



MINUTES  
CITY OF NORCO  
Parks and Recreation Commission

May 12, 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

- 
1. **CALL TO ORDER:** 6:32 PM
  2. **ROLL CALL**      **Chair Holder, Present**  
                         **Vice Chair Kahan, Present**  
                         **Commissioner Boyle, Present**  
                         **Commission Hallam, Present**  
                         **Commissioner Gable, Arrived at 6:35**

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

3. **PLEDGE OF ALLEGIANCE**      **Commission Member Hallam**
4. **PRESENTATION/S**
  - A. Introduction of Youth and Adult Sports Specialist Steve Fitch – Director Petree introduced Steve Fitch to the Commission. Steve addressed the Commission and provided his background. He looks forward to getting involved in the community that he lives in.
5. **PUBLIC COMMENTS - NONE**

**6. CONSENT CALENDAR**

- A. APPROVAL OF MINUTES – March 10, 2014
- B. APPROVAL OF MINUTES – April 14, 2014 Special Meeting

**END OF CONSENT CALENDAR**

**M/S Hallam/Kahan** to approve the consent calendar items with the correction of the Approval of Minutes dated changed from January 12, 2014 to March 10, 2014.

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

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

**8. DIRECTOR ACTION ITEMS**

- A. Chairman and Vice Chair Appointments – Director Petree

A new Chair and Vice Chair are selected for every year to begin in July. Since we do not have a regular meeting scheduled in June, the selections will need to be made tonight.

Commissioner Hallam suggested that since Commissioner Holder is very involved in so many aspects of the City, he would like to see her remain as Chair and Commissioner Kahan as Vice Chair.

**M/S Hallam/Boyle** to approve Commissioner Holder at Chair and Commissioner Kahan as Vice Chair for July, 2014

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

- B. Verbal Discussion for Strategic Planning Workshop –

Director Petree would like to set up a calendar for the next six months to work on the strategic plan for the department. He offered that it may be more successful in a less formal setting and suggested Conference Rooms A & B. He stated that he would welcome involvement from the residents. Monday, June 9<sup>th</sup> and Monday, June 23<sup>rd</sup> were agreed upon for the next two meetings beginning at 6:30 pm.

**9. DEPARTMENT REPORTS**

- A. Department Operations Report Recreation and Community Services

Supervisor Calvert, in Superintendent Anglin's absence, provided an overview of the Staff Report that was provided to the Commission.

- C. Department Operations Report Parks and Building Maintenance

Director Petree, in Supervisor Koke's absence, provided an overview of the Staff Report that was provided to the Commission. Additionally, Director Petree informed the Commission that Staff met with the IT Department today to discuss placing fiber optics at the George Ingalls Equestrian Event Center (GIEEC) to allow for Wi-Fi services. Commissioner Boyle suggested including the Wi-Fi rates in with the daily use fee rather than adding it as a new expense. Chair Holder expressed her excitement with the improvements of lights being installed at the GIEEC.

D. Department Operations Report George Ingalls Equestrian Event Center Facilities Coordinator Ireland reviewed the Staff Report that was provided to the Commission.

E. Cell Site Updates – Director Petree

We are in discussions with Verizon on three sites- Parmenter Park, Wayne Makin and Ingalls. We are waiting on a hard proposal so Staff can present it to Commission and then City Council.

**10. COMMISSION ACTION ITEMS**

A. NJAAF Youth Sports Facility and Concession Agreement

Supervisor Calvert presented the Staff Report that was provided to the Commission. She highlighted the changes in the contracts. Commissioner Boyle stated that the list of equipment helps the groups have a better understanding of each groups' responsibilities of the maintenance and replacement of the equipment. Director Petree stated that a good portion of the equipment belongs to the City. The contract helps alleviate any confusion of what everyone's responsibilities are.

Commissioner Kahan stated that on Page 6, when referring to restroom cleaning, it talks about the CIP increase but it should be the Consumer Price Index (CPI) increase.

**M/S Boyle/Gable** to approve the NJAAF Youth Sports Facility and Concession Agreement with the correction.

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

C. AYSO Youth Sports Facility Agreement

Supervisor Calvert stated that the only change to their agreement from the previous year is the addition of the Exhibit B spreadsheet format. Chair Holder inquired if staff was going to add the Corydon Staging Area Restrooms to the Contract. Director Petree stated that it will not be included and the restroom is primarily for equestrians.

Commissioner Kahan stated that on Page 6, when referring to restroom cleaning, it talks about the CIP increase but it should be the Consumer Price Index (CPI) increase.

**M/S Boyle/Hallam** to approve the AYSO Youth Sports Facility Agreement with the correction.

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

**11. COMMITTEE REPORTS**

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

Director Petree stated that the Heritage Photo Day occurred this past weekend and he thanked the commissioners who showed up for the event at the Community Center. The photo shoot then moved to Norco High School where it was another success. The food trucks were successful as well. The goal of photos taken is to have them placed in a photo album as a momentum at the end of the year- like a year book.

Staff is gearing up for the 4<sup>th</sup> of July. The rotary club is doing breakfast in the morning followed by a Mayor's ride and activities in the park. The evening will include a concert, a laser show and a movie.

Day of the Cowboy will be the next event on the calendar. The Buffalo Soldiers will be a part of the opening show and will do an encampment.

Sock Hop and Car show will be in August. Commissioner Kahan stated that the committee is working with Bob's Big Boy on the Car Show. Entry to the Car show will include entry to the Sock Hop.

Founders Day Ride and Corydon Staging Area Dedication will be June 14<sup>th</sup>.

B. George A. Ingalls Veterans Memorial Update – Director Petree,  
Commissioner Hallam, Commissioner Kahan

Director Petree stated the Award of Contract was approved by City Council. The pre-construction meeting was held last week with an on-site meeting scheduled for May 14<sup>th</sup>. There will be a ground breaking ceremony; date to be determined.

C. Special Events Update: Superintendent Anglin

In Superintendent Anglin's absence, Director Petree reviewed the report that was provided to Commission.

D. Senior and Human Service Programs Update –  
Supervisor Calvert reviewed the report that was provided to Commission

E. Youth Sports Advisory Committee Update –

Supervisor Calvert reviewed the report that was provided to Commission. She also stated that she is very proud of the committee and brags to other cities about how well they work together. Commissioner Boyle stated that the Sports Advisory Committee has a high level of commitment. Commissioner Hallam stated that it wasn't always that way and he complimented Commissioner Boyle for doing a great job with the Committee.

Director Petree thanked those who attended the Volunteer Dinner last week.

It is that time of year to review departmental fees. We will be setting up a meeting with the facility fee committee in the near future.

## ADJOURNMENT

Chair Holder adjourned the meeting in memory of Corky Blair at **8:18 PM**

**M/S Hallam/Kahan** to adjourn the meeting to the next special meeting of June 9, 2014.

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