



**MINUTES**  
**CITY OF NORCO**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS-2820 CLARK AVENUE**  
**July 22, 2013**

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1. CALL TO ORDER: Chair Holder at 6:34 p.m.
2. ROLL CALL  
Commissioners: Boyle, Gable, Hallam, Holder, Kahan  
  
Staff:  
Director Petree,  
Superintendent Anglin  
Supervisor Calvert,  
Executive Secretary Shepard
3. PLEDGE OF ALLEGIANCE Richard Boyle
4. **PRESENTATION/S**
  - A. Introduction of new Parks and Recreation Commissioner Jennifer Gable - Director Petree introduced Jennifer and explained that she is involved with the equestrian way of life at Disneyland. He welcomed her and stated that we are looking forward to working together over the next four years. Commissioner Gable stated that she is excited to be on Commission and has been living in Norco the last four years and has been involved with horses for most of her life. Jennifer expressed her love for Norco and is looking forward to being involved.
  - B. Introduction of new Special Events/Volunteer Specialist John Starling – Superintendent Anglin explained that Theresa Guevara moved on to another company in her career field. John is an in-house candidate and we look forward to his energy and his skills. John thanked staff for the opportunity. Commissioner Kahan welcomed John and looks forward to his contributions.
5. **PUBLIC COMMENTS: NONE**
6. **CONSENT CALENDAR**
  - A. APPROVAL OF MINUTES – April 8, 2013

**END OF CONSENT CALENDAR**

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

**Ayes: Boyle, Holder, Kahan**

**Noes: None**

**Abstain: Gable**

7. **DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS**

8. **DIRECTOR ACTION ITEMS**

A. Sub-Committee Assignments – Director Petree stated that every year we select Commissioners to assist staff with various responsibilities in the department. If a Commissioner does choose not to be a part of a sub-committee, it is ok. Director Petree asked each Commissioner to review the current list of committees and inform him by email of the committees they would like to be involved with. Director Petree discussed each of the sub-committees.

9. **COMMISSION ACTION ITEMS: NONE**

10. **COMMITTEE REPORTS**

A. Senior and Human Service Programs Committee

I. Senior and Human Service Programs Update - Supervisor Calvert Congregate lunches – Supervisor Calvert stated that due to Federal Sequestration cuts, there is a large impact to the Riverside County Office on Aging. However, due to various new contributions, the impact of the cuts to the City of Norco is minimal. The Office on Aging is expecting to provide the same level of service/meals that have been recently provided. The Sr Center is feeding 12 – 26 seniors per day which is down from 31 in the beginning of the year. Cooling Centers – On days that exceed 97 degrees, the Sr Center is open for seniors to spend the day in an air conditioned facility. The Cool Centers are posted on-line. Party Parners – was awarded \$25,000. Staff is developing capacity building activities and looking to market the program more aggressive than in the past.

B. Youth and Adult Sports Programs Committee

I. Youth Sports Advisory Committee Update - Supervisor Calvert, stated summarized the Staff Report that was provided to Commission.

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

I. 4<sup>th</sup> of July Mayor’s Trail Ride and Picnic in the Park-Superintendent Anglin explained that it was an effort to get Norconians involved in the 4<sup>th</sup> of July since the Jamboree was canceled a number a years ago. There were approximately 50 riders on the Mayor’s Trail Ride and approximately 300 individuals in the park for the picnic. Councilman Higgins was a large contributor this event.

II. Concerts/Movie in the Park – the average attendance for these concerts has been about 300 in the park. The next concert is Aug 22 and it will be classic rock. The last concert of the season will also include a movie in the park once the concert is over.

