



MINUTES  
CITY OF NORCO  
Parks and Recreation Commission

January 13, 2014

City Council Chambers  
2820 Clark Avenue, Norco, CA 92860



Corinne Holder, Chair  
Geoff Kahan, Vice Chair  
Richard Boyle, Commissioner  
Jennifer Gable, Commissioner  
Richard Hallam, Commissioner

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1. **CALL TO ORDER:** 6:30 PM
  2. **ROLL CALL** Chair Holder, Vice Chair Kahan, Commission Members Boyle, Gable and Hallam

Staff Present: **Superintendent Anglin, Supervisor Calvert, Supervisor Koke, Facilities Coordinator Ireland and Executive Secretary Shepard**

3. **PLEDGE OF ALLEGIANCE** Commission Member Gable

4. **PRESENTATION/S**

A. Special Event Update: Parade of Lights – Superintendent Anglin  
Superintendent Anglin

Superintendent Anglin shared a power point presentation showing the highlights of the parade and festival of residents having a good time. She stated that this year had the most participants in the parade to date. There were some adjustments made due to the weather; it all worked out well with an intimate feeling.

Commissioner Hallam shared that he thought the inside entertainment was amazing. It was a very fun event.

**5. PUBLIC COMMENTS**

**6. CONSENT CALENDAR**

- A. APPROVAL OF MINUTES – November 18, 2013
- B. CITY COUNCIL APPROVAL ITEMS
  - 1) None

**M/S Hallam/Kahan** to approve the consent calendar items with an adjustment to page 4 of the minutes to show the Silverlakes Equestrian and Sports Center will be presented at City Council on December 4, not December 2.

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

**Motion Passed**

**END OF CONSENT CALENDAR**

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

**8. DIRECTOR ACTION ITEMS**

- A. None

**9. DEPARTMENT REPORTS**

A Department Operations Report Recreation and Community Services: Superintendent Anglin presented the staff report on file in the Parks and Recreation Department. She asked to skip the youth sports update since Supervisor Calvert will be giving a presentation later in the meeting. Breakfast with Santa was a huge success. There were 215 guests with revenues exceeding the expectations. Local volunteers and sponsors were noted.

Wee People and Kidz Club are into their winter session with lots of fun activities scheduled. Completed Winter kidz camp and ready to plan for Spring Camp. TGIF will be focusing on healthy kids.

Pirate and Princess Picnic: This is an event for parents and children to do crafts for Valentine's Day and have a picnic at the Community Center Field.

Sr. Services activities are listed on the report. Superintendent Anglin mentioned the luncheons that will be coming up. She stated that the seniors love to have visitors so feel free to stop by anytime.

Commissioner Hallam stated that the Sr. Christmas Luncheon was outstanding and he wanted to go on record to commend Councilmember Bash on his presentation of Pearl Harbor Day on December 7th.

Commissioner Kahan was also at the events and echoed Commissioner Hallam's comments.

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

Supervisor Koke presented the staff report on file in Parks and Recreation Department.

Commissioner Hallam questioned if there is electric at Corydon Staging Area; this is going to be the staging area for CERT in the event of an emergency. Supervisor Koke stated that there is power but there is not an outlet. Accommodations can be made for power if needed.

In response to Chair Holder's question, the area for the George Ingalls Veterans Memorial, Supervisor Koke stated that the site has been cleaned only, not graded. The area is ready for the next step.

**C. Department Operations Report George Ingalls Equestrian Event Center:**

Facilities Coordinator Ireland presented the staff report on file in the Parks and Recreation Department. She provided an update on recent special events, which all were successful; noting that the Ken McNabb Horsemanship Clinic was so successful that he booked two more dates with one of them being a four day event.

Chair Holder expressed her appreciation in Facility Coordinator Ireland's push to get our name out there.

Commissioner Boyle asked what this year's goal is for reserved dates at the facility. Facility Coordinator Ireland stated that her goal is 240 dates per arena knowing that it is aggressive but is more of a five year goal.

Chair Holder stated that the large Arabian Show coming will be a benchmark for showing what our facility can handle.

Superintendent Anglin stated that the City is creating a new website and is working to provide Ingalls with its own link with an idea of streaming videos of activities and showcasing the amenities. Modules will be included to create the tools for the marketing of this facility.

