and Utilities Commission one week ago and approved by them. Commissioner Holder stated that she liked the signs and thought they were very clear. She expressed one concern about the shape and height of one sign for the horse trails. Director Petree stated the signs on the booklet are samples and we

have the option to choose one that works best with the horses. Commissioner Adams agreed with the previous concerns. She also shared her concern with users of the trails not knowing the rules of yielding. Commissioner Boyle suggested notifying bicycle clubs about the rules of the multiple purpose trails.

M/S Holder/Boyle to recommend the City Council adopt the policies for Signage, Public Art and Minimum Maintenance Guidelines with the concessions that were discussed.

AYES: Adams, Boyle, Hallam, Holder, Wagner

NOES: None

7. COMMITTEE REPORTS

- A. Youth Sports Advisory Update – Supervisor Calvert summarized the Staff Report provided to the Commission. Commissioner Holder shared that Norco Little League Jr Champions won District 72.

8. CONSENT CALENDAR

- A. APPROVAL OF MINUTES – April 9, 2012
- B. DEPARTMENT OPERATIONS REPORT – ITEMS 9.1. – 9.22
- C. CITY COUNCIL APPROVAL ITEMS
 - 1. Acceptance of Bids and Award of Contract for the Energy Efficient Lighting Retrofit Project. Recommended Action: Accept bids submitted for the retrofit of existing lighting with energy efficient lighting fixtures and award a contract to Regency Pacific Development Corporation of Beaumont, CA, in the amount of \$55,391.00, and authorize the City Manager to approve contract change orders up to 10 percent of the contract amount. **APPROVED 5-0**
 - 2. Amendment No. 1 to the Contract Agreement for the Energy Efficient Lighting Project. Recommended Action: Approve Amendment No. 1 to the Contract Agreement for the Energy Efficient Lighting Project. (Director of Parks, Recreation & Community Services) **APPROVED 5-0**
 - 3. Acceptance of the Norco Senior Center Renovation Project as Complete, Recommended Action: Accept the Senior Center Renovation Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office. **APPROVED 5-0**
 - 4. Naming of the Norco Senior Center. Recommended Action: Authorize the renaming of the Norco Senior Center and select an official name to be adopted. **APPROVED 5-0**

END OF CONSENT CALENDAR

M/S Holder/Adams to approve the Consent Calendar

AYES: Adams, Boyle, Hallam, Holder, Wagner

NOES: None

9. COMMISSION ONGOING BUSINESS

- A. Ingalls Park-Director Petree stated two restrooms have been installed and a concrete walkway and slab are being added. Will be pulling power into Clark Arena. Edison will be replacing the transformer since Moreno Arena uses the maximum amount of the current transformer. Lights that were removed from Riley Gym will be used for lighting in Clark Arena. Staff is looking at a portable sound system for Clark Arena and parking lot solar lighting.
- B. Silverlakes-Director Petree informed Commission that they are short on dirt and may not be ready for the soft opening in September/October. An award of contract has been completed for the widening of Hamner from the bridge to Citrus Ave. The project will take approximately eight to nine months.
- C. Santa Ana River Trail- An RFP is being prepared for design of the final construction project. There may be signage and painting seen by the end of the year in Norco.
- D. Director Petree expressed his appreciation of all Commissioners for their support for the new Animal Control Shelter which is complete. He provided a description of the building and the amenities outside. Commissioner Hallam stated that residents who were at the opening on Saturday asked how the construction was completed with the state of the economy. Director Petree stated that once the available funds were reduced, the project was down-sized and there was excellent project management. Commissioner Hallam complimented Director Petree's dedication to the community and is impressed by the projects he has gotten done. He wondered what the City would look like without Director Petree. Commissioner Adams stated that she was at the celebration as well and expressed that she was impressed and appreciates the hard work by the employees of the Parks, Recreation and Community Services Department. Commissioner Boyle agreed with Commissioner Hallam and Adams.
- E. U.N.L.O.A.D. Program-Supervisor Calvert stated that the May 10th event was attended by approximately 150 people and was very successful. Commissioner Hallam stated that he is proud of the UNLOAD committee and how they continue to improve.

10. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS

NONE

11. OTHER MATTERS

- A. 2012 National Day of the American Cowboy – Superintendent Anglin stated that the event planning is running along smoothly and will be on July 28, 2012. The day will be full of fun activities for everyone including a VIP Cow chipping event, sled races, ribbon racing and more. The grand opening ceremony will include a stage coach with bandits and someone to save the day. There will be a kid's corner with activities for them and there will be a blacksmith demonstration. There are 21 vendors with six of them being food vendors.
- B. Summer Concert Series – Superintendent Anglin stated the series was kicked off with 'One Too Many Band' sponsored by Bob's Big Boy. They are also sponsoring the next concert. There are several more concerts scheduled with the last concert concluding with a movie in the park. The movie will be "Blind Side" and is sponsored by Supervisor Tavaglione.
- C. Senior Cooling Center Information – Supervisor Calvert stated that we are part of the Community Action Partnership which coordinates cool centers to provide drop-in sites for vulnerable individuals. These centers are activated if the temperature is 97 degrees or higher for 3 days to 5 consecutive days. If needed, the senior center will adjust hours if notified by riverside county
- D. Naming of the Rose Eldridge Senior Center- Director Petree informed Commission that City Council took an action to rename the Senior Center. Rose has been a part of the Senior Center for many years and still works her way through town to help the Seniors. Rose was recognized a few weeks ago by Home Stead in the state of CA. There is a fund set up to collect donations to have a dedication ceremony and purchase a plaque.
- E. FY 2012-2013 CIP Budget Update – Director Petree reviewed the Staff Report that was provided to Commission regarding the CIP Budget. He provided descriptions of the projects that are listed. He reminded Commission that even though RDA funds show, they are not available for use.
- F. FY 2012-2013 Fee Schedule Update- Director Petree stated staff reviews the fee schedule annually. The main focus was on the George Ingalls Equestrian Event Center and how the dates can be filled at reasonable rates and how multiple use dates can receive discounts. Meetings were held with the committee and the representatives from the local horse groups to help them understand how the new fee structure works. These representatives seem to understand how this will benefit them and how they can use the new fee structure to their advantage. Director Petree commended staff and volunteers together on the amount of work completed at the George Ingalls Equestrian Event Center which cuts down on costs. He went on to explain the new fees that were added to the schedule.
- G. Wayne Makin Emergency Lighting Repairs - Director Petree stated that 16 poles are being replaced at this sight and other adjustments are being made that will help provide more effective lighting. Commissioner Boyle

stated that the lighting repair was a priority based on safety and commended Director Petree for finding the funding to make it happen.

- H. Pikes Peak Park Lighting Repairs – Supervisor Koke stated that a phone call was received from a resident stating that covers were off of the light poles. Approximately 4100 feet of copper wiring was stolen. Sparky's Electric came out to do the emergency repairs. The cost was approximately \$4,000.
- I. Selection of Parks and Recreation Chair and Vice-Chair –
- J. Commissioner Wagner nominated Commissioner Holder as Chair.

M/S Wagner/Hallam to nominate Corrine Holder as Chair

Commissioner Hallam nominated Richard Boyle for Vice Chair

M/S Hallam/Adams to nominate Richard Boyle for Vice Chair

AYES: Adams, Boyle, Holder, Wagner

NOES: None

ABSENT: Hallam

- K. Director Petree presented a plaque to Sharon Wagner in recognition of her commitment to Parks and Recreation

ADJOURNMENT

M/S Holder/Hallam to adjourn at 8:20 p.m. to the Commission meeting on Monday, September 10, 2012, at 6:30 p.m.

AYES: Adams, Boyle, Hallam, Holder, Wagner

NOES: None

ABSENT:

Robin Shepard, Executive Secretary