



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
September 10, 2012

1. CALL TO ORDER: Chair Holder at 6:38 p.m.
2. ROLL CALL
Commissioners: Boyle, Hallam, Holder, Kahan
Absent: Adams

Staff: Director Petree,
Superintendent Anglin,
Supervisor Calvert,
Executive Secretary Shepard
3. PLEDGE OF ALLEGIANCE Commissioner Boyle
4. PRESENTATION/S
 - A. Introductions of New Parks and Recreation Commissioner, Geoff Kahan – Director Petree welcomed Geoff Kahan to the Commission.
 - B. Special Events Review: Concerts in the Park, Day of the Cowboy – Commission enjoyed a power point presentation which included pictures of the events accompanied by music. Superintendent Anglin provided the statistics for all events.
5. PUBLIC COMMENTS
NONE
6. **DIRECTOR ACTION ITEMS**
 - A. Sub-Committee Assignments – Director Petree reviewed the assignments that were made for the committees.
7. **COMMITTEE REPORTS**
 - A. Youth Sports Advisory Update – Supervisor Calvert stated that they have changed their meeting dates so the most current information will be available to Commission at their quarterly meeting. Supervisor Calvert reviewed the staff report with the Commissioners
 - B. Corydon Staging Area Update – Director Petree stated that the Corydon Staging Area is one of nine on the Santa Ana River Trail. The City of Norco has been awarded a \$100,000 Federal Grant which will be used to construct the restrooms at the Corydon Staging Area. Through a \$5,000 donation from Waste Management and with dedicated volunteers, 6 picnic

tables have been built and placed on the site along with 6 hitching posts donated by the Norco Horsemen's Association. Valley Crest Landscaping has offered 35 trees at a discounted cost. Staff and volunteers will be installing irrigation which will be completed by the end of September. Development plans also include trash receptacles, bike racks and hopefully a shelter. Commissioner Kahan suggested that volunteers such as scouts or students would be able to help in the task.

- C. Parade of Lights Update – Commissioner Holder informed the Commissioners that the event will be held on Saturday, December 1, 2012. Entries will include equestrians, vintage tractors, carriages, bands, drill teams, floats, majorettes, color guards, ROTC and percussion and more. Donations and sponsorships are still needed to help defray the cost of this event.

8. CONSENT CALENDAR

A. APPROVAL OF MINUTES – June 18, 2012

B. DEPARTMENT OPERATIONS REPORT – ITEMS 9.1. – 9.27

D. CITY COUNCIL APPROVAL ITEMS

- 1. Acceptance of the Energy Efficient Lighting Retrofit Project as Complete. Recommended Actions: Accept the Energy Efficient Lighting Retrofit Project as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

APPROVED 5 - 0

- 2. Resolution Amending the Fiscal Year 2011-2016 Capital Improvement Program (CIP) Budget to Appropriate Additional Funds for the Wayne Makin/Shearer Sports Complex Lighting Project and Ratification of a Contract for the Completion of the Emergency Electrical Work. **Recommended Actions: 1.) Adopt Resolution No. 2012-46, amending the FY 2011-2016 Capital Improvement Program (CIP) Budget appropriating additional funds in the amount of \$68,000 from the Park Improvement Fund for the Wayne Makin/Shearer Complex Field Lighting Project; and 2.) Ratify a contract agreement between the City of Norco and Sparky's Electric for the completion of the emergency electrical work. APPROVED 5 - 0**

- 3. Adoption of Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines **Recommended Action: Adopt the Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines. APPROVED 5 – 0**

4. Renaming of the Small Auditorium (Fire Side Room) at the Mildred W. Fleutsch Community Center in Honor of Bob and Karlene Allen.
Recommendation: Authorize the renaming of the Mildred W. Fleutsch Community Center, Small Auditorium (Fire Side Room) in honor of Bob and Karlene Allen, selecting the official name to be adopted as the Bob and Karlene Community Room. APPROVED 5 – 0

5. Approval of a Lease Agreement between the City of Norco and the Norco Area Chamber of Commerce & Visitor's Center.
Recommended Action: Approve the Lease Agreement with the Norco Area Chamber of Commerce & Visitor's Center at the Norco Public Library for the term beginning October 1, 2012 and ending September 30, 2015; and direct the City Manager or her designee to execute said Lease. APPROVED 5 - 0

END OF CONSENT CALENDAR

M/S Hallam/Kahan to approve the Consent Calendar

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT: Adams

9. COMMISSION ONGOING BUSINESS

- A. Ingalls Park Improvements – Director Petree stated that we are preparing for the electrical transformer to be upgraded by SCE. There will be some testing of lights in the Clark Arena to see what configuration works best. By the end of February, 2013, the east pad grading will be completed.
- B. Silverlakes – Director Petree stated that it may not look like progress is being made, but they are doing underground work. Material is still being brought in for the grading. The Hamner Widening project is occurring at the same time causing possible delays in that area. Soft opening in Spring with full opening in fall is planned.
- C. Santa Ana River Trail – Director Petree stated that negotiations were conducted today with a firm for engineering of the final construction drawings of the master plan. Plans are to be done in 6 months to go out for bid. Meetings are scheduled to work on the striping project. This would be for the bike route in Norco.
- D. U.N.L.O.A.D. Program – Meeting cancelled due to lack of quorum.

10. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS

11. OTHER MATTERS

- A. Rose M. Eldridge Senior Center Dedication Invite – The Commissioners were provided with an invitation to attend the dedication on September 28,

2012. Director Petree stated all funds for the dedication and plaque were donations.

- B. Bob and Karlene Allen Community Room – Director Petree informed Commission that the Small Auditorium will be named after Bob and Karlene Allen. The dedication celebration has not been set to date. Bob and Karlene are residents who are dedicated to the City and deserve the recognition.
- C. Emergency Light Pole Replacement at Wayne Makin – Director Petree updated the Commission on the project. He stated the light poles that were considered to be in a bad way were replaced. There have been funds set aside to replace the rest of the poles and add lighting to soccer field 4.
- D. New Animal Shelter Operations Update – Director Petree stated the project has been completed and staff will be going to Council for Notice of Completion. From an operational standpoint, staff has found that the new environment has made a world of difference with efficiency. It is a good working facility that meets the needs of Norco. Future plans include shade structures, misters, and a specific area for pigs.

ADJOURNMENT

M/S Boyle/Hallam to adjourn at 8:10 p.m. to the Commission meeting on Monday, TBD, at 6:30 p.m.

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT: Adams

Robin Shepard, Executive Secretary