

Visalia Parks & Recreation Commission
Meeting Minutes
April 17, 2018

1. Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, April 17, 2018, at City Council Chambers, City Hall, 707 W. Acequia. The meeting was called to order by Chair Filiponi at 5:30 p.m.

Present: Ben Filiponi, Shann Blue, Patrick Lozano, Rick Eastes and Lisa Walsh

Absent: Steve Woods

Staff: Jeannie Greenwood, Laurissa Roggenkamp, Jeff Fultz, Freddy Arias, and Kathleen Machado

2. Review and Approval Minutes: The regular meeting minutes of February 20, were motioned for approval by Commissioner Lozano, seconded by Commissioner Blue, motion carried 4-0.

3. Public Comment: None

4. 2018 Optimist Fishing Derby – request for fee waiver for use of Plaza Park Pond, *Written report presented by Laurissa Roggenkamp, Recreation Manager*

The Optimist Club will be hosting their 40th annual youth fishing derby at Plaza Park Pond on Saturday, May 12, 2018. This is a free event for ages 14 and under. The Optimist club has approached the City requesting a fee waiver for use of the Plaza Park Pond for this event. The Optimist Club will stock the pond with catfish valued at \$1,000.00. After the event community members will benefit by any catfish remaining from the event. City Staff is approaching the Parks & Recreation Commission for a recommendation to Visalia City Council. Additionally, City Staff recommended that the Parks & Recreation Commission authorize the Parks and Recreation Director to grant permission to a Boy Scouts Troop to camp at Plaza Park overnight to protect the catfish investment from being taken before the event. There were no representatives from the Optimist Club present. Commissioner Blue motioned to recommend a fee waiver to the City Council, 2nd by Commissioner Lozano, all were in favor and the motioned was carried.

5. Request by the Guild of Saint Mortimer to close Plaza Park to the public from Thursday, April 19th through Sunday, April 22nd to host the Tulare County Renaissance Fair. *Written report presented by Laurissa Roggenkamp, Recreation Manager*

Two members representing the Guild of Saint Mortimer were present. The guild is requesting exclusive use of Plaza Park for the 29th Annual Tulare County Renaissance Fair. Occupancy of the park to commence Thursday, April 19th and Friday, April 20th for set-up, the event to take place Saturday, April 21st and Sunday, April 22nd, and concluding on Monday, April 23rd to clean up the park. Staff described the layout of the event, explained that admission is charged and that the average attendance is 5,000-6,500 attendees. In addition to requesting park closure, the guild requests overnight tent camping for reenactors and vendors to be allowed because this not only adds to the authenticity of the event but provides affordable lodging for event participants. Rental fees paid by Guild of Saint Mortimer to reserve the park total \$2,300, plus \$1,000 deposit. City Parks Maintenance staff members contribute time to the event by marking sprinklers, adjusting irrigation schedule, inspecting the grounds and performing any needed repairs. Staff recommendation is that the Parks & Recreation Commission authorize the Parks and Recreation Director to issue a permit to the Guild of Saint Mortimer granting them special permission to: allow horses in the park (horses are to be kept confined and cleaned up after); allow vehicles only be on the turf for set-up and tear-down; sound above 60 decibels (black powder cannon) be allowed; glass containers to be allowed on the premises with the condition that any broken glass be cleaned up immediately; and overnight camping. Additional conditions of use include provision of ABC license, security guards, portable toilets, additional waste and recycling receptacles and Tulare County Health permits, as applicable to the food vendors, City of Visalia business licenses and evidence of liability insurance naming City of Visalia as additionally insured. Commissioner

