



**MINUTES**  
**CITY OF NORCO**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS-2820 CLARK AVENUE**  
**April 8, 2013**

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1. CALL TO ORDER: Chair Holder called the meeting to order at **6:35 PM**
  2. ROLL CALL:  
Commission Members: **Boyle, Holder, Kahan**  
Absent Members: **Adams, Hallam**  
  
Staff: **Director Petree**  
**Superintendent Anglin**  
**Supervisor Calvert**  
**Supervisor Koke**  
**Superintendent Scagnamiglio**  
**Deputy City Clerk Germain**
  3. PLEDGE OF ALLEGIANCE **Richard Boyle**
  4. PRESENTATIONS:
    - A. **Recognition of Jamie Carper, RCS Specialist**  
Director Petree presented Mr. Carper with a Certificate of Appreciation on behalf of the City and the Parks and Recreation Commission for his efforts to arrange for a new outdoor sign at the Riley Gym. He stated that Mr. Carper worked effortlessly in getting sponsorships, for which he raised over \$3000 in donations.
    - B. **Riley Gymnasium Staff**  
Director Petree recognized the Riley Gym staff on an outstanding job done with the basketball program of this season. He presented each staff member with a Certificate of Appreciation and commended their efforts in working with the youth of Norco.
    - C. **Introduction of Animal Control Superintendent Scagnamiglio**  
Director Petree introduced Frank Scagnamiglio, the new Superintendent for Animal Control/Shelter. He noted that Mr. Scagnamiglio has over 20 years of experience and tenure in Norco; he will be filling big shoes left by his predecessors, whom have retired.  
Frank Scagnamiglio commented on his previous experience with the Norco Animal Control/Shelter and spoke highly of his mentors, Charles Hemmings and Renee Powers.
    - D. **Egg Hunt Review**  
Supervisor Calvert gave an overview of the Easter Egg Hunt and Bunny Hop Event of March 30, 2013. She stated that the program had many sponsors from local groups as well as a few in-kind donations from local businesses. She noted that over 300 kids participated in the events, which included arts and crafts and a first-time Bunny Hop. A PowerPoint presentation of the day's events was shared with the Commission.
  5. PUBLIC COMMENTS: **NONE**
  6. CONSENT CALENDAR
    - A. APPROVAL OF MINUTES – February 11, 2013

**END OF CONSENT CALENDAR**

**M/S Kahan/Boyle to approve the Consent Calendar**

**Ayes: Boyle, Holder, Kahan**

**Noes: None**

**Absent: Adams, Hallam**

7. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS: **NONE**

8. DIRECTOR ACTION ITEMS: **NONE**

9. COMMISSION ACTION ITEMS:

A. Dedication of Field 2 at Wayne Makin in Honor of Dave Cummings – Superintendent Anglin

Superintendent Anglin presented the staff report on file in the Parks and Recreation Department. She noted that there will be no cost to the City, all costs and upkeep will be maintained by the Norco Little League organization. Staff requests the Commission provide a recommendation of approval to the City Council.

Vice Chair Boyle stated that although he did not know Mr. Cummings, it was obvious that he was considered very valuable to the group. He approves the recommendation.

Commission Member Kahan agreed that the required wait period should be waived and to forward the recommendation to approve to the City Council.

**M/S Boyle/Holder** to recommend that the City Council approve the dedication of Field 2 at Wayne Makin Park in Honor of Dave Cummings and waives the 120-days wait period.

**Ayes: Boyle, Holder, Kahan**

**Noes: None**

**Absent: Adams, Hallam**

10. COMMITTEE REPORTS:

A. **Senior and Human Service Programs Committee**

I. Senior and Human Service Programs Update - Supervisor Calvert, Commissioner Adams

Supervisor Calvert presented the staff report on file in the Parks and Recreation Department. She gave an update on the congregant meal program for Norco Seniors, which is offered at the Rose M. Eldridge Senior Center; she included an overview of the on-going conversations with the Riverside County Office of Aging. She added that although 25 meals are available daily, at times, not all qualified participants come for lunch as they state that someone else may be in need of a meal.

Supervisor Calvert shared that staff was invited to do a presentation to interested members of New Beginnings Church about the need of additional funding for the lunch program, other types of donations and the volunteer opportunities at the Rose M. Eldridge Senior Center. She also noted that she has been in touch with the Corona Church of the Open Door and has set a meeting with its representatives for discussions on how they may be able to assist Norco's seniors.

Supervisor Calvert provided an overview of the Code of Conduct and Rules and Regulations developed to provide Senior Center guests guidelines on Library and Computer usage at the Center. She noted that it is now being reviewed by the City Manager.

Chair Holder shared her experience when meeting with the Riverside County Office of Aging, adding that she felt Mr. Meyers was positive and is willing to help Norco's seniors.

**B. Youth and Adult Sports Programs Committee**

I. Youth Sports Update – Supervisor Calvert, Sub-Committee Member Boyle  
Supervisor Calvert presented the staff report on file in the Parks and Recreation Department. She noted that the Baseball and Girls' Softball seasons have begun. Each had an exciting opening day, with special guest speakers at each event.

Supervisor Calvert noted her concern with the lack of participation by the sports groups at the previous Youth Sports Advisory Committee meeting, noting that a reminder will be sent to each organization noting the importance of a representative attending these meetings.

