

PARKS, RECREATION, AND GOLF COMMISSION

Civic Center Conference Room #5
411 West Clay Street, Ukiah, CA 95482

Tuesday February 18, 2014
5:30 P.M.

A G E N D A

- I. **CALL TO ORDER/ROLL CALL**
- II. **INTRODUCTIONS**
- III. **APPROVAL/CORRECTION OF MINUTES**
Minutes of January 17, 2014
- IV. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**
The Parks, Recreation and Golf Commission welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Commission when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.
- V. **NEW BUSINESS**
- VI. **OLD BUSINESS**
 - A. Update on Recreation Programs and Events
 - B. Update PRGC Ad Hoc Committee on Observatory Park Dedication
 - C. Smoking Policy in City Parks
 - D. Commission Membership (Agenda Summary to Council)
 - E. Report Todd Grove and Vinewood Parks picnic and BBQ areas
- VII. **COMMISSIONERS' COMMENTS**
- VIII. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 14th day of February, 2014
Martin Bradley, Recording Secretary

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**PARKS, RECREATION, AND GOLF COMMISSION
CIVIC CENTER ANNEX, CONFERENCE ROOM 5
411 WEST CLAY STREET**

REGULAR MEETING

**Tuesday, January 21, 2013
5:30 P.M.**

MINUTES

1) CALL TO ORDER: 5:45 pm

Commissioners Present:

Faye Hefte - Vice-Chair
Henry Sadowski
Susan Knopf
Jim Brown

Guests:

Miles Gordon
Steph Logsdon

Staff Present:

Stephanie Young,
Recreation Supervisor
Dustin Malaga
Recreation Coordinator
Kerry Randall,
Conference Center Administrator
Martin Bradley,
Recording Secretary

2) INTRODUCTIONS

Commissioners, staff and guests introduced themselves. Recreation Supervisor Stephanie Young made a special introduction of newly appointed Recreation Coordinator, Dustin Malanga

3) APPROVAL/CORRECTION OF MINUTES

- a) Minutes of the October, 15, 2013
Approved: M/S/P Susan Knopf, Henry Sadowski

4) PUBLIC COMMENT

- a) No comments

5) NEW BUSINESS

a) Smoking Policy in Public Parks

Recreation Supervisor Stephanie Young was continuing to research existing City policy.
A brief discussion followed.

- It was noted particular areas near playground equipment and during specific events in a park, smoking is prohibited.
- Commissioner Knopf asked if it would be possible to ban smoking in all parks.

- Recreation Supervisor Young said it could be possible if it became City Code. The section of the City Code prohibiting it would need to be posted at each park. It is difficult to enforce. Item was continued to next meeting when more information will be available.

b) PRGC Ad Hoc Committee on Observatory Park Dedication

- Commissioners Hefte and Knopf reported on the meeting held on January 16, 2014. The staff support is being provided by Community Services Analyst Maya Simerson and Community Services Assistant, Martin Bradley. The commissioners reported the meeting was well attended with volunteers for children's events and different community groups that use the park. The Redwood Empire Boules Association (Petanque) would provide demonstrations and instructions during the event. Other groups are being invited (such as the Tree Advisory Group) to send representatives and have a table with information available. It was recommended that food and light refreshments be provided by the PRGC. Community member Judy Pruden had agreed to coordinate that effort with Commissioner Hefte. Commissioner Sadowski suggested that the Community Transition Program of the Ukiah Unified School District (that leases space at the Park) be asked to serve the day of the event. This was noted and will be discussed at the next meeting scheduled for Thursday March 4th, 2014 at the Civic Center Annex.

c) Status of *The Garden Project* on Cleveland Lane and proposal for Vinewood Park.

Conference Center Administrator Kerry Randall introduced Miles Gordon and Steph Logsdon from North Coast Opportunities (NCO) *Garden Project* program. Gordon gave a brief history of community gardens in Ukiah. The NCO program is seven years old and is about to begin their thirty-first *Garden Project*. The purpose of the presentation was to request the support of the PRGC to establish a community garden in Vinewood Park. The City has designated other city properties for the purpose of community gardens, including one of the oldest and largest in Ukiah located east of the Hudson-Carpenter Park, between the museum parking lot and the North Coast Railroad tracks. The Cleveland Lane garden is over 13 years old with 30 plots serving low income families.

