



**MINUTES**  
**CITY OF NORCO**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS-2820 CLARK AVENUE**  
**September 9, 2013**

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1. **CALL TO ORDER:** Chair Holder at 6:42 p.m.
2. **ROLL CALL**  
  
Commissioners: Boyle, Gable, Hallam, Holder, Kahan  
  
Staff:  
Director Petree,  
Superintendent Anglin,  
Supervisor Calvert,  
Supervisor Koke,  
Facilities Coordinator Ireland  
Executive Secretary Shepard
3. **PLEDGE OF ALLEGIANCE** Brian Petree
4. **PRESENTATION/S**  
  
A. Concerts in the Park and National Day of the American Cowboy - Superintendent Anglin showed a power point presentation for the Commission to enjoy. Superintendent Anglin stated that we are very proud to have these types of events in town which bring together everyone from all backgrounds in the community. She stated Recreation Specialist John Starling's enthusiasm is bringing together new ideas already for next year. Commissioner Kahan expressed his appreciation for Theresa's (former Rec Specialist) commitment and hard work to the Concerts in the Park prior to her departure from the City.
5. **PUBLIC COMMENTS**  
  
NONE
6. **CONSENT CALENDAR**  
  
A. APPROVAL OF MINUTES – April 8, 2013  
B. CITY COUNCIL APPROVAL ITEMS
  - 1) Agenda Item 1.E. Acceptance of a Donation from the American Youth Soccer Organization (AYSO) Region 37 in the Amount of \$5,860 and Approval of a Resolution to Amend the FY 2014 General Fund Budget. **Recommended Action: Accept the donation from the AYSO Region 37 in the amount of \$5,860 and adopt Resolution No. 2013-56, amending the FY 2014 General Fund Budget. (Director of Parks, Recreation & Community Services)**

- 2) Agenda Item 4.A. Approval of Wild Animal Permit NWAP 2013-01, Trevor Santochi, 3925 Mt. Shasta, Norco, California. **Recommended Action: Approve Wild Animal Permit NWAP 2013-01 for an Artic Gyrfalcon.** (Director of Parks, Recreation & Community Services)

### **END OF CONSENT CALENDAR**

#### **M/S Hallam/Boyle to approve the Consent Calendar**

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

**Noes: None**

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

APPROVAL OF MINUTES – April 8, 2013

Chair Holder stated that Commissioner Hallam was omitted from the “Ayes” when approving the Consent Calendar.

#### **M/S Kahan/Hallam to approve Minutes of April 8, 2013 with the correction**

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

**Noes: None**

#### **8. DIRECTOR ACTION ITEMS**

##### **A. Sub-Committee Assignments**

Director Petree discussed the Sub-Committee Assignments that were included in the Commissioner’s packets. These committees are voluntary and are a way for Commissioners to work with staff and other front line people on issues related to the department. Director Petree reviewed each assignment with the Commissioners. He expanded on the 5 Year Strategic Plan and how these committees will contribute to that. Commissioner Kahan stated that he is very involved with the Parade of Lights Committee; he does not want to take-away from Commissioner Gable but wants to make sure there is no Brown Act violation. Director Petree and Superintendent Anglin stated that Commissioner Kahan became involved originally as a resident rather than as a Commissioner. Superintendent Anglin stated that she met with Commissioner Gable she has been helping out with securing sponsorships. She also stated that she would like to Commissioner Kahan to remain with the Parade of Lights. Director Petree stated that he will check with the City Clerk.

#### **9. DEPARTMENT REPORTS**

##### **A. Department Operations Report Recreation and Community Services**

Superintendent Anglin summarized the report provided to Commission and touched on the highlights of youth sports, youth services and senior services.

##### **B. Department Operations Report Parks and Building Maintenance**

Supervisor Koke reviewed the report provided to Commission highlighting the Wayne Makin/Shearer Sports Complex Lighting Project being complete and the

Corydon Staging Area Project being on schedule. Director Petree stated that the Corydon Staging Area Project is assisted by Norco Horsemen's Association and we are looking forward to a Ribbon Cutting Ceremony in October. Gates are locked at night to avoid vandalism. Chair Holder inquired about fans at the gym. Director Petree stated that the swamp coolers were repaired and he stated that fans may be beneficial next summer basketball season. An engineering report for the roof was recently completed and staff will be reviewing it to determine the next steps.

