

PARKS, RECREATION, AND GOLF COMMISSION

**UKIAH GOLF COURSE
599 PARK BOULEVARD**

REGULAR MEETING

**TUESDAY, MAY 21, 2013
5:30 P.M.**

A G E N D A

- I. **CALL TO ORDER/ROLL CALL**
- II. **APPROVAL/CORRECTION OF MINUTES**
February 19, 2013
March 12, 2013-Special Meeting
April 16, 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. Golf Course Tour and Update
 - B. Commissioner Appointments
 - C. Budget Overview
- V. **OLD BUSINESS**
 - A. Discussion on Walking Path at Todd Grove Park (Verbal Report)
 - B. Update on Parks and Playground Topics (Report Attached)
 - C. Update on Recreation Programs and Events (Verbal Report)
- VI. **COMMISSIONERS' COMMENTS**
 - A. Topics for Future Discussion
- VII. **ADJOURNMENT**

The next regular meeting will be held June 18, 2013 at the Ukiah Municipal Swimming Pool.

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 16th day of May, 2013
Jarod Thiele, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

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

REGULAR MEETING

TUESDAY, FEBRUARY 19, 2013
5:30 P.M.

MINUTES

I. CALL TO ORDER/ROLL CALL: 5:34pm

Called to order by Chair Antle at 5:34pm

Commissioners Present

Fay Hefte- Vice Chair
Don Rones
Susan Knopf
Henry Sadowski
Eric Barkhurst

Staff Present

Jarod Thiele, Recording Staff Person
Katie Marsolan, Community Services Administrator

Commissioners Absent

Darcie Antle-Chair, reported
Katy Selzer, reported

II. APPROVAL/CORRECTION OF MINUTES: 5:35pm

M/S: Knopf/Rones to approve minutes of January 15, 2013 as corrected. Motion carried by an all AYE voice vote from all Commissioners

III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:36pm

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: 5:36pm

A. Update on Tree at Carpenter-Hudson Park

Administrator Marsolan reported on the status of the tree. After having different arborists look at it the recommendation was to prune it. The arborist is proposing to remove smaller sections within the canopy of the tree. Staff is seeking City Council's direction on how to proceed and feels that pruning it is a reasonable recommendation. The tree will be pruned in the winter months when it is dormant and then monitored to see how it leafs out in the spring.

V. OLD BUSINESS: 5:43pm

A. Continue Discussion on Tennis Courts (Verbal Report)

Commissioner Sadowski requested this item be tabled.

B. Meeting Locations for 2013 (Verbal Report)

Administrator Marsolan handed out a draft future meeting locations schedule. Consensus of the commission was to go with the draft schedule and to include directions to each location.

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

Administrator Marsolan handed out a report on park projects. Anton Stadium is having a fundraiser in March and all proceeds will go to finishing the stadium. Commissioner Knopf commented she was interested to see the draft plans for the grant project at Carpenter Hudson Park. Administrator Marsolan responded that staff is waiting for the survey drawings to continue the revisions to the draft concept plan.

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

Administrator Marsolan provided an overview of the last 5 years revenue and expenses for Sundays in the Park. All of the 2013 concert dates are scheduled and the series will start Father's Day weekend. Planning for the 20th annual PumpkinFest is underway.

VI. COMMISSIONERS' COMMENTS: 6:19pm

A. Topics for Future Discussion

Commissioner Knopf requested having a discussion regarding a walking path around Todd Grove Park at next month's meeting.

VII. ADJOURNMENT: 6:21pm

M/S: Rones/Knopf to adjourn. Motion carried by an AYE voice vote from all Commissioners.

The next meeting will be held March 12, 2013 at Observatory Park

Jarod Thiele, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

Observatory Park
432 Observatory Avenue, Ukiah, CA 95482

SPECIAL MEETING MINUTES

TUESDAY, MARCH 12, 2013 5:30 P.M.

MINUTES

I. CALL TO ORDER/ROLL CALL: 5:55pm

Called to order by Vice Chair Hefte at 5:55pm

Commissioners Present

Fay Hefte- Vice Chair
Don Rones
Susan Knopf
Henry Sadowski
Eric Barkhurst

Staff Present

Katie Marsolan, Community Services Administrator
Frank Johnson, Golf Professional

Commissioners Absent

Darcie Antle-Chair, reported
Katy Selzer, reported

II. APPROVAL/CORRECTION OF MINUTES:

Meeting minutes were not distributed with the packet, move approval of minutes to a future meeting.

III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:58pm

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: 6:00pm

A. Observatory Park Tour

Park tour was conducted from 5:30-5:50pm.

