1. **ROLL CALL**
The Parks, Recreation and Golf Commission met at a Special Meeting Date of December 5, 2017, having been legally noticed on December 1, 2017. Chair Hefte called the meeting to order at 5:34 p.m. Roll was taken with the following Commissioners Present: Faye Hefte, Susan Knopf, and Henry Sadowski. Commissioners Not Present: Allan Nicholson and Vicki Bitonti-Brown Staff Present: Tami Bartolomei, Community Services Administrator.

2. **INTRODUCTIONS**
None

3. **PETITIONS AND COMMUNICATIONS**
None

4. **APPROVAL OF MINUTES**
None—there was no meeting in September due to illness and no meeting in October due to the Redwood Lake Complex Fires. The August 14, 2017 minutes were approved with amendments. Motion/Second: Sadowski/Knopf motioned to approve Minutes of the August 14, 2017 meeting. 1. Motion carried by the following roll call vote: AYES: Hefte, Sadowski, and Knopf.

5. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**
None

6. **COMMISSIONER REPORTS**
Knopf reported that she had attended the Holiday events which included the parade, ice rink and other activities and noticed that everyone she saw was having a great time.

7. **UNFINISHED BUSINESS**
   a. **Staff Reports.**
      Presenter: Tami Bartolomei, Community Services Administrator.

      Updates were given regarding Community Services programs which included the holiday of lights parade, ice rink, and basketball programs. Bartolomei informed the group that Jake Burgess the Recreation Supervisor completed the City of Ukiah’s first Leadership Academy and had done very well. Part of the program was developing a project that would benefit the city for the future. Jake presented a splash pad project that would be utilizing the old wading pool up at the park pool. The project was well received. Bartolomei gave updates to the Commission for both the Housing Related Parks Grant and the Riverside Parks Grant.
8. **NEW BUSINESS**

   a. Planning for Community Services  
      **Presenter:** Tami Bartolomei, Community Services Administrator  
      Bartolomei informed the commission that for next year's budget Community Services is looking at the possibility of additional staffing. Community Services has taken on several new projects and programs this year and additional staffing is needed to support the new project/programs.

   b. 2018/2019 Community Services Budget Planning  
      **Presenter:** Tami Bartolomei, Community Services Administrator  
      Bartolomei reported budget planning for the 2019 fiscal year will begin in January.

9. **CLOSED SESSION**

10. **ADJOURNMENT**

    There being no further business, the meeting adjourned at 6:30 pm.

Tami Bartolomei, Community Services Administrator/Clerk