

APPROVED 3/1/23

**Visalia Parks & Recreation Commission  
Meeting Minutes  
January 10, 2023**

**Call to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, January 10, 2023, at City Hall West located at 707 W. Acequia Avenue, in Council Chambers. The meeting was called to order by Commission Chair Lisa Walsh at 5:30pm.

**Members Present:** Lisa Walsh, Samantha Wagner and Edgardo Monroy

**City Staff:** Kelli Kincaid, Laurissa Roggenkamp, Eric Ferreira, Daryl Tillman, Emily Scarborough, Sandra Leyva, Jon Carlton, Francisco Castro and Alexander Medina

1. **Public Comment:** None
2. **Review and Approve the Minutes of the Special Meeting of November 15, 2022**

**MOTION:** Motion to approve the minutes as presented, Wagner/Monroy; Motion carried 3-0

3. **Introduction of New Parks & Recreation Department Employees – Eric Ferreira, Recreation Supervisor and Daryl Tillman, Parks Maintenance Supervisor**

- a. Introductions by Eric Ferreira
  - i. Emily Scarborough, Recreation Coordinator
  - ii. Sandra Leyva, Recreation Coordinator
- b. Introductions by Daryl Tillman
  - i. Jon Carlton, Park Maintenance Lead Custodian
  - ii. Francisco Castro, Park Maintenance Lead Custodian
  - iii. Alexander Medina, Park Maintenance Worker

4. **Review of Visalia Gadabouts User Requests for Fee Waivers – Laurissa Roggenkamp, Recreation Manager**

- City Staff Recommendations:
  - 1) The Parks & Recreation Commission moves to recommend to City Council that applicants pay direct cost of staffing and waive facility rental fee.
  - 2) The Parks & Recreation Commission moves to recommend to City Council a full facility waiver.
  - 3) The Parks & Recreation Commission moves to deny requested applicant fee waiver(s).
  - 4) The Parks & Recreation Commission moves to direct staff to look at other alternatives.

**MOTION:** Recommendation #1 - The Parks & Recreation Commission moves to recommend to City Council that applicants pay direct cost of staffing and waive facility rental fee. Monroy/Wagner; Motion carried 3-0

5. **Review and Make Recommendation for the 2023 Race Schedule for the Plaza Park Raceway – Laurissa Roggenkamp, Recreation Manager**

- City staff recommends that the Commission provide conditional approval the proposed 2023 Plaza Park Raceway schedule as submitted and authorize the Director of Parks & Recreation to issue a permit for the days and times specified on the schedule, pending the City Manager's approval of the 2023 Operations and Management Agreement.

**MOTION:** Motion to approve as presented, Wagner/Monroy: Motion carried 3-0

**Update on City Council Reports & City Staff Announcements**

- **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**
  - Starting Spring 2023 program planning. Digital Activities Guide link emailing on February 10<sup>th</sup> and registration opens the following Monday.
  - Familiarizing and directing our new Recreation Coordinators with the Recreation Division and their duty assignments.

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- Youth Basketball League starts Saturday, January 14<sup>th</sup>. Games will be at Manuel Hernandez Community Center, Anthony Community Center and Green Acres Middle School.
- Tickets are on sale for the Father Daughter Dance scheduled for February 10<sup>th</sup>.
- Rain has prevented Adult Softball League from starting. The Adult Soccer League has also been affected by the rain.
- Mother and Son dance planned for Spring 2023.
  
- **Parks & Urban Forestry Projects, Programs and Special Events – Daryl Tillman, Parks Maintenance Supervisor**
  - Parks Maintenance Updates
    - Plaza Park Softball Complex fencing project has been completed.
    - Perry Family Park rubber surfacing project has been completed.
    - Wind screens installation and the concession stand floor painting projects at the CR Shannon Baseball Complex have been completed.
    - Winter Leaf Drop project nearly complete.
    - Trimming around the parks.
    - Two Park Maintenance positions have been filled with internal candidates, Alexander Medina and Homero Alcazar, former Park Ranger. Now in the process of filling the Park Ranger position.
    - Parks & Recreation staff are remodeling Plaza Park Softball Complex restrooms, using donated Treaster funds.
    - We've begun using Parks & Recreation staff for janitorial services in parks.
    - Planning projects for ARPA funds.
    - Landscape and Lighting District contracts going out to bid soon.
    - Richard Conaway (Urban Forestry) announced retirement which was 12/30/22. Working with HR to get position recruitment started.
    - Riverway Sports Park playground demolition done by Parks & Recreation staff.
    - Hoping to have Village Park playground installed by mid-February.
  
- **Administrative Items – Kelli Kincaid, Parks & Recreation Director**
  - Many oak tree incidents from combined current weather and drought conditions. One falling on sidewalk at Willow Glen Park this morning.
  - Park Maintenance staff working with Building Maintenance staff on projects.
  - There are two open Parks & Recreation Commission positions. We have 18 applications. Staff will vet through applications before presenting at least 10 to the commission to review. City Council has asked the Parks & Recreation Commission to approve 5 of the applications to move forward with a recommendation. A special meeting will be scheduled to interview the applicants.

**6. Commission Requests and Comments:**

- **Visalia Community Enhancement Foundation Report – Lisa Walsh, Commission Chair**
  - Requested we communicate details of the need for Treaster funds for the Plaza Softball Complex renovation so that payment can be made from the Foundation.
  - The Visalia Senior Center mural project will start once the weather permits.
  - The next Foundation meeting is scheduled for 1/27/23. Meeting every other month.

**7. Adjourn to the Special Meeting of Tuesday, February 7, 2023**

- Meeting adjourned at 6:09pm

**MOTION:** Motion to adjourn, Wagner/Monroy; Motion carried 3-0

Respectfully submitted,  
Kathleen Machado  
Senior Administrative Assistant  
City of Visalia, Parks & Recreation Department