

APPROVED

**Visalia Parks & Recreation Commission  
Meeting Minutes  
January 9, 2024**

**Call to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, January 9, 2024, at City Hall West located at 707 W. Acequia Avenue, in Council Chambers. The meeting was called to order by Commission Chair Samantha Wagner at 5:30pm.

**Members Present:** Samantha Wagner, Edgardo Monroy, and Janelle Hickey

**Members Absent:** Zachary Boudreaux

**City Staff Present:** Kelli Kincaid, Laurissa Roggenkamp, Alvin Dias, Candace Harrington, Eric Ferreira, Holly Ellis, Arianna Ornelas, Emily Scarborough, Karee Virrey, and Kathleen Machado

**1. Public Comment:**

- None

**2. Review and Approve the Minutes of the Special Meeting of December 14, 2023**

**MOTION:** Review and approve minutes of the Special Meeting of December 14, 2023, not included in 1/9/24 Regular Meeting agenda, Monroy/Hickey; Motion carried 3-0

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

**3. 2023 Recreation Fall Recap Power Point Presentation – Laurissa Roggenkamp, Recreation Manager and Recreation Division Staff**

- Laurissa Roggenkamp, Recreation Manager
  - Digital Live & Play Guide
  - Special Events
  - Customer Service
- Arianna Ornelas, Recreation Coordinator
  - The Manuel
- Emily Scarborough, Recreation Coordinator
  - Youth Sports
- Eric Ferreira, Recreation Supervisor
  - Adult Sports
  - Community Rentals
- Holly Ellis, Recreation Supervisor
  - Enrichment Programs
  - Visalia Senior Center

**4. Overview and History of Visalia's Valley Oak Tree Ordinance Power Point Presentation – Alvin Dias, Facilities Manager**

- Commissioner Monroy asked if the oak trees are inventoried.
  - Approximately 11,000
- Commissioner Hickey asked if there are programs to assist residents with oak tree removal in other neighboring areas or cities.
  - No
- Commissioner Monroy asked for approximate cost for tree removal.
  - Has seen costs ranging \$4,000 - \$14,000

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**5. 2023 Animal Care Center Fall Recap Power Point Presentation – Candace Harrington, Animal Services Manager**

- Commissioner Monroy asked if there are any specific areas of the policy that will go to Council for the feral cats.
  - The ordinance is vague addressing the feral cat population; We will be seeking language updates that will provide dos and don'ts as it relates to the feral cat population to the Council
  - Bringing forth expert information from partner, Best Friends, regarding feral cats
  - We will ask for ordinance guidance; from that we will do public engagement to seek input from the community

**6. Reports and Announcements**

- **Recreation Programs and Special Events – Laurissa Roggenkamp, Recreation Manager**
  - Calendar of Events
    - 1/11 - Adult Dance at the Visalia Senior Center; featuring Bobby Seals
    - 1/13 - Kaweah Health Walk with a Doc at Blain Park
    - 1/15 - Observed Holiday, Martin Luther King Jr. – City offices closed
    - 1/20 - Ping Pong Tournament
    - 2/9 - Father Daughter Dance
    - 2/10 – Kaweah Health Walk with a Doc at Blain Park; Launch Spring 2024 registration with information booths and presentations
    - 2/13 – Galentines Brunch
    - 2/13 – Parks and Recreation Commission Meeting
  - Working on two-year fiscal budget – due tomorrow
  - Spring 2024 program work plans
  - 1/22 – First day of work for Stefany Soto, Recreation Coordinator
- **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Facilities Manager**
  - Parks & Urban Forestry
    - ARPA Projects
      - Playground replacements in 6 parks
      - 8 parks shade structure replacements
      - Picnic table replacements at Blain, Whitendale and Ruiz Parks
      - Irrigation upgrades
    - CIP projects
    - Contracts
      - Landscape
      - Pesticide/herbicide procurement
    - New full-time Trails Maintenance for Urban Forestry hired to work on trails maintained in-house
      - Deciding on renewing contract or keep in-house
    - Budget
  - Building Maintenance
    - Reviewing designs and plans for new civic center
- **Animal Care Center – Candace Harrington, Animal Services Manager**
  - Accounting Assistant position has been filled
  - Hiring an Animal Control Officer

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- **Administrative Items – Kelli Kincaid, Community Services Director**
  - City Pilot Business Hours Update
    - Administration: Monday-Thursday, 7:00am-5:00pm
    - Animal Services: Tuesday-Friday, 8:00am-7:00pm; Saturday, 8:00am-12:00pm
    - Community Development: Monday-Thursday, 7:30am-5:00pm
    - Finance: Monday-Thursday, 7:30am-5:00pm
    - Call Center: Tentative Monday-Thursday, 7:30am-5:00pm, possibly half-day Friday
    - Fire: Monday-Thursday, 7:30am-5:00pm
    - Police: Monday-Friday, 8:00am-5:00pm
    - Public Works: Monday-Thursday, 7:30am-5:00pm
    - Parks & Recreation, Anthony Community Center: Monday-Thursday, 7:30am-5:00pm; Friday, 7:30am-12:00pm
  - Community Garden Update
    - Working with CSET who has a \$262,000 grant to refurbish the garden; will manage the garden for one year
    - Parks & Recreation will work with the community to sustain the garden long term
  - Would like Commission to get out to public events and work with the COMMS team, as representatives of the City of Visalia
  - Tuesday, 1/16 Council meeting
    - Seeking guidance on valley oak trees
    - Presentation of partnership with the Arts Consortium; asking Council to renew their contract for additional two years
- 7. Commission Requests and Comments:**
  - Commissioner Wagner asked if there is an update to fill the vacant commissioner position
    - Waiting on response from City Clerk
- 8. Adjournment -**
  - Meeting adjourned at 6:48pm

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

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