

PARKS, RECREATION, AND GOLF COMMISSION

CONFERENCE ROOM 5
CIVIC CENTER ANNEX
411 W. CLAY ST.

REGULAR MEETING

TUESDAY, SEPTEMBER 17, 2013
5:30 P.M.

A G E N D A

I. **CALL TO ORDER/ROLL CALL**

II. **APPROVAL/CORRECTION OF MINUTES**

Minutes of August 20, 2013

III. **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.

IV. **NEW BUSINESS**

A. Discussion – Developing funded projects

- BBQ and picnic areas
 1. Todd Grove Park - BBQ and picnic area
 2. Vinewood Park – Picnic area

B. Observatory Park – Dedication: Dates and events

V. **OLD BUSINESS**

A. Update on Recreation Programs and Events (Verbal Report)

B. Commissioner Appointments (see attached)

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 11th day of September, 2013
Martin Bradley, Recording Secretary

C. Update on Parks and Playground Topics (Verbal Report)

VI. **COMMISSIONERS' COMMENTS**

A. Topics for Future Discussion

VII. **ADJOURNMENT**

The next regular meeting will be held October 15, 2013, at the Grace Hudson Museum

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 11th day of September, 2013
Martin Bradley, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

**CIVIC CENTER ANNEX, CONFERENCE ROOM 5
411 WEST CLAY STREET**

REGULAR MEETING

**TUESDAY, AUGUST 20, 2013
5:30 P.M.**

Minutes

1. CALL TO ORDER: 5:40pm

Commissioners Present

Fay Hefte - Vice-Chair
Don Rones Sr.
Henry Sadowski
Susan Knopf

Staff Present

Stephanie Young, Recreation Supervisor
Sherrie Smith-Ferrie,
Cultural Arts Director Grace Hudson
Museum
Martin Bradley, Recording Staff Person

Commissioner Absent

Katy Selzer, Reported by Vice Chair Hefte

2. APPROVAL/CORRECTION OF MINUTES: 5:40pm

Minutes of June 18, 2013. Approved by consensus as presented. No corrections.

3. 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.

4. OLD BUSINESS

A. Status report of 2012 2013-Golf Capital Improvement Plan (Verbal Report)

Recreation Supervisor Young handed out the report to be presented to City Council at the August 21, 2013 meeting. The Summary Report includes past year Capital Improvement and Budget Summary. Upcoming year Capital Improvement Projects are found on the last 3 pages. Commissioners Knopf and Hefte requested in the future, if this information and any longer reports could be sent out in advance of the meeting. It is difficult to read and comment on lengthy written reports during a meeting.

Commissioner Rones reported it was presented to the Men's Golf Club in advance and the membership was satisfied.

Commissioner Knopf asked if a restaurant and driving range are in next year's project plan. Commissioner Rones and staff reported they are not.

B. Gibson Creek Property Donation (Verbal Report)

Recreation Supervisor Young reported on the 42 acres of land in the western hills that have been donated to the City of Ukiah by property owners David Hull and Michael Piffero. The next step will be the development of a management plan by the Paths, Open Space and Creek Commission. The donation was in consideration of a subdivision density plan change by the property owners. The property is not contiguous to any public land owned by the City. Commissioner Knopf described it as two parcels beyond the old fish hatchery site. The property is very steep and inaccessible but it does preserve and give control of a valuable City of Ukiah watershed region.