With the Hudson-Carpenter Park/Grace Hudson Museum expansion, the garden will close when the space is developed. This was an understanding from the beginning, and the gardeners hope to have another two growing seasons before the space is developed.

In seeking the Vinewood Park garden location, Gordon explained that this was not to 'relocate' the Cleveland Land *Garden Project*, but a new project that reflects the ongoing cooperative relationship with the City. Pending City Council approval, the work on the Vinewood Park garden would begin as early as mid-March. This would involve fencing the area, building the raised, wheel chair accessible beds and working the soil. There are other gardens in the neighborhood, but they are on Rural Community Housing Development Corporation property and are only large enough to serve the senior and low income housing residents. The proposed project will provide garden space to families in the adjoining neighborhood.

Conference Center Administrator Kerry Randall consulted with Park's Department Lead Worker Jarrod

Meyer who welcomed the project. It would be located on the north side of the park in an underutilized part of the park. Recreation Supervisor Young stated that when a project such as this is located in a park, there is increased traffic resulting in a greater community investment and reducing the negative impacts of vandalism and intimidating behavior by some groups that congregate there.

Following more supportive comments by the commissioners, the motion was made and seconded by Commissioners Knopf and Sadowski that the PRGC support and recommend the project to the City Council.

6) **OLD BUSINESS**

a) **Update on Parks and Playground Topics (Verbal Report)**

Recreation Supervisor Young explained this item would be on the agenda only if a specific report requested. She encouraged commissioners to contact Jarrod Meyer directly if they had questions.

- **Update on Recreation Programs and Events (Verbal Report)**

Recreation Supervisor Young updated the commission on funding for the Todd Grove and Vinewood Park picnic areas. When last discussed, \$50,000 had been set aside for Todd Grove Park and \$14,000 for Vinewood. A grant for up to \$140,000 has been applied for from the California Department of Housing in Community Development Housing Related Parks Program. If awarded, the previously designated funds might be redirected toward completion of Anton Stadium.

- Commissioner Sadowski said he needed to leave, and asked the chair if he could provide an update on rest rooms for adult's w/disabilities at one or more parks. Chair approved. Sadowski had discussed the idea with the Ukiah Valley Association for Habilitation and the Ukiah Rotary Club. Both expressed a strong interest including possible funding. Recreation Supervisor Young said she would gather further information from the vendors she was referred to by the California Parks and Recreation Society.

Commissioner Sadowski left the meeting at 6:50.

- Commissioner Susan Knopf returned to the discussion about the Todd Grove Park. She asked if the Commission was only focusing on the large picnic area or if consideration was also being given to replacing the BBQ's that had been removed from individual picnic sites. Recreation Supervisor Young said that how much money could be spent for picnic tables, barbeques and other equipment would depend on what material was used for ground foundation or paving and how expensive it was. Commissioners speculated how to move forward. Should there be a committee or should time be set aside at each regularly scheduled meeting? It was brought up that a committee of more than three commissioners could run into difficulties under the Brown Act. The matter was tabled pending further

clarification on convening a Commission committee.

- Recreation Supervisor Young brought up two final matters for her report. The Community Services Department will hire or contract a Park Design Project Manager dedicated to working with staff and the Commission on projects (such as the group picnic area) because current staffing level limits the time for special projects and may not have the expertise required
- Community services will soon be putting a request for bids on for a concessionaire to open the snack shack at the Skate Park. Discussion followed on the merits of having park participants, or participant parents operate the skate park concession. Nobody opposed the idea; however, it has not been a successful model in recent years because of the increased demands on parent's time and the need to have an accountable organization operate the concession; one that assured continuity of quality service. However, a local commercial concessioner has successfully provided the level of service needed at similar sites.

Community Service staff was hoping a member of the PRGC could be on the selection committees for these two positions. Commissioner Faye Hefte volunteered Park Design Project Manager selection committee and Commissioner Jim Brown offered to serve on the concession selection committee.

b) Commission Membership

Recording Secretary Martin Bradley called attention to the draft of the revised City Code as voted on in at the October 15, 2013 meeting and included in the November 19 Commission packet. Commissioner Knopf said it had already passed, and asked if further action was needed. Bradley responded no, that if there were no changes, he would forward it to the City Clerk for the City Council's consideration based on the Commission's recommendation.

7) **COMMISSIONER COMMENTS:**

- a) Commissioner Knopf requested that "commemorative tiles" be placed on the next meeting's agenda for further discussion of honoring donors to park projects.

