

**PARKS, RECREATION, AND GOLF COMMISSION**

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

**REGULAR MEETING**

**TUESDAY, November 19, 2013  
5:30 P.M.**

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**A G E N D A**

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

**II. APPROVAL/CORRECTION OF MINUTES**

Minutes October 15, 2013

**III. 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. Smoking Policy in City parks

**V. OLD BUSINESS**

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

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

C. Commission Membership

- Correspondence back from City Clerk
- Recommendations from staff on rewording of proposed change to Civic Code

D. Report Todd Grove and Vinewood Parks picnic and BBQ areas

- Report back from commissioners on design and equipment suggestions
- Next Steps

**VI. COMMISSIONERS' COMMENTS**

A. Topics for Future Discussion

**VII. ADJOURNMENT**

*The next regular meeting will be held on December 17, 2013 at 5:30 in Conference Room 5  
Civic Center Annex - 411 Seminary Drive, Ukiah CA*

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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 10<sup>th</sup> day of October, 2013  
Martin Bradley, Recording Secretary

**PARKS, RECREATION, AND GOLF COMMISSION**

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

**REGULAR MEETING**

**Tuesday, October 15, 2013  
5:30 P.M.**

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**MINUTES**

1) **CALL TO ORDER: 5:32 pm**

**Commissioners Present**

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

**Commissioner Absent**

Katy Selzer, Reported by Vice Chair  
Hefte

**Staff Present**

Stephanie Young, Recreation  
Supervisor  
Martin Bradley, Recording Secretary

2) **APPROVAL/CORRECTION OF MINUTES**

a) Minutes of the September, 17, 2013 approved as presented: M/S/A Susan Knopf, Henry Sadowski

3) **PUBLIC COMMENT**

a) No comments, no guests present

4) **NEW BUSINESS**

a) No new business

5) **OLD BUSINESS**

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

Recreation Supervisor Stephanie Young reported that that this was the twentieth anniversary of the PumpkinFest and staffs were now in the final week of preparation. There are more vendors than any previous year. Grand Marshall this year will be PRGC Commissioner Don Rones Sr.

In addition there is the ongoing seasonal work, including preparation of the Winter/Spring Recreation Guide, open registration for youth basketball and that we are in the middle of the adult softball playoffs.

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

Young reported a solution was found for the spacing of the bars on the Todd Grove Park Rocket. As reported in August, the rocket was closed because the bars exceeded maximum opening standards of the Community Parks and Recreation Society. Young stated that additional steel ribs had to be fabricated to fill in between the widest existing bars and that she understood that Park Lead Worker Jarrod Meyer was placing the specifications for repair out to bid.

**c) Commission Membership**

Commission recorder Martin Bradley provided information received from the City Clerk's office with a request to make any corrections on the *Full Appointment* file record and confirm the accuracy *Parks recreation and Golf Commission*" document description and *Opportunity to Serve Your Community* on the On Going Vacancy document. Also included was Press Release for the PRGC vacancies.

Commissioner Knopf opened the discussion with asking to we want a seven or five member commission and if we want to have three commissioners representing the men's and women's golf clubs.

Commissioner Hefte stated that with the privatization of the Ukiah Municipal Golf Course that PRGC had reduced policy over site of the golf course and suggested the representation be reduced to one or two commissioners.

The discussion of the number of commissioners concluded with the consensus that it should remain at seven members. Golf club membership should be reduced to two representatives.

Commissioner Knopf stated that other sports should be represented in addition to golf. The general response was we can advertise and recruit commissioners and see what other sports and activities expressed a desire to be represented.

Commissioner Henry Sadowski said that there had been divergent opinions between the Men's and Women's Cubs in the past and a representative should be retained for one from each.

Commissioner Knopf moved that the PRCG should forward a recommendation to the City Council that the City Code Chapter 4, Commissions and Board Article 1. Parks Recreation and Golf Commission, Section 1001 to reflect the following:

"Membership change to two members from the golf community, representing one member each from the men's club and one from the women's club and five at large members"

Seconded by Commissioner Rones. Discussion followed that led Commissioner Knopf and Rones amending the motion to read:

**"Membership change to two members from the golf community and five at large members"**

Motion passed unanimously.

It was also requested (though no motion made) that Council consider deleting the first sentence of Section 2002 that reads "No members of the Parks Recreation and Golf Commission will lose their term of office by enactment of this ordinance." It was understood that this sentence may have been included in the original ordinance included this wording to "grandfather" in existing commissioners at the time of passage and it was no longer necessary.

#### **CORRECTIONS TO CITY CLERK'S ROSTER AND OTHER ATTACHMENTS**

In response to the City clerk's request (paragraph 1 above **c. Commission Membership**)

- Kathleen Selzer has moved inside the City limits. Commission recorder will contact her for her new address.
- On the "Opportunity to Serve Your Community" attachment, the Membership Requirements appear to be for another Board or Commission. The description in the in "Parks, Recreation and Golf Commission" attachment is accurate (pending approval of recommended membership changes).

