

APPROVED

**Visalia Parks & Recreation Commission**  
**Meeting Minutes**  
**April 27, 2021**

**Call to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a special meeting on Tuesday, April 27, 2021 via Zoom video conferencing. The meeting was called to order by Commission Chair Steven Woods at 5:30pm.

**Members Present:** Steven Woods, Patrick Lozano, Rick Eastes, Lisa Walsh and Shann Blue via phone call.

**City Staff:** Jeremy Rogers, Laurissa Roggenkamp, Alvin Dias and Kathleen Machado

**1. Public Comment:**

- Alternate Commissioner Nancy Hawkins commented on the miniature roses stolen from the Ralph Moore Rose Garden located in Memorial Park.
  - Commissioner Woods inquired on plant-imbedded ID tags. Staff will research and discuss.

**2. Review and Approve Minutes from the Regular Meeting on 3/9/21 and the Special Meeting of 3/30/21**

MOTION: Motion to approve both sets of minutes as presented, carried 5-0 RE/SW

**3. Review Rates & Fees and Recommend to Council – Laurissa Roggenkamp, Recreation Manager**  
Recommendation to City Council: Approve the Recreation Program Fee Philosophy and fee schedules for picnic and special use, facility reservations and athletic and miscellaneous facility use.  
MOTION: Motion to approve as presented, carried 5-0 SW/PL

**4. Update on City Council Reports & City Staff Announcements:**

- **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**
  - Announced Recreation Division Summer Activities: Day Camp, Swim Lessons and Adult Softball League
  - Holly Ellis, Recreation Coordinator has returned to Community Services in the Recreation Division.
  - Updating waivers, developing COVID preventions and onboarding protocol in preparation for Recreation Division Summer Activities
  - Meeting with Frank Escobar of VUSD to discuss ASA sites for the next school year.
  - Virtual Dia de los Ninos event update.
    - Leftover event bags to be given to Tulare County Child Abuse Council
- **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Parks & Facilities Manager**
  - Wood fiber installation in playgrounds to be complete within 4-5 weeks.
  - Riverway Sports Park softball infields are being prepped for the upcoming season.
  - Irrigation maintenance in various parks
  - Installing T.E.P. signs along trails
  - Updating farm irrigation wells at East Side Regional Park
  - Plant pallet for new construction in landscape and lighting districts
  - Oak Tree ordinance amendment

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- Sidewalk and block wall contract to go out to bid.
- Contract opening to upgrade irrigation well at Stonebrook Park.
- Updating Community Urban Forestry Maintenance contract to go out to bid.
- Full-Time Building Maintenance Technician position approved.
- **Administrative Items** – *Jeremy Rogers, Community Services Director*
  - Memo to Council – Recreation Division Summer Programs; will be sent to commissioners.
  - Commission members appointment process changes

**5. Commission Requests and Comments:**

- **Visalia Community Enhancement Report** – *Lisa Walsh, Commissioner*
  - Nothing to report.
- **Greenway Trail Naming Subcommittee** – *Patrick Lozano, Commissioner*
  - Nothing to report.

**6. Adjourn to the Regular Meeting of Tuesday, May 11, 2021**

Meeting adjourned at 6:13pm

MOTION: Motion to adjourn, carried 5-0 PL/RE

Respectfully submitted by,  
Kathleen Machado,  
Senior Administrative Assistant  
City of Visalia, Community Services Department