**C. Special Events – Superintendent Anglin, Sub-Committee Member Kahan**

I. Concerts/Movie in the Park Update  
Superintendent Anglin provided information on upcoming events for the summer months. She noted that Concerts-in-the-Park has always been very popular; five dates are being set from June through August, as well as a Movie-in-the-Park event in Mid-August. She reviewed the finance/donations received so far, noting that there is more to come. She thanked Commission Member Kahan for his continued assistance on this project. She added that save-the-date cards will be sent out once all details are confirmed.

Commission Member Kahan commended staff member Theresa Guevara on an awesome job. He gave an overview on what has been done so far, also providing information on liability insurance the City can purchase for this and other events.

**D. Marketing – Promotion of Assets and Program Services**

I. GI Brand – Director Petree, Sub-Committee Holder and Kahan  
Director Petree presented the staff report on file in the Parks and Recreation Department. He noted that the revised fee policy, which includes bundling costs, has helped bring in more events to town, with a big jump in attendance at all the events at the George A. Ingalls Equestrian Event Center.

Director Petree explained the objective of creating a brand for the Ingalls Equestrian Event Center. Staff and the sub-committee created a brand using the letters GI, for George Ingalls, which will be used to market the facility. Staff recommends that the Commission approve the brand and provide recommendation to the City Council for approval.

Commission Member Kahan stated that he is pleased with the outcome of the brand and is very optimistic for it to go forward.

Chair Holder asked that staff presents a report to the City Council that reflects clearly that this is just a brand for marketing use, and not a name change for the facility.

Discussion ensued.

**M/S Kahan/Holder** to recommend that the City Council approves the brand of GI, as created, for the George Ingalls Equestrian Event Center for multiple marketing uses.

**Ayes: Boyle, Holder, Kahan**

**Noes: None**

**Absent: Adams, Hallam**

11 STAFF REPORTS:

A. Department Operations Report – ITEMS 11.1. – 11.28 – **Received and Filed**

B. City of Norco's 50<sup>th</sup> Birthday Celebration – Director Petree

Director Petree provided an update on the planning of the City's Birthday in 2014, noting a few of the events being planned through the year, which includes a sock hop, a film festival, and the dedication of the Ingalls Memorial.

Commission Member Kahan stated that he is in charge of the Sock-Hop, planned for June 2014. He noted that celebrations will begin in January 2014, continue throughout the year to conclude with the dedication of the Ingalls Memorial on Veterans Day in November. He invited all Commission Members to join in and help plan other events.

12. COMMISSION ONGOING BUSINESS:

A. **Ingalls Park Improvements** – Supervisor Koke

Supervisor Koke gave an update on improvements at the Hal Clark Arena, including the grounds keeping, sound system and lighting projects.

Director Petree provided additional information regarding the current speaker system used by the City, stating the need for a new system. He also shared the work being done on arena grounds with the assistance of volunteers.

Chair Holder commended the service the volunteers provide at the arena, noting that it helps the staff tremendously and that the arena grounds have been better because of these volunteers.

B. **Silverlakes:** No updates available

C. **Santa Ana River Trail**

Director Petree provided an update on the purchase of a prefab restroom, through federal grants, to be located in the parking lot area on Corydon Avenue, and the donation of trees from Valley Crest Landscape Maintenance.

D. **U.N.L.O.A.D. Program** – Supervisor Calvert

Supervisor Calvert reviewed the information provided regarding the 2013 Family Town Hall scheduled for May 2, 2013 to be held at the CNUSD Learning Center area. She noted that the next planning meeting for this event will be April 10<sup>th</sup>, and the next UNLOAD regular meeting will be April 22.

E. **Ted Brooks Cell Site Update** – Superintendent Anglin

Superintendent Anglin stated that the City was notified last week by the cell service company that this cell site is no longer needed. In response to Commission Member Kahan, she stated that this creates a loss of revenue of approximately \$500.00 a month rent, costs for the abatement, as well as planned restrooms and security lights for this particular location.

13. CITY COUNCIL APPROVAL ITEMS:

**Received and Filed**

- A. Request for an Extension to the License Agreement with So Cal Sandbags, Inc. for Grading and Removal of Aggregate and Related Materials at George Ingalls Equestrian Event Center. **Recommended Action:** Approve an eleven-month extension of the License Agreement with So Cal Sandbags, Inc. for grading and removal of aggregate and related materials at George Ingalls Equestrian Event Center through December 31, 2013.
- B. Acceptance of Bids and Award of Contract for the Clark Arena Electrical and Lighting Project. **Recommended Action:** Accept bids submitted for the Clark Arena Electrical and Lighting Project and award a contract to MDE Group, Inc. in the amount of \$123,700, and authorize the City Manager to approve contract change orders up to 10 percent of the original contract amount.
- Superintendent Anglin shared that the Annual Volunteer Dinner is scheduled on May 9<sup>th</sup> at 6:00 pm at Nellie Weaver Hall, noting that invitations will be in the mail shortly.
  - Commission Member Kahan wanted to go on record commending Parks and Recreation Department staff as excellent.
  - Commission Member Kahan provided information on an event scheduled April 16, the anniversary day of George A. Ingalls passing; he stated there will be a special flag ceremony in front of City Hall; all are invited, adding that the Vietnam Flag will temporarily be flying at City Hall for the day. He stated that the Boy Scouts will do a flag burning ceremony at the location of the future memorial that same evening.

14. ADJOURNMENT:

**M/S boyle/kahan to adjourn at 8:36 PM**

**AYES: Boyle, Holder, Kahan**

**NOES: None**

**Absent: Adams, Hallam**

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**Diane Germain, Deputy City Clerk**