Eastes asked for the background of the Guild of Saint Mortimer's. A representative from the Guild of Saint Mortimer came forward to explain that the guild was founded to support the Tulare County Renaissance Fair and became a 501(c)3. All profits go back in to running the fair and educational events as well as provide scholarships and support for local youth organizations. Commissioner Lozano pointed out that rainfall is a concern for turf damage. It was explained by Laurissa that Recreation Supervisor Tim Skobel had the irrigation turned off the week prior and that anticipated higher temperatures will help. Additionally, the event organizers have reduced the number of allowed vehicles on the turf. Parks & Recreation Director Jeannie Greenwood asked about the location where horses would be kept when not performing. Event organizers stated that they would be kept in the grass area along the east side of the race track. Ms. Greenwood asked if this was the same area as the overnight campsite for performers and pointed out that there were races scheduled for Plaza Raceway that Friday evening. Guild representatives acknowledged that yes, the campsites were at that location as well but that there was enough room for both. They would consider the noise impact from the race track and make sure their horses were ok and that safety precautions were in place. Jeannie asked if the fair vendors were bringing in generators for electrical needs. The answer was yes. Jeff Fultz asked if the jousting area will be located in the same area as it was the previous year. The answer was yes. Commissioner Blue motioned to approve the staff recommendations. Commissioner Eastes 2nd the motion, all were in favor and the motioned was carried.

- 6. Request by Visalia Youth Softball Association to close Whitendale Park to the public from Friday, June 1st through Sunday, June 3rd to host the Best of the West youth softball tournament.** Recreation Supervisor Freddy Arias presented the request from Visalia Youth Softball Association (VYSA), recommending the closure of Whitendale Park for the 2018 Best of the West Softball Tournament. Temporary fencing would be erected on the south and west sides of the park and two public access points would be closed. Spectator admission would be collected at entrances located at the south side of the park. All of the picnic areas are to be booked and paid for by VYSA. City Staff is recommending that the Parks & Recreation Commission authorize the Parks and Recreation Director to issue a permit to VYSA to close Whitendale Park to the public for the tournament. Conditions of use include payment of a \$500.00 deposit and \$444.00 to reserve the picnic areas, portable toilets be placed in the park, trash and recycling receptacles be added in addition to the temporary fencing. Any vendors at this event are to be City approved and any food vendors must obtain the necessary Tulare County Health permits. They must provide evidence of liability insurance naming City of Visalia as additionally insured (already on file). Fencing may be installed no earlier than 8:00am Friday, June 1st and must be removed no later than 12:00pm Monday, June 4th. Signage providing notice of the restricted access is to be placed 14 days prior. Commissioner Eastes asked how many teams would be participating. Mr. Arias introduced Gary Alvarez from Visalia Youth Softball and invited him to answer the Commission's questions. Mr. Alvarez said that there would be 40 teams and that the local teams would be playing on Friday. He added that admission fees would go towards the cost to facilitate the tournament and as a league fundraiser. Commissioner Eastes asked about spectator seating. Mr. Alvarez explained that there are bleachers at each ballfield and that families bring their own seating and canopies. Parks and Urban Forestry Manager, Jeff Fultz asked what kind of fencing was going to be used. Mr. Alvarez explained that there would be 'T's' at the bottom of each fence post with stabilizers to prevent them from being blown down. Mr. Alvarez added that he has been in communication with the neighbors near the park and has passed out flyers with his phone number so that they could contact him with any concerns. Jeannie Greenwood mentioned that there had only been two calls the first year that the park had been closed for the tournament complaining about the park being closed, not allowing access for walking, no calls or complaints have been received since that first year. Mr. Alvarez said that they would be leaving the access points open until the event begins. Commissioner Eastes motioned that the Parks and Recreation Commission approve the request for the park closure for the Best of the West Softball Tournament Friday, 6/1/18-6/3/18, Commissioner Blue 2nd the motion, all were in favor, motion carried.
- 7. Select an Alternate to fill Commission vacancy for the unexpired term of July, 2017 through June 2019. Term renewals for Commissioners Woods and Filiponi.** Director Greenwood stated that