- III. National Day of the American Cowboy- is this weekend. This year is expanded with overnight camping on Saturday night. Registration for contestants begins at 8 am. The grand entry celebration will honor the pony express riders. Superintendent Anglin reviewed the schedule with Commission.
- IV. Parade of Lights-will is December 7<sup>th</sup> with the parade at 5pm and the festival beginning at 2pm. Events are not yet finalized.
- D. Marketing – Promotion of Assets and Program Services – Superintendent Anglin
  - I. Norco Area Chamber of Commerce Welcome Guide – Superintendent Anglin provided a draft Welcome Guide to Commission. She has been working with the City Manager and the Economic Development Specialist to create this guide to be provided by the Norco Chamber of Commerce. Chair Holder stated that she liked the guide and this type of guide was discussed by the Commission in the past.
- E. The George Ingalls Veterans Memorial Plaza Update - Director Petree and Sub-Committee Member Kahan- Director Petree stated that the engineering document has been finalized for the Circle of Honor bricks. The construction development committee met last week with Greg Newton taking the lead on that committee. Fifty percent of the construction documents have been completed. There are fundraisers planned to help with this construction including the USO dance and the gala.
  - I. Facebook and Website Update – Superintendent Anglin

## 11 STAFF REPORTS

- A. Department Operations Report – ITEMS 11.1. – 11. **Received and Filed**

## 11.COMMISSION ONGOING BUSINESS

- A. Ingalls Park Improvements – Walk thru was recently completed with the electrical engineer. Inspection was completed. Once as-builts are approved, Notice of Completion will be sent to Council. Next project will be installing sound in Clark Arena. SoCal sandbag is grading; there is quite a bit of improvement on the east pad. Grading should be done very early 2014. Once the final cuts are completed, there will be storm drain connections and other site work. A new tractor was delivered.
- B. Corydon Staging Area Improvements – Award of contract last Wednesday to Crown Construction. A preconstruction meeting is being set up. Restroom will be delivered early September. Trees have been planted with irrigation in place. Resident Bobbie Pope collected contributions and made a \$2,500 donation for a picnic shelter. NHA has donated a picnic table for the shelter. Improvements should be done by end of summer. Commissioner Kahan asked about whether or not there are enough funds for security cameras. Director Petree stated that some of the

improvements may curtail some of the vandalism. The facility will be secured every evening. If problems continue, security cameras may be an option.

- C. U.N.L.O.A.D. Program – Verbal update - Supervisor Calvert stated that program is on summer break and will reconvene when school returns.
- D. Ingalls Park Events Update – Patty Ireland, Facilities Coordinator – Round table logistics meeting with the Norco Mounted Posse Rodeo and the Norco Fair. Both organizations are committed and events are moving forward. Thursday Barrel nights are also running along smoothly.

- Silverlakes – RJ Brandes gave an update at the last City Council meeting. His finances were on hold during a divorce finalization which is one of the reasons he could not move forward on the project in the last year. His asset issues have been settled and he is optimistic to start the project very soon. Director Petree further explained the City loan to RJ Brandes and the monthly rent the City is receiving regularly. Mr. Brandes agreed to provide monthly updates to the City Council.

### 13. CITY COUNCIL APPROVAL ITEMS

Received and Filed

- A. Proposed Fourth of July Mayor's Community Equestrian Trail Ride and Picnic. **Recommended Action: Approve the concept of a Mayor's community equestrian trail ride followed by a picnic on the Fourth of July. APPROVED 5 – 0**

- Commissioner Hallam discussed a video that was shot in Norco about one year ago and mentioned that his son was a big part of the video. Director Petree stated that he heard about that the video was good and there was an intention to show it at Nellie Weaver Hall last year. However, there was a problem with some of the sponsor that needed to be worked out in a way that there needed to be separation of church and state.
- Commissioner Hallam mentioned that Cert training is starting Friday with the County and will be all three days. Director Petree stated that this is a program to teach volunteers how to be helpful in a disaster situation.

### ADJOURNMENT

**M/S Hallam/Kahan to adjourn at 8:09 p.m. to the Commission meeting on Monday, September 9, 2013 at 6:30 p.m.**

**AYES: Boyle, Gable, Hallam, Holder, Kahan**

**NOES: None**

**Absent:**

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**Robin Shepard, Executive Secretary**