#### **d) Report Todd Grove and Vinewood Parks picnic and BBQ areas**

- **Review previous conceptual design plans for Todd Grove picnic area**
- **Review park and recreation equipment catalogs**
- **Next Steps**

Young informed the Commission that the \$70,781 in available funds previously designated for Todd Grove Park and Vinewood Park (\$50,000 and \$20,781 respectively) actually at the discretion of the Commission to recommend how they were to allocated improvements between the two parks. As requested, Young brought several recent park equipment and supplies catalogs and a map of Todd Grove Park show existing buildings and draft plan of a future picnic table layouts.

Commissioner Rones asked whether the Commission should come up with ideas of needs before looking at the catalogs. Young acknowledged that that the catalogs were comprehensive including products that

may be beyond the budget. However, for some commissioners it may inspire ideas that were affordable. The catalogs and map were distributed to interested members. She encouraged members to visit the two sites again and return to the next meeting with ideas.

Hefte asked if the PRGC should know about ADA requirements. Young said that once the draft plans were complete, Park Lead Worker Jarrod Meyer could advise the commission regarding compliance issues. Also Conference Center Administrator Kerry Randall can advise regarding usage and rental guidelines when the Commission's recommended plan is ready for review. Knopf asked if any further demolition will take place. Young said that except if safety issues arose, the tables and paved areas will remain intact until renovation of picnic areas is begun.

6) **COMMISSIONERS' COMMENTS**

(a) Topics for Future Discussion

Commissioner Knopf asked if there was a uniform smoking policy in City Parks. Young said she would look into it and return with more information at the next meeting.

Commissioner Knopf also requested that the Todd Grove Park walking path not be dropped as a subject under consideration for future meetings.

Bradley requested recognition from the chair. He stated that he had failed to mention the need to elect officers during the discussion of commission membership (Agenda Item 5.-c.) Commissioner Rones stated that the commission was in "good hands" with Vice Chair Faye Hefte and moved she be nominated as Chair for the remainder of year ending on June 30<sup>th</sup>. Several simultaneous seconds and requests to call the motion, and Commissioner Hefte was elected chair by acclamation.

7) **ADJOURNMENT**

Commissioner moved for adjournment, Knopf second, passed unanimously.

*The next regular meeting will be held on November 19, 2013 at 5:30 in Conference Room 5  
Civic Center Annex - 411 Seminary Drive, Ukiah CA*

**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**

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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**

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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~~ **Two** members of either the men's or women's golf club or **the Ukiah golfing community**.
- D. ~~Four (4)~~ **Five (5)** 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**

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~~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**

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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**

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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**

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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)

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## Smoking ban in small parks enacted

By **ROB BURGESS** The Daily Journal

Article Last Updated: 08/21/2008 12:05:05 AM PDT

If you're looking to take advantage of outdoor smoking at three of Ukiah's highest-traffic parks, you've only got a month left to do it.

By a vote of 5-0, the Ukiah City Council on Wednesday deemed it a punishable offense to smoke in Alex R. Thomas Plaza, Carpenter Hudson Park and the Ukiah Sports Complex.

During discussion on the item, Councilmember Benj Thomas said he was interested in seeing other city properties added to the list of non-smoking areas.

"We talked about that last meeting (adding Todd Grove Park)," he said.

Katie Merz, Community Services supervisor, said that the Parks, Recreation and Golf Commission had talked about doing just that at an earlier meeting.

Sage Sangiacomo, Community Services director, said more research would have to be done before other locations could be added to the ordinance.

"They want to know the impacts and look at the impacts of such an ordinance," he said. "They've asked for staff to look into the number of citations at that location. That will be re-agendized at a future commission meeting."

Merz said there had been careful thought put into the selection of the three sites.

"They are small confined areas with high use," she said. "We have had excessive litter and we are also concerned about fire danger to the Sun House. They thought this was a reasonable step forward in this direction. We identified three items that we were concerned in health and safety. Cigarette litter is a nuisance. There is a fire hazard with our dry climate. There is also nuisance for non-smokers."

Sangiacomo said proper notification would be established to let visitors know what the rules were.

"At each of those three locations there is still smoking allowed in the parking lot areas," he said. "We want to make sure the signage is visible and adequate, but since it is in a park environment not be obtrusive. We've already started talking about language and look of the signs. For example, Carpenter Hudson (Park) does prohibit alcoholic beverages so we're going to put both on the same sign."

Merz said several discussions had taken place between city staff and the Ukiah Police Department about enforcement of the ordinance.

"The police department has been very supportive of this item," she said. "They did feel that although everything is prioritized, when feasible they would be glad to enforce this item."

Councilmember John McCowen said the ban may also assist in alleviating other problems associated with loitering for long periods of time in the locations listed in the ordinance.

"This may help with other enforcement problems," he said. "Some of the people who sit there for hours smoking and littering they could also be doing other things that are illegal."

Vice-mayor Phil Baldwin said he was in favor of the

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item, but that he had reservations about those who would be affected.

"I'm going to support the motion, however the prohibition of smoking in certain areas has been an easy one and the reason is generally smokers are among the poorest people in our community and we all know poor people tend not to vote," he said. "The action we're taking today is not very controversial with the voting population. I'm going to vote for it because I'm a politician."

With the approval of the ordinance, the ban will take effect in 30 days.

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