Commissioner Thomas had stepped down leaving a vacant seat and shared the process of filling the vacancy. Alternate Commissioner Lisa Walsh commented that she'd hoped that Alternate Commissioner Patrick Lozano would be willing to take the seat as her other obligations may restrict her availability from attending regularly. Mr. Lozano accepted the appointment. Commissioner Blue pointed out that this brought them to only one alternate. Director Greenwood stated that there were no applications on file at the time and said that a recruitment could be opened at the Parks & Recreation Commission's discretion. Jeannie provided the current commission roster with terms and pointed out that two of the commissioner's terms would be ending in June and that the Commission would need to send a recommendation to the Council to re-appoint Commissioners Filiponi and Woods if appropriate. . She added that the need for commissioners and committee members is advertised through the City Clerk's office frequently and that applications are accepted at any time. She stated that Council may review committees later this year to determine if all are still needed and if there were some that have run their course due to lack of interest or attendance. Commissioner Eastes mentioned he has contacts that he will be reaching out to for additional applications. Commissioner Blue motioned that Commission recommend to the Council to re-appoint Commissioners Ben Filiponi and Steven Woods to an additional term. Commissioner Eastes seconded the motion, all were in favor and the motion carried.

8. **2018 Visalia Senior Games**, *Power Point presentation by Jeannie Greenwood, Parks and Recreation Director* - Jeannie began her presentation with the history of the event, with the first event beginning in October 2015 with 237 athletes participating in 271 events, held Wednesday-Sunday consecutively. There was no event in 2016 because the desire was to move the event to the spring. The second event was in March of 2017 that included 15 events spread over two weekends. This year's event took place on the weekends of March 10th and March 18th. Because many seniors still work the weekends are better attended. This year's Games featured 13 events. One of the competitors came from China. Bowling had been struggling but Pickleball Chair, MJ Eastes, took this event on with the goal to increase its numbers, this year participation was up to 28 participants. Pickleball was the largest event, taking place over two days. The Golf event, supported by Valley Oaks Golf Course, declined in participant numbers. Golf course monthly pass holders were given a registration discount. The athletes played 36 holes, 18 on Saturday and 18 on Sunday. The eldest competitor was Don Overstreet at 91 years. Commissioner Eastes said that some of the over 60 players said that they could split the 36 holes over 2 weekends. Even though numbers in Horseshoes didn't grow, it will be offered next year due to a new group of volunteers that will be helping with next year's event. Softball teams declined due to competing tournaments in Fresno and Bakersfield. The Tulare County Disc Golf Association chaired the Disc Golf event again this year, participation was the same as last year; this is not a qualifier for the National Senior Games event. Archery has grown this year to 29 athletes. Breaking the Barriers, a Veterans archery organization brought 8 athletes. This was the second year that Track and Field was offered; there were 153 event entries in this year's meet. Track & Field and Swimming were held at Mt. Whitney High School, with the high school's teams supporting the event with an abundance of volunteers. Ken Reynolds with the Visalia Trap Club ran the Trap Shoot. Fog delayed the start time of the event. Texas Hold Em' had only 15 participants and may be replaced with something else next year. The social event on the first Saturday was moved from Plaza Park to the Anthony Community Center due to rain. Those who had pre-purchased ticket were called by staff the day before to inform them of the change of location. Out of the 120 ticket holders 60 attended. Three of the Visalia Lions Clubs were social sponsors. Mayor Gubler has been the biggest supporter and was the strongest of the sponsor seekers. Humana did not participate as a sponsor this year. However, there were other sponsorships received both monetary and products. Jostens printed the rulebook as a sponsorship which was very helpful. Results from surveys received from 67 participants concluded that 20% of the participants used local lodging and that many traveled from the Fresno/Clovis area. There were 93 California cities represented. The cost to run the event was \$25,000. The drive for sponsorships is a must to stay in the black. Next year's Visalia Senior Games will take place on the weekends 3/23/19-3/31/19. 'Save the Date' cards will be sent to other California events. Potential new events for next year include Power Walking, Cycling, Billiards and Corn Hole. Commissioner Blue suggested Bingo. Commissioner Eastes recommended Bocce Ball. Alternate

Commissioner Walsh suggested reaching out to the area hotels for lodging deals. Ms. Greenwood explained that this had been attempted but we were informed that there weren't enough bookings. However, there is a Rotarian who is in the hospitality industry who has offered to help with next year.

