

CITY OF YUBA
PARKS AND RECREATION COMMISSION
MINUTES

Regular Meeting
January 16, 2008 – 5:30 p.m.
Conference Room – Littlejohn/Madden House
1300 Franklin Road, Yuba City

I. CALL TO ORDER

The City of Yuba City Parks & Recreation Commission Regular Meeting was called to order by Chairperson Blake at 5:35 p.m. in the Conference Room at the Recreation Department.

II. ROLL CALL

Commissioners Present:

Michele Blake, Richard Garmire and Clarine Musfelt

Commissioners Absent:

Lynne Koll and Vaughn Minnix

Staff Present:

Brad McIntire - Recreation Manager and Barbara Gilmore - Administrative Assistant

III. PLEDGE OF ALLEGIANCE

Chairperson Blake led the Pledge of Allegiance.

IV. ELECTION OF OFFICERS

This item was tabled as two Commissioners were absent.

V. APPROVAL OF MINUTES

A. November 21, 2007 Public Hearing – Copy submitted

Commissioner Garmire moved to approve the minutes from the November 21, 2007 Public Hearing as submitted. The motion was seconded by Commissioner Musfelt, and passed unanimously by the Commissioners present.

VI. APPEARANCE OF INTERESTED CITIZENS

Public comment was invited regarding items of interest within the City's jurisdiction whether or not agendaized for this meeting. No public comments were offered.

VII. BUSINESS FOR THE COMMISSION

A. Mr. McIntire introduced Matt Mathes with Jacobs Carter and Burgess, stating he is the Project Manager for the Park Master Plan. Mr. Mathes is here to inform the Commission of the process for this project.

Mr. Mathes stated that this is an exercise that City's normally do every 5 – 10 years depending on the needs and can be a mix of tasks, but in this particular case, they will be building on what is already in place for the City.

Following is the schedule for this project:

- Kick-Off Meeting – 1/16/08

- Inventory & Needs Assessment - This has gone smoothly and have already looked at all the park property. These were evaluated by a Facilities Manager who is trained to look for code issues, safety, etc.
- Planned Level of Service vs Actual Level of Service – The City passed their Development Impact Fees recently and those impact fees will allow the City to go back and reset the levels of service that were set during the Impact Fee study. The City's General Plan will need to be updated and a Facilities Master Plan will need to be added to this document.
- Existing & Proposed Maps
- Community Workshop – The Commission will be interviewed in the near future for their thoughts on the Master Plan. They will also be asked to assist in this process.
- Guidelines – They are in the process of developing these at this time and will standardize what the City parks will have, i.e. play equipment, trash receptacles, etc.
- Estimates & Reports – Cost estimates will be done and will be presented in 2-3 reports.

Mr. Mathes explained the Community Workshop, stating the Commission would be the sponsors of the event. There would be 4 to 8 topics, and people would rotate to the different topics. Comments would be recorded and questions would be answered at the end of the workshop. This process takes approximately 1 ½ hours.

Mr. Mathes explained the classifications of the different parks in the City – neighborhood, community, City and specialized.

Commissioner Musfelt asked how many people could be expected to attend a workshop, and Mr. Mathes stated approximately 1% of the total population of the City.

He explained more about what this process would entail, what the different parks could hold, i.e. trails, open spaces, specific use areas, etc., and went over the Inventory and Assessment Forms. These show what the City has now in the parks, which includes play equipment, parking lot areas, and anything else in the parks. (Copies of the PowerPoint presentation are attached to these minutes.)

Questions arose about notifying the public, and Mr. Mathes suggested inserting flyers in grocery bags at the local stores. This has proven to be an excellent way to get information out to the public.

B. Action Plan for Coalition's Tobacco Free Request

Mr. McIntire stated he will be working on the Staff Report and would like to present it to City Council at the February 19th City Council meeting. He stated he would send a copy of the Staff Report to the Commission when it is completed. He stated that if the City Council looks into having all parks non-smoking, this could bring more of the public in for their input. Chairperson Blake asked if members of the Coalition be at the City Council meeting, and Mr. McIntire stated that it would be a good idea.

C. Friends of the Parks & Recreation Foundation Update – Michele Blake

Chairperson Blake stated there was nothing to report. Commissioner Musfelt stated that the Soroptimists would like to attend the Friends Foundation meeting to ask for their sponsorship of a program – Girls on the Run. Mr. McIntire asked her to send an e-mail to him and he would make sure they were on the agenda.

X. ITEMS FOR INFORMATION AND DISCUSSION

A. Parks & Recreation Reports – Brad McIntire

Mr. McIntire reported that during the last storm, the Parks Division responded to over 100 calls reporting damage. The majority of the issues were tree hazards at Maple Park, Lloyd Park and Moore Park. Lloyd Park was the park that was the hardest hit with wind damage – 4 mature trees had to be removed. Twelve trees in other areas throughout Yuba City were also removed.

Other items reported:

- The 2008 Winter/Spring Activity went out to the public on January 8th. Youth Soccer was featured on the cover of this publication as the Department is offering a Mighty Mite Soccer Program. The field at Yuba City High School and River Valley High School will be used for this program.
- There were 66 participants at the Polar Bear Plunge
- Over 300 individuals signed up for trips through the Senior Center on the first day the brochure went out to the public. Many trips are already full, and over \$10,000 was collected in two days for trips.
- CIP Projects:
 - Holly Tree Park – The Commission will be scoring the playground presentations at the February meeting.
 - Sam Brannan Demolition – a walk through will take place tomorrow and demolition is expected to be complete at the end of May.
 - Feather River Parkway – The City is in its second phase of applying for grants. The next step will be the visitation of the area. We are getting ready to sign the contracts in order to spend the first funds received through grants. Once these contracts are signed, the project will be handed over to Public Works.
 - Park Master Plan – You just received the calendar for this project.
- Friday Night Bingo will begin on Friday, January 18th, and will be held at the Senior Center.

Commissioner Garmire asked when the demolition is complete at Sam Brannan, what will go in that area? Mr. McIntire stated there will be some shade structures with picnic tables.

- Gauche Aquatic Park will open for programming on February 11. Yuba City High School swim team will begin practicing there, and Masters Swimming will also begin. The lap pool will be heated at this time. Chairperson Blake asked when the pool will be open for public swim, and Mr. McIntire stated that would be in May.

B. Agenda Items for the Next Commission Meeting
No items at this time.

XI. TREE ADVISORY BOARD
None at this time

XII. NEXT COMMISSION DATE
Regular Meeting – February 20, 2008 at 5:30 p.m. – Littlejohn Madden House, 1300 Franklin Road, Yuba City.

XIII. ADJOURNMENT
Chairperson Blake adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Brad McIntire
Parks & Recreation Director

BM/bg