**10. COMMISSION ACTION ITEMS**

A. Norco Little League Facility Use Agreement and Concession Agreement – Supervisor Calvert

B. Norco Girls Softball Facility Use Agreement and Concession Agreement – Supervisor Calvert

Supervisor Calvert discussed the staff reports that were provided to Commission. She identified the changes in the agreements for this term of use. Many of the changes apply to both of the groups.

Superintendent Anglin stated that at the Youth Sports Advisory meeting, the assets of the snack bar were discussed. Eventually equipment will need to be replaced. No funds are being set aside at this time, but everyone agreed the assets belong to the City and everyone will share in the cost of the replacements. Any asset a sports group

brings into the concession stands on their own, remains the property of the sports group and is not the responsibility of the City.

Commissioner Boyle stated that the Youth Sports Advisory meeting went very well and stated the life expectancy of the equipment was a question at the Sports Advisory Meeting. Staff will be investigating the life expectancy of the snack bar equipment and the groups agreed to go with the results of the inquiry. Superintendent Anglin will be directing staff to go back to the manufacturer of the equipment to find out the life expectancy. She stated that the use of the equipment will also be considered when determining the life expectancy. Discussion continued.

**M/S Hallam/Boyle** to approve Norco Little League Facility Use Agreement and Concession Agreement.

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

**Motion Passed**

**M/S Boyle/Hallam** to approve Norco Girls Softball Facility Use Agreement and Concession Agreement.

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

**Motion Passed**

#### 11. **COMMITTEE REPORTS**

##### A. City of Norco 50<sup>th</sup> Birthday Celebration – Director Petree

Superintendent Anglin mentioned the upcoming events; the Film Festival will be the first weekend in February. She shared the flyers of the Calendar of Events and the sale of 50<sup>th</sup> Birthday memorabilia available for purchase at City Hall.

Commissioner Kahan presented information on the Sock Hop/Car show which was originally scheduled for June will now be in August. Details of the planning were discussed.

Commissioner Hallam inquired about what the activities would be for the 4<sup>th</sup> of July celebration. He stated he has been in contact with someone who previously donated a raffle basket. Superintendent Anglin responded that there have not been any meetings held for this event to date, but if Commissioner Hallam would like to be the connection for this sponsor, we would be gracious enough to accept that.

##### B. Youth Sports Update – Supervisor Calvert, Sub-Committee Member Boyle

Supervisor Calvert provided information regarding youth basketball and t-ball. There is a Basketball Challenger League for developmentally disabled youth and adults. Jamie Carper is trying to bring them to Norco. They are currently in Corona but not happy with the way things are working out. We hope to secure them for use at the Riley Gym.

Commissioner Boyle stated that they will be removing some equipment from the snack bars that are not being used by any of the organizations. He stated that the last meeting was lengthy and he asked the representatives if they would rather meet more often; they stated they are happy with the current schedule.

C. Senior and Human Service Programs Committee

1) Senior and Human Service Programs Update - Supervisor Calvert  
Supervisor Calvert summarized the report provided to the Commission. Good News! The congregate lunch program is now serving 28 lunches instead of 26. This gets us closer to the 31 average of last year.

12. **COMMISSION ONGOING BUSINESS**

Commissioner Boyle asked if there have been any discussion regarding the Strategic Plan. Superintendent Anglin stated she will touch base with Director Petree to find out when the workshops will be started again. She stated that because we did such a good job in the past we are ahead of the game right now.

Chair Holder asked that Director Petree look into the boar hunting in the riverbed. She stated it has been in the news lately and wants to make sure the equestrian riders are safe when riding in the riverbed. Commissioner Hallam stated that he thinks they are actually going to try to trap them rather than allow shooting. Superintendent Anglin will talk with him.

Commissioner Kahan asked if there has been any discussion about the marketing of Ingalls since the GI brand was not approved by the City Council when it was presented. Superintendent Anglin stated that she will discuss it with Director Petree.

**ADJOURNMENT**

Chair Holder adjourned the meeting at **7:43 PM**

**M/S Hallam/Boyle** to adjourn the meeting to the next regular meeting of March 10, 2014.

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

**Motion Passed**

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Robin Shepard  
Executive Secretary