5. **NEW BUSINESS**

A. Update on Recreation Programs and Events (Verbal Report)

Recreation Supervisor Young reported that the summer program is being wrapped up and gave a highlights of the success indicated by numbers. A short sample includes:

1. Young Mens Softball and Basketball Tournaments – increased by two to three respectively, that the “Open Gym” program at the Alex Rorabough Center was a success, with 103 men participating on opening night. (Sessions for woman were offered, there was not a significant number interested to warrant a special section.)
2. 150 classes were offered through the Activities and Recreation Guide
3. 252 families had children who attend Camp Safari.
4. 615 individual swim lessons were provided at the Todd Grove Park pool.
5. There were approximately 4000 admissions to the City pool
6. The pool has been fully programmed this summer with both city sponsored events and private rentals.
7. Though the pool may be very crowded with younger swimmers, there always an adult lap swim lane open if requested.
8. There were three Family Fun in the Sun days at different parks, with the one in Orchard Park the highest attendance.
9. Six Movie Nights were held in the Alex Thomas Plaza, all deemed a success by the number attending. Though attendance may have been down during the fair, it was felt that it provided an important free alternative for families.
10. Finally, the All American Picnic in the Park and the Concerts in the Park series were considered successful again this summer.

Commissioner Knopf stated that a number of seniors wanted an extended pool season. Young explained that because most of the staff at the pool are students on summer break, that the pool schedule and season is determined by availability of staff. Part time staff begin leaving in early August and it is difficult to complete the schedule with the remaining workers and the season ends when UUSD classes begin. Knopf asked if it might be possible to extend pool hours in the late afternoon for those who swim after work.

B. Commissioner Appointments (Verbal Report)

Staff member Young drew to the Commission’s attention that there were two vacancies to be filled. It was understood that members are appointed by City Council, but several commissioners questioned what the process for recruitment was. Staff was directed to find out more information for the next meeting. The current vacancies are Men’s or Women’s Golf Club Representative and one from the community at large.

C. Update on Parks and Playground Topics (Verbal Report)

1. Jarrod Meyer, park lead worker, responded to questions and comments from Commissioners.
2. Commissioner Knopf noted that graffiti seemed to be down. Meyer responded it has been, but park staff are continuing to eradicate it as quickly as it appears, and this may be a deterrent.
3. Meyer said that the Rocket Ship at Todd Grove Park was closed because it was discovered openings in the bars at the wider spots in the play structure allowed small children to squeeze through. The width of the opening exceeds the Community Parks and Recreation Society standards for safety. (CPRS is a professional organization providing technical assistance and best practices for park managers.) New slats between wide bars are being designed. Rotary Club of Ukiah (North Ukiah Rotary) has been contacted in hopes they might be interested in helping to reopen the rocket.
4. Commissioner Sadowski asked about the opening of Observatory Park. Staff Member Bradley reported that a grand opening date would be decided in a meeting the following Thursday. A ribbon cutting ceremony could be as early as September 22, but staff was leaning to a later date for park dedication in the spring”.
5. Asking about the Observatory Park landscaping, Meyer reported it was “touch and go” this summer due to the extreme heat conditions and some young plants not yet established and acclimated. A small area with underground perforated irrigation tubing was damaged while weeding the ½ tubing where weeds had grown tightly around the irrigation lines.
6. Commissioner Hefte complimented Meyer’s on how great Todd Grove Park has been maintained over the summer.
7. Meyer concluded his presentation saying the solar heating installation for the Ukiah Municipal Swimming Pool would begin when the pool closed for the season.

D. Grace Hudson Museum Director Sherrie Smith-Ferri gave a report on the Outdoor Education Center project. She presented a brochure with the concept design on the Cultural Center updated this past month by staff, contractors *Alchemy of Design* and *Baker Landscape Architecture*.

1. The construction of the outdoor exhibit in the Sun House Park and the surrounding undeveloped areas will begin this week with the placement of a construction fence. Commissioner Knopf asked if the public and the regular users of the park had been notified. Smith-Ferri said no because advance notice of closures in the past lead to misuse and damage of a park.
2. The first contract to be put to bid will be the non-native invasive plant eradication. After the initial clearing, it will take two years of early intervention to stop future invasion.
3. Staff is working with the Master Garden project for ongoing involvement in developing and sustaining the outdoor cultural center. Organizing hand weeding is another element of for sustaining the education center.
4. The entire park will be fenced with the entrance to the outdoor exhibit at the museum. The street entrance will be the via the existing Sun House driveway with parking area expanded to the east. Street parking will be reduced to accommodate temporary bus parking at a controlled class/group entrance and assembly area further north on Main Street.
5. The last area to be developed is the current Community Garden east of the present museum boundary which may have two more growing seasons. It will be allowed to become a *wet meadow* for native plant tending and harvesting and a storm water retention

area called *Tule Lake*; an important element of the whole-park native landscaping design. The idea is to “make use of the parks natural drainage rather than fighting it.”