9. **Arbor Day**, *Oral report by Jeff Fultz, Parks and Urban Forestry Manager* – Arbor Day is scheduled to take place Saturday, 4/28/18 at 9:00am. The project will take place on Mill Creek Trail, along a section of Jennings Ditch and around a ponding basin. The project includes the planting of 124 trees and 300+ shrubs along the ditch and trail. This is Visalia's 35th year as a Tree City USA city. Commissioner Eastes asked the species of trees that were to be planted. Mr. Fultz said that he didn't know specifics but explained that California State funding dictates that only native species can be planted. He said that the irrigation for the plants had been installed by the Urban Tree Foundation, City of Visalia and CSET. They will also prepare the area for planting and set out the plants. They'll also demonstrate how to plant. CSET will return afterward to inspect and test the irrigation.
10. **Annual Review of Fees and Charges**, *Power Point presentation by Laurissa Roggenkamp, Recreation Manager* – Laurissa Roggenkamp first presented the Parks & Recreation Department's fee philosophy. Picnic area reservation fees are based on amenities, and are offered at three different rate levels: Public, Non-Profit and For Profit. Non-Profit rates are 20% less than the Public rate and the For Profit rates are 20% above. Something new to be added are 'Whole' Park Fees, which are suitable for special events. Commissioner Eastes asked if these fees are in force now and Ms. Roggenkamp responded that they are not. Fees and Charges are reviewed by the Parks and Recreation Commission, Citizen's Advisory Committee and then by City Council before being adopted for the next fiscal year. Commissioner Eastes questioned the 'Park Premium' calculation of the park rental fees. Laurissa explained that this is a multiplier based on desirability and/or demand of parks.. Ms. Greenwood said that a Special Event ordinance was coming and notification requirements for events scheduled in a public park would be dependent on the type of event. Fees can't be charged if they are cost prohibitive to Expressive and/or Spontaneous Expressive events which are usually only noticed through social media. City parks are often designated as free speech areas. Commissioner Eastes encouraged factoring maintenance/upkeep in to the fees. Director Greenwood indicated that the fees and charges collected go into the General Fund and in order to collect these fees into a separate account for ongoing maintenance that she would need to approach the City Manager for directive to approach Council on the matter. Alternate Commissioner Walsh cautioned that the need to be aware of diversity and financial means. Mr. Fultz said that Measure N provides \$50,000 annually for new park maintenance but these are items that don't need to be fixed yet. Ms. Greenwood and Ms. Roggenkamp have been working together recreating the fee structuring for building/facility rentals, based on cost recovery (staffing, utilities, janitorial supplies, etc.). Minimum Wage also plays a large role with staffing costs and will again increase in January, 2019. Fees are proposed to increase with the 2018-2019 budget year to cover direct cost. Capacities are also factored in to pricing at .25 cents per person per hour. Laurissa continued that currently the softball tournaments at Plaza Park are not cost recovering, the proposed fees and charges change to hourly rates for field use just as all other athletic facility rentals do. There are no changes to pool rental fees. Tennis and Pickleball court rental fees are proposed to increase to \$5per court per hour. Outdoor volleyball and basketball courts will have fees added also at \$5 per hour. The disc golf course will be \$200 per day and the Visalia Archery Range will be \$300per day. Commissioner Eastes mentioned the need for better lighting at the Pickleball Courts at Plaza Park and asked if some of the revenue would pay for upgrading the lighting. Due to these fees going into the General Fund the answer provided was no, upgrading lighting would go through the City's Capital Improvement Program process. The motion was made by Commissioner Lozano that the Parks & Recreation Commission recommend the proposed Fee Philosophy and schedule of fees for facility, athletic facility and park rentals to the City Council to go in to effect July 1, 2018. Commissioner Blue seconded, all agreed and the motion carried.

