

CITY OF YUBA
PARKS AND RECREATION COMMISSION
MINUTES

Regular Meeting
Wednesday, January 20, 2010 – 5:30 p.m.
Recreation 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 Musfelt at 5:30 p.m. in the Recreation Conference Room.

II. ROLL CALL

Commissioners Present:
Michele Blake, Gary Hurlbut, Vaughn Minnix and Clarine Musfelt

Commissioners Absent:
Charles Anderson

Staff Present:
Brad McIntire, Parks & Recreation Director, and Barbara Gilmore, Administrative Assistant

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Musfelt

IV. ELECTION OF OFFICERS

A. Chairperson

Chairperson Musfelt opened nominations. Chairperson Musfelt nominated Commissioner Minnix for Chairperson, with Commissioner Blake seconding the motion. Commissioner Minnix accepted the nomination. There being no further nominations, nominations were closed. Commissioner Minnix was unanimously voted Chairperson.

B. Vice-Chairperson

Commissioner Blake nominated Commissioner Hurlbut for Vice-Chairperson, with Commissioner Minnix seconding the motion. Commissioner Hurlbut accepted the nomination. There being no further nominations, nominations were closed. Commissioner Hurlbut was unanimously voted Vice-Chairperson.

Clarine Musfelt continued as Acting Chairperson for this meeting.

V. APPROVAL OF MINUTES

A. November 18, 2009 Regular Meeting – Copy submitted

Chairperson Minnix moved to approve the minutes from the November 18, 2009 Regular Meeting as submitted. The motion was seconded by Commissioner Blake, which 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 on the agenda for this meeting. No public comments were offered.

VII. BUSINESS FOR THE COMMISSION

A. Fire Station #4 RFP

Mr. McIntire informed the Commission the City is extending the deadline for the Fire Station #4 RFP to February 4th, 2010 at the request of two potential applicants who need the extra time to fill out the paperwork and get bids for the Capital Improvements on the facility.

Three Commissioners volunteered to assist in a public input meeting – Michele Blake, Vaughn Minnix and Clarine Musfelt. Commissioner Musfelt asked Vice-Chairperson Hurlbut if he could take her place at this meeting, and he agreed to do so. Commissioner Blake informed the Commission that she would be out of town February 15- 20, and if the meeting was to be held during this time, she would not be in attendance.

B. Feather River Parkway Design

Mr. McIntire showed the Commission the first design concept for the Feather River Parkway, which is just a 30% design. This project is for the grant that the City received for \$4.1 million for the property at the river bottoms north of the 10th Street Bridge. He asked the Commission to review, make comments and give their approval of the 30% design. Mr. McIntire stated that when this gets to the 100% design, the Commission will forward their recommendation to the City Council, who will make the final decision. The three critical surveys this project needs to look at right now are: 1. Cultural Survey – potential artifacts, burial grounds, etc.; 2. the Elderberry bushes; and 3. Survey to be determined.

Mr. McIntire highlighted the following areas: Entry to the facility, making the area one-way flow for traffic; first parking lot with a pavilion – unknown at this time what the structure will be, however it needs to be able to handle large amounts of water; a boardwalk area/platform with signage. This area would be a stamped concrete area with benches and picnic tables, with the area overlooking the river. There will also be a bike path and walking path. More discussion ensued regarding the area, and Commissioner Musfelt asked if the distance will be marked off along the paths for possible future events, i.e. 5K runs. Mr. McIntire stated that this could be possible. He further stated that this is going to be more of a natural area without irrigation. There are many meetings that still need to be held in order to address the various issues related to this area.

Commissioner Musfelt asked if restrooms were in the plans. Mr. McIntire stated there would probably portable restrooms brought in. Chairperson Minnix asked when the project would begin. Mr. McIntire stated it is hopeful to break ground in August 2010 and be completed by the end of October 2010.

More discussion ensued regarding the sustainability of the equipment/products used for this area. Mr. McIntire stated that anything placed at this site will need to be able to withstand high water.

Items of concern for the Commissioners include restrooms, trail markers, and “doggie pots”.

A discussion ensued regarding the current residents. Mr. McIntire stated this issue is being addressed, and will continue to be addressed through meetings and outreach.

Commissioner Blake stated she felt this design has a lot of potential and made a motion to pass the 30% design, with the contingency that the restrooms, trail markers and “doggie pots” be researched further. This motion was passed unanimously by the Commissioners present.

VIII. ITEMS FOR INFORMATION AND DISCUSSION

A. Parks & Recreation Report – Brad McIntire

Mr. McIntire informed the Commission of the following:

- The Recreation Department has decreased its staff by 30% since June 2009 - two Recreation Coordinators left for other jobs and a Recreation Supervisor retired. With these positions vacant, it saved the potential reduction of staff through layoffs. However, these positions will not be refilled. The Supervisor position was the one who supervised the Youth Sports programs, a major component to our Department. In making necessary changes, the department was able to advance a Coordinator position to become the Supervisor to help carry the load of this position. The Department was then reorganized in job duties between the four Supervisors, with no Coordinators to assist at this time.
- Beginning in February/March, staff will once again attend the Commission meetings to let you know what their specific areas are. Mr. McIntire gave an overview of who is in charge of what programs.
- The new Activity Guide that will go out tomorrow (January 21) was handed out to the Commission. This new format is a cost savings to the City. Commissioner Blake stated it has a good feel and is very green looking. Commissioner Musfelt said she liked the look of it. Mr. McIntire asked the Commission to relay any comments they hear to him.
- Live Oak Boulevard property (12 acres) – A public hearing will be held regarding turning this property into sports fields. Discussion ensued regarding the possible use of this area. Mr. McIntire informed the Commission that a State grant will be available in March, and the City is planning on applying for this grant to pay for the project.
- Upcoming deadlines: Adult Basketball, Adult Softball, Mighty Mite Soccer, and Track & Field
- E-mail blasts to our participants will begin in March. These e-mails will be targeted to individuals who have participated in specific programs, i.e. those children participating in Youth Basketball in the past year will receive an e-mail regarding the deadline.

Commissioner Blake asked about the social networking option to relay information on Facebook or a similar medium. Mr. McIntire stated the department is researching that at this time. Commissioner Blake stated that using options like this are free and it reaches so many households. Mr. McIntire stated that another aspect of using media such as this is could be beneficial to relay information to our employees, i.e. work schedules could be posted here, along with any pertinent information you would like to relay to them. In doing this you would not have to send out individual letters or make numerous phone calls – it’s all at one location.

- Parks has been busy cleaning up after the latest storm.
- All large parks (over 1 acre) are now on a centralized irrigation system.
- Staff has been busy applying per-emergent herbicides when weather permits.
- Typical seasonal maintenance is being performed at Gauche Aquatic Park.

A discussion ensued regarding the savings in the brochure and how funds are distributed in the department.

Commissioner Blake asked what the consensus was on combining the Tree Lighting and Downtown Stroll this year. Mr. McIntire stated there were a few people who missed the tradition of going to City Hall for the Tree Lighting event, however overall it worked out well. The whole event was a huge success.

B. Agenda Items for the Next Commission Meeting

A. Live Oak Property

IX. TREE ADVISORY BOARD

There was nothing to report at this time.

X. NEXT COMMISSION DATE

Regular Meeting – March 17, 2010 Regular Meeting at 5:30 p.m. – Recreation Conference Room, Littlejohn/Madden House, 1300 Franklin Road, Yuba City, CA.

XI. ADJOURNMENT

Chairperson Musfelt adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Brad McIntire
Parks & Recreation Director

BM/bg