6. Conceptual innovative design is costly Smith-Sherrie concluded. The flow of foot traffic, reducing the size of groups to ten or fifteen for an effective learning experience (when there is a class of thirty students) are all being considered in the design phase. It is very challenging to develop a model and to still have the adequate funds to create it.
7. Commissioner Knopf asked about the oak saplings now sprouting under the heritage oak. Staff Sherrie-Smith and Meyer explained that new saplings naturally thrive at the drip line of large oak (where there is more light) and the natural succession of the oak woodland habitat will be encouraged with young oaks growing close to the north half of the old oaks drip line .

6. **DISCUSSION ON WALKING PATH AT TODD GROVE PARK (VERBAL REPORT)**

- A. **Recreation Supervisor Young** fielded questions about the Todd Grove Park Walking Path. Creating a walking path around the 16 acre park. Conceptual studies are necessary for most projects of that. In this case, it could have a large fiscal impact for a study to determine parking spaces, identifying utilities, meet the requirements for a safe ADA compliant walkway, etc.

Commissioner Knopf speculated how complicated can it be, I could be done simply with a can of white paint.

Commissioner Hefte mentioned the liability that could incur.

Young welcomed new ideas being brought forward to the commission to consider. She also strongly urged the commission to look at projects that are funded and determine how they should be implemented. For example, development of the Picnic area in Todd Grove Park and Vinewood Park had funds allocated to them. These projects could bring money into the City as sought after rentable spaces for the City.

The commissioners concurred, and requested that a list of projects funded and ready to be completed be placed on next month’s agenda.

7. **Topics for Future Discussion**

- A. List of what projects are available with money
 1. picnic area development

8. **ADJOURNMENT 7:05 PM**

- A. M/S: Knopf/Rones **to adjourn**. Motion carried by unanimous AYE vote

*The next regular meeting will be September 17th, 2013 at the Civic center Annex; Conference Room 5.
The October 15th meeting will be held at the Grace Hudson Museum.*

Martin Bradley, Recording Secretary

Parks, Recreation, and Golf Commission (PRGC)

Board Contact Person: Stephanie Young - 463-6201

Established: Ordinance 783, Adopted 1982; Ordinance 916, Section 2, Adopted 1990; Ordinance 1020, Adopted 1999.

City Dept. Affiliation: Community Services

Membership: The Commission shall consist of seven (7) members as follows: a) One member of the Ukiah men's golf club. B) One member of the Ukiah women's golf club. C) One member of either the men's or women's golf club. D) Four (4) at large members who may reside within the city limits or outside the city limits but within Mendocino County; provided that a majority of the seven (7) committee members must reside within the city limits. in the city limits or outside the city limits but within Mendocino County; provided that a majority of the seven (7) committee members must reside within the city limits.

Term: Three (3) years.

Appointed By: All members of the commission shall be appointed by the city council.

Meets: Third Tuesday of each month for regular meetings.

Function: The Commission shall have the power and duty to recommend and advise on: A) Policies to be adopted and enforced for the operation, use and management of all recreation activities and facilities, parks, and parkways. B) Policies for the planning of recreation and parks programs for the inhabitants of the city, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public or private agencies interested therein. C) Policies for the acquisition, development and improvement of parks, playgrounds and facilities for recreation.