11. Update on City Council Reports & City Staff Announcements:

Upcoming Recreation Programs and Special Events *Laurissa Roggenkamp, Recreation Manager*

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- The Manuel Hernandez Community Center will be hosting the Teen Movie Night 4/20/18.
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- The summer edition of the Live and Play Activities Guide will be distributed 4/25/18.
- The next Parks & Recreation Foundation meeting will be 4/26/18.
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- On 4/13/18 there was a Corn Hole tournament in Garden Street Plaza organized by Recreation Supervisor, Freddy Arias. There were 36 participating teams (72 participants) with many spectators.
- Swim team tryouts were held 4/14/18; Out of the 178 who tried out, 148 passed. Practices begin 5/7/18.
- The Eggstravaganza took place 3/31/18. Wristband sales totaled \$3,000. Commissioner Woods assisted at the registration table.

Upcoming Parks & Urban Forestry Projects, Programs and Special Events *Jeff Fultz, Parks & Urban Forestry Manager*

- Batteries being replaced on solar lights
- Park Rangers are now on duty
- There will be a second oral interview panel for a Landscape Inspector.
- There are two new positions, working with IT to develop a program to alleviate much of the manual paperwork. May possibly be coming in June.

Director's Report on Administrative Items *Jeannie Greenwood, Parks & Recreation Director*

- The bid documents for Riverway Sports Complex Phase 5 are being reviewed. CIP requests have been submitted. Waiting for Riverway Drive and Riverway North to be included.
- Waste Water Treatment project close to discharging tertiary water, hopefully permits in June. Valley Oaks Golf Course to use the water for irrigation purposes. Plaza Park will eventually receive the tertiary water for irrigation as well, however, the park is not close to being ready to accept the treated water. The golf course project includes running a water line from the golf course well to Plaza Park so that the golf course can move forward with use of the treated water and the park can still utilize irrigation water from the golf course.
- We have a CIP to rebuild the banks of the pond at Plaza Park this will most likely take place with the irrigation modification project at the Park for the use of tertiary water..
- At the South Side Community Center meeting there were two renderings introduced. The group was able to give feedback. At the May meeting LDA Partners will come with a final conceptual design.
- The Verizon Cell Tower – working to finalize agreement, revenue goes to the RSP fund.
- Lincoln Oval Cameras - will be using the Traffic Management System cameras. Will be able to monitor the park. Commissioner Blue asked if they were recording and the answer was no.
- The Visalia Archery Range project is on hold while we identify funding to complete the project.
- Village Park/Community Campus – Housing Related Park Grant (HRP) funds will be used for improvements, design this fall.
- Jefferson Park - remove fence and turn in to a multi-use facility. To start soon.
- There has been vandalism to the Plaza Park Pickleball Courts with white paint. There isn't anything that can be done to repair, a total re-surfacing will be needed. Quotes will be accepted once we decide what direction to take.
- Active Net Software - working out bugs. Summer registration begins 5/1/18.
- The AYSO contract expired December, 2017. There has been no request from AYSO for a new contract. They are being charged regular rates being out of contract.
- Committee and Commission Appreciation event is scheduled for 5/24/18.

Commissioner's Requests & Comments:

Foundation – *Alternate Commissioner Walsh reported:* The foundation is working on a Day in the Community for donations, a mural project and the Visalia Archery Range. There was no quorum last meeting.

South Side Community Center: *Manager Roggenkamp* reported they are still waiting for concepts to come back for review.

Waterways & Trails: *Commissioner Filiponi* reported: Waterways and Trails did not meet as they didn't have a quorum.

Motion to adjourn at 8:09 p.m. by Commissioner Blue, 2nd by Commissioner Eastes, motion unanimous.

Respectfully submitted by,
Kathleen Machado
Senior Administrative Assistant