

APPROVED

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

Call to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, April 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: Michelle Speer, Laurissa Roggenkamp, and Alvin Dias

1. Public Comment:

- None

2. Review and Approve the Minutes of the Regular Meeting of February 9, 2024

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

3. FY 24/25 Rates & Fees – Review and Recommendation to Council, *discussion lead by Laurissa Roggenkamp, Recreation Manager*

- Commissioner Monroy asked how rate change fluctuations affect revenue.
 - Laurissa explained this would be plus or minus \$5,000; that we're just looking to recover staffing costs as they relate to rentals
- Commissioner Hickey asked how long these rates would be good for.
 - Laurissa explained that this is an annual project and that this would be brought back to the commission each year.
- Commissioner Wagner asked if we will be contracting pools with Visalia Unified School District.
 - Laurissa explained we are navigating a short-term contract with the school district now.

MOTION: Move to recommend to City Council the approval of the recreation program fee philosophy and fee schedules for picnic and special use, facility reservation, and athletic and miscellaneous facility use as presented, Hickey/Monroy, carried 3-0.

4. Reports and Announcements

- **Administrative Item – *Michelle Speer, Administrative Services Director***
 - Introduced herself and explained her role as interim Recreation Division Department Head and Assistant City Manager John Lollis as Parks Division Department Head
 - Parks & Recreation Department Director recruitment update
- **Recreation Programs and Special Events – *Laurissa Roggenkamp, Recreation Manager***
 - Calendar of Events
 - Visalia Senior Games update
 - Party 4 the Planet events
 - Earth Day at the Farmers Market
 - Dump on Us
 - Tulare County Renaissance Festival
 - Dia de los Ninos
 - Summer Season registration opens 5/13/24

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- **Parks & Urban Forestry Projects, Programs and Special Events – Alvin Dias, Facilities Manager**
 - ARPA Projects
 - 5 playground proposals going to City Council on 4/15/24
 - 7 parks shade structure proposals closing 4/18/24
 - Park Projects
 - City-wide park aeration and fertilization
 - Park system irrigation repairs
 - East Side Regional Park Basin G landscaping is out to bid
 - Modoc Trail – City is working to procure Urban Greening Grant funding – landscape plans for Court Street to St. John’s Parkway)
 - Harrell Grove fitness course delivered last week; working to install
 - Riverway Sports Park playground replacement update
 - Working with Urban Tree Foundation on irrigation to install booster pumps in parks and redo perimeter landscaping
 - Overflow parking and dog park north of Riverway Sports Park update
 - Inclusive park approved by Council

5. Commission Requests and Comments:

- Commissioner Hickey asked for information regarding the unsanctioned BMX park.
 - Michelle Speer explained the City of Visalia Administration team has reached out to the community by survey to schedule an outreach meeting.
- Commissioner Monroy asked for an update on the Parks & Recreation Commission recruitment.
 - Laurissa Roggenkamp explained that Commissioners Wagner and Hickey have agreed to be a subcommittee to interview candidates recommended by the City Council subcommittee. We’ve reached out to those candidates to find out who are still interested. Interviews will be scheduled soon. Two commissioners are being sought, one to fill the existing vacancy and the other to fill the recent vacancy from Commissioner Boudreaux who has stepped down.

6. Adjournment -

- Meeting adjourned at 6:14pm

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

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