Name/Address	Contact Info	Member Position	Current Appt. Date	Expiration Date
Darcie Antle 1070 Road M Redwood Valley, CA 95470	h) 391-7660 w) 463-8000 c) 391-7660 antleda@ah.org (just email)	Commissioner - At Large, County Resident	6/18/2008	6/30/2013
Faye Hefte 201 Park Ct Ukiah, CA 95482	h) 462-4075 c) 272-1029 fhefte@sbcglobal.net (just email)	Commissioner - Women's Golf Club Member	6/15/2011	6/30/2014
Susan Knopf 460 Todd Road Ukiah, CA 95482	h) 462-5808 smknopf@yahoo.com	Commissioner - At Large, City Resident	8/7/2013	6/30/2016
Don Rones Sr. 717 Live Oak Avenue Ukiah, CA 95482	h) 468-9512 c) 468-9512 birdiegolf6822@sbcglobal.net	Commissioner - Men's Golf Club Member	8/7/2013	6/30/2016
Henry Sadowski 382 Jefferson Lane Ukiah, CA 95482	h) 462-4451 w) 468-1300 c) 472-7079 henrysadowski@tutoringcenter.com (just email)	Commissioner - At Large, County Resident	6/15/2011	6/30/2014
Kathleen Selzer 600 Watson Road Ukiah, CA 95482	h) 462-0494 w) 972-5525 c) 972-5525 homeselzer@selzerrealty.com (just email)	Commissioner - At Large, County Resident	6/15/2011	6/30/2014
Eric Barkhurst 385 Pomo Drive Ukiah, CA 95482	h) 468-8026 w) 467-2954 eric.barkhurst@retechsystemsllc.com (just email)	Commissioner - Men's Golf Club Member	9/15/2010	6/30/2013 (filling unexpired term)

CHAPTER 4 COMMISSIONS AND BOARDS

ARTICLE 1. PARKS, RECREATION, AND GOLF COMMISSION

SECTION:

- §1000: Creation
- §1001: Membership; Appointment
- §1002: Term Of Office; Vacancies
- §1003: Duties And Powers
- §1004: Compensation
- §1005: Chairperson; Officers

§1000 CREATION

There is hereby created a parks, recreation, and golf commission. This advisory body shall report to the city council. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

§1001 MEMBERSHIP; APPOINTMENT

The commission shall consist of seven (7) members as follows:

- A. One member of the Ukiah men's golf club.
- B. One member of the Ukiah women's golf club.
- C. One member of either the men's or women's golf club.
- D. Four (4) at large members who may reside within the city limits or outside the city limits but within Mendocino County; provided that a majority of the seven (7) committee members must reside within the city limits.

All members of the commission shall be appointed by the city council. (Ord. 783, §1, adopted 1982; Ord. 890, adopted 1989; Ord. 916, §2, adopted 1990; Ord. 935, §2, adopted 1993; Ord. 1020, adopted 1999; Ord. 1100, §1, adopted 2007)

§1002 TERM OF OFFICE; VACANCIES

No members of the parks, recreation, and golf commission will lose their term of office by enactment of this ordinance. All appointments to this commission shall be for a term of three (3) years. Reappointments to the commission shall be pursuant to article 5 of this chapter. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

§1003 DUTIES AND POWERS

The parks, recreation, and golf commission shall have the power and duty to recommend and advise on:

- A. Policies to be adopted and enforced for the operation, use and management of all recreation activities and facilities, parks and parkways.
- B. Policies for the planning of recreation and parks programs for the inhabitants of the city, promote and

stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public or private agencies interested therein.

C. Policies for the acquisition, development and improvement of parks, playgrounds and facilities for recreation. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

§1004 COMPENSATION

The members of the commission shall receive no compensation, except such traveling expenses as are authorized by law. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990)

§1005 CHAIRPERSON; OFFICERS

The commission shall elect a chairperson from among its members for a term of one year and may elect such other officers as it may determine. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990)

The Ukiah City Code is current through 1140, passed May 1, 2013.

Disclaimer: The City Clerk's Office has the official version of the Ukiah City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.