



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
June 10, 2013

1. CALL TO ORDER: Chair Holder at 6:35 p.m.
2. ROLL CALL
Commissioners: Boyle, Hallam, Holder, Kahan

Staff:
Director Petree,
Supervisor Calvert,
Executive Secretary Shepard
3. PLEDGE OF ALLEGIANCE Richard Hallam
4. **PRESENTATION/S - NONE**
5. **PUBLIC COMMENTS - NONE**
6. **CONSENT CALENDAR**
 - A. APPROVAL OF MINUTES – April 8, 2013

END OF CONSENT CALENDAR

M/S Kahan/Boyle to approve the Consent Calendar
Ayes: Boyle, Hallam, Holder, Kahan
Noes: None

7. **DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS - NONE**
8. **DIRECTOR ACTION ITEMS - NONE**
9. **COMMISSION ACTION ITEMS**
 - A. Parks and Recreation Commission Nominations – Director Petree stated that annually it is necessary to select a Chair and Vice Chair for the next year.

Commissioner Boyle nominated Commissioner Holder as Chair.
M/S Boyle/Kahan to nominate Corrine Holder as Chair

Commissioner Boyle nominated Commissioner Kahan for Vice Chair
M/S Boyle/Hallam to nominate Geoff Kahan for Vice Chair

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT:

- B. Norco Junior All-American Football Facility Use Agreement – Supervisor Calvert stated NJAAF caught up to everyone else in paying for lights at 100%. They are encouraged to notify the on duty driver to let them know if they leave early so they will not be charged for lights. Commissioner Holder mentioned there was a date error in the contract. Supervisor Calvert apologized for the error. In response to Commissioner Boyle’s question, NJAAF is aware of their increase in light fees and accepts it.

M/S Boyle/Kahan to accept NJAAF Facility Use Agreement with the correction of the date.

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT:

- C. Norco Junior All-American Football Concession Agreement – Supervisor Calvert stated there are no changes to the agreement from the previous year. Supervisor Calvert confirmed that NJAAF and NLL decided to share a key to the snack bar rather than change the locks for each organization.

M/S Kahan/Boyle to accept NJAAF Concession Agreement

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT:

- D. American Youth Soccer Association Facility Use Agreement - Supervisor Calvert stated that there is a change which is a simplification of what was originally paragraphed as Residency and is now paragraphed Field Allocation. This addresses the fact that fields will be allocated to AYSO instead of demanding that they be 51 percent of Norco residents organization the City Council recognizes them as a Special Consideration Group because they serve the City of Norco. In response to Chair Holder’s question, Director Petree stated that the number of Norco residents varies based on the structure used by AYSO but it averages approximately 25 to 30 percent. Commissioner Boyle stated that one year they tried to have all residents of Norco play in Norco but the schedule did not run smoothly. Director Petree reminded everyone that the Shearer family donated the land with the expectation that AYSO Region 37 specifically would be using the fields.

M/S Boyle/Kahan to accept AYSO Facility Use Agreement

AYES: Boyle, Hallam, Holder, Kahan

NOES: None

ABSENT:

10. COMMITTEE REPORTS

- A. Senior and Human Service Programs Committee
 - I. Senior and Human Service Programs Update - Supervisor Calvert commented that a Code of Conduct, Rules and Regulations and a Computer Use Policy have all been put into place at the Sr. Center. It has been received well by many with some exceptions. Supervisor Calvert explained to those with negative comments why these standards were put into place.
Staff is still waiting for answers from the County regarding the Senior Congregant Lunch Program. Chair Holder questioned how many lunches are being averaged per day with the response being 22 – 26. In response to Commissioner Kahan's question, Supervisor Calvert stated that the lunch lady at the Sr Center will stretch meals to make sure that everyone who shows up for lunch will have something to eat.
Chair Holder shared her appreciation for the attention to detail that staff included in the Code of Conduct for the Sr Center.
- B. Youth and Adult Sports Programs Committee
 - I. Youth Sports Update - Supervisor Calvert discussed the contents of the Staff Report. Commissioner Boyle stated that there was not a quorum for the last Sports Advisory Meeting - although they have been pretty well attended over the last year. Director Petree suggested considering changing the meetings to every other month. Commissioner Boyle and Supervisor Calvert didn't think it would affect the attendance but it will be put on the agenda for the next meeting.
- C. Special Events – Director Petree, Sub-Committee Member Kahan
 - I. Concerts/Movie in the Park Update- Director Petree stated the first concert was a success. Seems popularity has grown with people showing up early to stake their claim for seating. Commissioner Holder stated there is a lot of chat on the internet (Facebook) concerning the events which helps get the word out.
 - II. National Day of the American Cowboy-Director Petree stated the committee is working diligently to put the program together. The program will be very similar to previous years but will be a two-day event with camping being allowed overnight on sight.
- D. Marketing – Promotion of Assets and Program Services
 - I. GI Brand Update – Director Petree thanked the Commissioners for the efforts in creating the brand. He stated that Council felt that Horsetown USA is the brand and they did not feel that the GI brand would have been used properly. Commissioner Holder stated that the Council seemed to have appreciated the concept but it just never got off the ground. She also stated that the Council would like staff to continue to work on the branding idea and bring it back to council in the future. Discussion continued.

