

**PARKS, RECREATION, AND GOLF COMMISSION**  
411 West Clay St. Street, Ukiah, CA 95482  
Tuesday June 21, 2016  
5:30 P.M.

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**A G E N D A**

- I. **CALL TO ORDER/ROLL CALL**
- II. **INTRODUCTIONS**
  - A. Commissioners, presenters, guests and staff
- III. **APPROVAL/CORRECTION OF MINUTES**
  - A. Approval/Corrections of the April 19, 2016 PRGC Meeting
- 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. **CORRESPONDANCE**
- VI. **NEW BUSINESS**
- VII. **OLD BUSINESS**
  - A. Staff reports
    - 1. Recreation programs and events; on summer activities (Jake Burgess)
    - 2. Community Services; irrigation project, budget updates, and future projects. (Tami Bartolomei)
- VIII. **COMMISSIONER REPORTS**
- IX. **ADJOURNMENT**

***The next regularly scheduled meeting of the Parks, Recreation and Golf Commission:***

***July 19, 2016 at 5:30 PM***  
**Ukiah Civic Center Annex**  
**CONFERENCE ROOM 5**  
**411 West Clay Street Ukiah, CA 95482**

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 17 day of June, 2016  
Martin Bradley, Recorder

PARKS, RECREATION, AND GOLF COMMISSION  
CIVIC CENTER ANNEX  
Conf. Rm #5  
411 W. Clay Street, Ukiah, CA 95482

MINUTES  
TUESDAY, April 19, 2016  
5:30 P.M.

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I. ROLL CALL / CALL TO ORDER

**Commissioners Present:**

Faye Hefte – Commission Chair  
Henry Sadowski  
Susan Knopf  
Alan Nicholson  
Vicki Brown-Bitonti-Brown

**Staff Present:**

Tami Bartolomei, Community Services Administrator  
Maya Simerson, Community Services Supervisor  
Martin Bradley, Recorder  
Jake Burgess, Interim Recreation Supervisor

**Members of the Public:**

Pinky Kushner  
Bruni Kobbe  
Linda Sanders

II. INTRODUCTIONS:

- Maya Simerson introduced newly appointed Community Services Administrator Tami Bartolomei
- Commissioners, staff and members of the public introduced themselves

III. APPROVAL/CORRECTION OF MINUTES

A. Minutes of the March 15, 2016

- Corrected to reflect Commissioner Bittonti Brown excused absence (prior notification given)

IV. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

V. NEW BUSINESS

A. **Presentation on Arbor Day Celebratory Tree Tour – May 1, 2016 (Linda Sanders)**

- **Linda Sanders** gave a brief report on the activities of the City of Ukiah Tree Advisory Group (TAG) including:
  - plans to prepare and report on the status of the tree canopy in Todd Grove Park
  - Informational brochures made available by TAG at the Civic Center reception desk. In recognition of Arbor Day (April 29) TAG and *Mendocino Releaf* are having an *Arbor Day Celebration* on Sunday May 1<sup>st</sup>, 2016. It will include *Landmark Tree Tour* at 1:00 pm starting at the Civic Center with a sign-in table and self-guided tour map.
  - An Arbor Tree Proclamation will be made at the next City Council Meeting.
- **Bruni Kobbe** added that tree survey was also be being planned by the Tree Advisory Group.
- **Commissioner Knopf** returned to the discussion of Todd Grove Park trees recalling that there was going to be a fly-over photo survey for siting a possible well for golf course irrigation. Could

it also include the survey Todd Grove Park for the purpose of a tree and canopy survey for use by TAG and the City? Community Services Supervisor Simerson said that the Tayman Park Golf Group was contracting for that aerial survey, not the City of Ukiah, and that any additional surveying would add to the cost beyond the scope of what Tayman Group was contracting.

- **Linda Sanders** concluded the TAG presentation asking to be kept informed of the water use and irrigation development plans at the golf course and the possible impact on Todd Grove Park trees.

## **B. INTRODUCTION OF NEW AND APPOINTED COMMUNITY SERVICE STAFF**

- **CS Supervisor Maya Simerson** earlier introduction of the Community Service Administrator Tami Bartolomei.

## **VI. OLD BUSINESS**

### **A. UPDATE ON RECREATION PROGRAMS AND EVENTS**

- **CS Supervisor Maya Simerson** reported:
  - Tim Poma was named new Recreation Coordinator following hiring interviews for the position.
  - Oak Manor Park renovation was completed and signed-off on.
  - A following the opening of bids, Cupple's Construction was selected for the next phase of the Grace Hudson Museum Outdoor Exhibit to include the building construction and fencing.
  - A two letters were received in February from Parker Prout age 9 and his mother Megan Prout. They were presented to the Commissioners describing a park they visited in Redding CA. Parker requested that a Ukiah park include a feature called "Jump River"; an obstacle course for playgrounds based on objects and obstacles found in a nature (stones, logs, stumps and rock outcroppings).
- **Interim Recreation Supervisor Jake Burgess** reported:
  - Tim Poma, new Recreation Coordinator, is active in the member of the community. He has background skills in graphic design and desktop publishing in addition to computer skills that will help the department do more in house graphic work and launch the on-line registration process.
  - Olivia Zotter was selected as the new receptionist and will begin work May 2, 2016.
  - Julie Webb has been appointed temporary part time Sport Coordinator.
  - Draft flyers were distributed to the Commissioners Sunday Concerts in the Park, Safari Day Camp and other activities. Poma is working on the Summer Recreation and Activity Guide. Carter Grissom is now working with Spencer Brewer as Grissom assumes the role of promoter
  - The Coor's Light Softball Tournament is coming up on May 7<sup>th</sup> and the Bud Light Tournament scheduled later in the summer.
  - The new online registration is set to launch on May 31<sup>st</sup> with Summer Recreation programs.
  - The Flynn Creek Circus will be return June 23<sup>rd</sup> – 26<sup>th</sup> with an extra Sunday matinee show being added proceeding a Sunday in the Park concert.

Commissioners all recognized and appreciated Jake Burgess's ability to competently step into the Recreation Supervisor's job on very short noticed.

**VII. COMMISSIONER REPORTS**

- A. **Commissioner Knopf** was reminded during the Summer Concert Series report that the sponsor's dinner should offer a vegetarian fare and asked if vegetarian baked beans could be provided in addition to the regular baked beans.

**VIII. ADJOURNMENT**

- A. With no other business before the commission, Henry Sadowski moved the meeting be adjourned, Susan Knopf seconded and the motion passed by consensus.

*The next regularly scheduled meeting of the Parks, Recreation and Golf Commission is  
June 21, 2016 at 5:30  
At the Civic Center Annex Conference Room #5*

**DRAFT**