8) **ADJOURNMENT**

Commissioner Knopf moved for adjournment and Commissioner Brown seconded. Passed unanimously.

Martin Bradley, Recording Secretary

*The next regular meeting will be held on March 18, 2014 at 5:30 in Conference Room 5
Civic Center Annex - 411 Seminary Drive, Ukiah CA*

February 14, 2014

M E M O

To: MEMBERS OF THE PARK, RECREATION AND GOLF COMMISSION

From: Martin Bradley

RE: How the Brown Act affects the PRGC

Below is the email exchange between Kristine Lawler, the City Clerk and me about the Brown Act. Emails 1 and 2 below refer to the 3rd email on the second page email. Number 3 is the initial I sent with her answers in red.

1.

From: Kristine Lawler

Sent: Wednesday, February 12, 2014 8:50 AM

To: Martin Bradley

Subject: RE: Question regarding PRGC

Hi Martin,

Your email opened up a can of worms for me in regards to City Boards and Commissions (B&Cs) and their relationship to the Brown Act, ethics training, and Form 700 reporting. At the County the B&Cs were on their own for this reporting, but it seems that cities take a little more active role. Therefore, I may be sending out Form 700s to the Commissioners and the link to the free ethics training on the FPPC website.

See below in red for answers to your questions.

Sincerely,

Kristine

2.

From: Kristine Lawler

Sent: Wednesday, February 12, 2014 11:46 AM

To: Martin Bradley

Subject: RE: Question regarding PRGC

Hi Martin,

It's always good to ask and for me to know as much as I can. I have now determined that ethics training is only for legislative groups that are compensated monetarily and Form 700 is only for those listed on our Code of Ethics (which I already knew, but wanted to confirm.)

The information I gave you regarding the Brown Act is just the general information. I don't know enough about the PRGC to know if they make decisions or give advice to Council that could affect the general citizens. **However, to cover all bases the Brown Act has the basic principles to be utilized by any type of local government body.** (my emphasis – mb)

~Kristine

3.

From: Martin Bradley
Sent: Tuesday, February 11, 2014 2:36 PM
To: Kristine Lawler
Subject: Question regarding PRGC

Hi Kristine –

PRGC will meet next week. At the last meeting, the restrictions of the Brown Act were discussed. If a committee was convened by the Commission, or an event scheduled that the PRGC had enough members participating to make up a quorum, would the committee meeting or event need to “noticed” (publicly posted)?

For example, there was a discussion of subcommittee of the commission to study and return with recommendations the PRGC for the picnic area Todd Grove Park. A commissioner mentioned that no more than 3 commissioners could serve on the committee; otherwise it would violate the Brown Act.

I talked to David Rapport (City Attorney) and he says that less than a quorum could meet, however they run the risk of it becoming a serial meeting (We can discuss what a “serial meeting” at the February 18th meeting. mb). Also, from my County training in ethics from Jeanine Nadel, she said that ultimately it is the public perception that is important. If the public perceives that an informal meeting is taking place then there is a problem.

The second example is the Ad Hoc Observatory Park Dedication Committee. There are only two commissioners, and several community members. But if there were four commissioners, would it be a problem? Or if a quorum of commissioners were helping on the day of an event?

Would a planning meeting or the event need to be officially noticed, or would the meeting and event be exempt, considering meeting or event about organizing and dispatching volunteers, and not one that was convened to discuss PRGC business and policy?

David says that the ‘meeting’ would need to be noticed. Again, from my County ethics training, Jeanine said that the Supervisors could be present in a social gathering where no politics was discussed whatsoever, however it is best for them to keep their distance.

For your patience and kindness, 😊

Martin

Martin Bradley
City of Ukiah
Community Services Assistant
411 W. Clay St. - Ukiah, CA 95482
P: 707-489-4607
mbradley@cityofukiah.com

PARK, RECREATION & GOLF COMMISSION MEETING

Prepared Feb 5, 2014

Meeting Dates for 2014

The PRGC meets the third Tuesday of each month
Conf. Rm 5,
Civic Center Annex
411 W. Clay Street, Ukiah

January	17, 2014	July	15, 2014
February	18, 2014	August	19, 2014
March	18, 2014	September	16, 2014
April	15, 2014	October	21, 2014*
May	20, 2014	November	18, 2014
June	17, 2014	December	16, 2014*

- Traditionally, no meeting scheduled are in October and December – subject to commission approval