- E. The George Ingalls Veterans Memorial Plaza Update - Director Petree discussed the policy which is being discussed by the committee. Sub-Committees have been created with one of them being fundraising. One of the fundraising ideas is selling bricks that can be purchased for loved ones who have served in the military. They are bricks that will be laid out on the ground in the 'Circle of Honor' that can be purchased for any military individual who is deceased or living. There is a Facebook page that has information about donations and shows some of the events that are being planned for fundraising. Discussion continued.

11 STAFF REPORTS

- A. Department Operations Report – ITEMS 11.1 – 11. 24 Chair Holder questioned when the light poles at Wayne Makin will be fixed. Director Petree stated that the project was already in the plans; the wind damage that caused the emergency repairs pushed it up on the priority list. All poles should be done in 60 days.

12. COMMISSION ONGOING BUSINESS

- A. Ingalls Park Improvements – Director Petree stated 80% of project is completed. More lights were added to the middle of the arena. Lights were tested during a recent event and it worked well. Staff is working with a few consultants regarding the sound in the arena. The budget is limited and storm drains need to be included in the project. Looking to finish the east pad by Jan 1.
- B. U.N.L.O.A.D. Program – Supervisor Calvert stated the last meeting was April 22nd. May 8th event was attended by over 150 youth and their parents. Activities occurred outside then moved inside to round tables to have questions answered by experts.
- C. City of Norco's 50th Birthday Celebration – Director Petree stated the committee has scheduled a variety of events and as they firm up, they will be posted. Activities include a film festival, a gala and fund raising events for the Veterans Memorial. The College had a contest to develop a logo that will be used throughout the year.
- D. Ingalls Park Events Update – Patty Ireland, Facilities Coordinator stated that special events are on a rise. These events are in addition to the regular Norco events. Patty discussed the shows that have had a success and the positive comments received from those attending the shows. Some of the larger shows that had success are looking to return in the future. Room reservations at the Hampton Inn were up during many of the new larger shows. The Down Under Clinic sold out within a week so they added another weekend in Norco to accommodate the people who were interested which also sold out. They are looking to return and have a four day clinic. The most recent National Area 7 show exceeded their expectations of entries and was very excited about the facility and the kindness of staff and the residents of the town. Hampton Inn was very happy with the increase in room stays with this event as well. Commissioner Boyle questioned our fees and if they are competitive.

Director Petree stated that last year staff created bundle fees that mean if you book more than one day at the facility, there will be a discount. Commissioner Boyle complimented Director Petree for his improvement of cost recovery at Ingalls Park.

13. CITY COUNCIL APPROVAL ITEMS

- A. Approve the naming of Field 2 at the Wayne Makin Sports Complex as the Dave Cummings Field. **APPROVED 5 - 0**

- B. Staff recommends that the City Council authorize the City Manager to execute a contract in an amount not-to-exceed \$73,000 to purchase a precast ADA Restroom from CXT, Precast Products Inc., using the Federal General Services Administration (GSA) Schedule, Contract No. GS-07F-0602N. **APPROVED 5 – 0**
Director Petree stated site work will be out to be bid shortly and the restroom is ordered. The entire project will be completed by the end of September. Through volunteers with NHA, approximately 30 trees have been planted along with irrigation. Bobbie Pope raised money for a shelter.

- C. Approve the GI Logo for the George Ingalls Equestrian Event Center. **M/S Azevedo/Higgins to send the logo back to the Parks and Recreation Commission sub-committee to revise the logo. APPROVED 5 – 0**

- D. Authorize the City Manager to execute an Agreement between the City of Norco and Sparky's Electric for the completion of emergency electrical work at Wayne Makin/Shearer Sports Complex and other City parks not to exceed \$220,000 and authorize the City Manager to approve change orders up to 10%. **APPROVED 3 – 0**

- E. Award the bid for the purchase of a 2013 Kubota Tractor M9960HDC to Glenn B. Dorning, Inc. in the amount of \$66,852.00. **APPROVED 5 – 0**

Commissioner Boyle expressed his sadness in Beth Groves, City Manager, moving on from the City. He feels she was very instrumental in moving the city beyond the financial cliff to a place that we can sustain ourselves. He appreciates her professionalism and interest in all of us and she certainly will be missed.

ADJOURNMENT

M/S Hallam/Boyle to adjourn at 7:54 p.m. to the Commission meeting on Monday, July 8, 2013 at 6:30 p.m.

AYES: Boyle, Hallam, Holder, Kahan
NOES: None
Absent:

Robin Shepard, Executive Secretary