C. Department Operations Report George Ingalls Equestrian Event Center Facilities Coordinator Ireland provided an update for July – August. She stated that all events have been successful and she discussed the highlights of the past two months. Upcoming events through January were discussed. Commissioner Hallam stated that one of the greater needs at Ingalls is permanent bleachers. Chair Holder stated that it is very expensive to bring in the temporary bleachers for the events that need them. Chair Holder also complimented staff for doing a fabulous job at customer service during the fair. Commissioner Kahan asked Director Petree to speak of the award for the arena that was discussed at the last City Council meeting. Although it is listed later in the agenda, Director Petree informed the Commission of the details of the award.

9. **COMMISSION ACTION ITEMS**

A. None

10. **COMMITTEE REPORTS**

A. Senior and Human Service Programs Committee

Supervisor Calvert provided an update on the congregate lunch program. Office on Aging required a reassessment which will allow them to see what clients can be removed from home delivery which will allow a redistribution of funds to the congregate lunch programs. The reassessment closed the gap on the shortage of funds for the congregate meal program. Staff is working with Office on Aging on the distribution of meals. Because client numbers and funding seem to have stabilized, the nutritionally needy list has been eliminated and the lunch reservation system has been reinstated. Approximately 15-20 lunches are being served a day with the allocation being 25. The Office on Aging stated that they are confident the current level of funding and service can continue through the current year. Commissioner Boyle questioned if the reservations limit the number of meals being brought that day; do they only bring the number of meals on the reservation list or do they bring the 25 allotment? Supervisor Calvert stated that the Seduxo representative sometimes brings the entire allotment and sometimes just brings what is reserved. It is a work-in-progress.

B. Senior Utility Subsidy Program Discussion-

Director Petree stated that these types of social programs used to be funded by the Redevelopment Agency (RDA) and residence with low income would qualify.

There is no longer RDA so those funds are not here to help the seniors. Norco does have seniors who are challenged with paying their utility bills. Staff and City Council are trying to come up with some ideas. One of the suggestions that came up during a City Council meeting is "Save the Change" program. If a water bill includes change, a resident can round up their payment and the difference between the amount due and the amount paid will be put into a special fund to be a grant fund. There is also a summer program where residents can add an additional amount to their water payment and it will be put into the grant fund. This program will be earmarked for seniors to help them with their utilities.

C. Special Events Update

Superintendent Anglin summarized the report provided to the Commission and invited the Commission members to join in on the fun of the upcoming special events.

D. The George Ingalls Veterans Memorial Plaza Update

Director Petree stated the Policy Paper has been completed and will be reviewed by the committee at the next meeting. Once approved by the Committee, it will go to City Council for approval to move forward. The publicity package has been drafted for review by the committee. The brick layout has been decided by the committee. There have been some changes to the amphitheater. There is a USO dance in November with the Gala being in January; both are fundraisers for the memorial. Tickets for these events are now available. Commissioner Kahan acknowledged the many who have donated their services to plan the memorial. Chair Holder questioned if there would be recognition to the providers of the donated services. Director Petree stated there will be a Legacy Wall that will include the names of donators and financial contributors.

E. U.N.L.O.A.D. Program Update

Supervisor Calvert summarized the report that was provided to Commissioners.

11. **COMMISSION ONGOING BUSINESS**

A. Ingalls Park Improvements

Director Petree stated that SoCal Sandbags is coming to the end of their grading project. Staff is looking at CDBG funding for additional restrooms. Supervisor Koke stated that the contractor for the lighting project at Clark Arena did a great job. The poles removed from Wayne Makin that are in good condition will be used at Ingalls Park for additional lighting. Staff is preparing for grass in Parking Lot 3.

B. Corydon Staging Area Improvements

Supervisor Koke stated that the area is coming together with plants, restrooms and picnic tables. There was a donation for a picnic shelter, so that is in the plans. There will be hose bibs close to the restrooms.

C. Silverlakes

Director Petree stated that the developer is working on his funding package. Once complete, the project will be able to move forward. Documents are available for review at the City Clerk's Office.

**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**