V. OLD BUSINESS: 6:00pm

A. Update on Golf Operations

Golf Pro Frank Johnson reported on golf activities. There has been success since the new contract effective July 1st; lowered green fees by 25% which has increased play; recently added a 3pm twilight rate in addition to the 1pm twilight rate; Overall 20% ahead on rounds compared to this time last year. There is a new computer system that will be installed which will automate online reservations for tee-times. Golf Pro Johnson is also working with the Mens Club and the City on the Capital Improvement items at the golf course.

B. Discussion on Walking Path at Todd Grove Park (Verbal Report)

The Commission discussed the potential for a walking path to encircle the rock wall around Todd Grove Park. Consensus of the Commission was to keep this on the agenda for a future meeting.

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

Observatory Park: Jone Duggan from the Ukiah Unified School District Community Transition Program talked about the relationship as the tenant at the Observatory House. The CTP school based program has fifteen students and has a number of activities at the Observatory site and in the community. Martin Bradley shared about the Observatory Park and the historic restoration of the Observatory structures. Marsolan reported on the timeline for the park opening March 18th and staff is planning a future City event to celebrate the park completion.

Parks: Marsolan stated that the work on the Oak Tree at Carpenter Hudson was completed today, March 12. Staff is working with volunteer groups and others for future projects at Riverside Park. The Peregrine Audubon held a bird-walk at Riverside in February, with more than 20 attendees, which they reported as successful. They will schedule more in the future months.

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

Staff is wrapping-up the annual youth basketball league and planning for spring and summer activities.

VI. COMMISSIONERS' COMMENTS:

A. Topics for Future Discussion

VII. ADJOURNMENT: 6:28pm

M/S: Knopf/Sadwoski to adjourn. Motion carried by an AYE voice vote from all Commissioners.

The next meeting will be held April 16, 2013 at the Alex Rorabaugh Center

Jarod Thiele, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

Alex Rorabaugh Center
1640 South State Street
Ukiah, CA 95482

REGULAR MEETING MINUTES

TUESDAY, APRIL 16, 2013, 5:30 P.M.

MINUTES

I. CALL TO ORDER/ROLL CALL: 5:57pm

Called to order by Vice Chair Hefte at 5:57pm

Commissioners Present

Fay Hefte- Vice Chair
Don Rones
Susan Knopf
Henry Sadowski

Staff Present

Katie Marsolan, Community Services Administrator
Jarod Thiele, Recording Staff Person

Commissioners Absent

Darcie Antle-Chair
Katy Selzer
Eric Barkhurst

II. APPROVAL/CORRECTION OF MINUTES:

Meeting minutes were not distributed with the packet, move approval of minutes to a future meeting.

III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:58pm

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: 6:00pm

A. Alex Rorabaugh Center Tour

Park tour was conducted from 5:30-5:55pm.

V. OLD BUSINESS: 6:00pm

A. Discussion on Walking Path at Todd Grove Park (Verbal Report)

Commissioner Knopf and Administrator Marsolan walked the park area and looked to see what work would be needed. Susan said it could be put on the inside but vegetation would have to be removed. Rones inquired if the commission could look at it at next month's meeting at the golf course. Consensus of the commission was to look at it next month

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

Administrator Marsolan emailed the report after the agenda was published. Staff scheduled Chamberlain Creek work crew to perform weed abatement at Riverside Park beginning April 22nd. The city parks staff will supervise the work and the landscape architect will be present for the few hours to identify the work areas; native plants

versus invasive plants for removal. Staff is working on a plan to add an internal gate at Riverside thereby allowing the main gate to remain open and allow access during the busy summer months.

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

The April spring break activities included four unique camps; spring break safari day camp, baseball, basketball and softball camps served 140 kids. Recreation staff are busy organizing summer programs and preparing the summer recreation guide.

D. Report on Golf Contract (Verbal Report)

Administrator Marsolan reported on the Golf Course Capital Improvement Plan that is scheduled for City Council on April 17; Tayman Park manages the capital improvement fund which is comprised of \$40,000 annually from Tayman and approximately \$20,000 annually from the The Mens Club cart barn revenue. Commissioner Hefte inquired about the capital projects. There is a concern that the womens tee (lower tee) on hole #3 needs considerable improvement to match the newly improved #3 mens tee (upper tee).

VI. COMMISSIONERS' COMMENTS: 6:25pm

A. Topics for Future Discussion

Administrator Marsolan commented that the annual budget process is underway. Staff plans to share the budget with the Commission, however, we are not specifically sure when a draft budget will be ready.

VII. ADJOURNMENT: 6:27pm

M/S: Knopf/Sadowski to adjourn. Motion carried by an AYE voice vote from all Commissioners.

The next meeting will be held May 21, 2013 at the Ukiah Golf Course, 599 Park Boulevard

Jarod Thiele, Recording Secretary

Report on Park Projects:

Park, Recreation & Golf Commission Meeting

Prepared Thursday May 16, 2013

Alex Rorabaugh Center (ARC)

Staff has added additional recreation based programs scheduled at the facility. Staff is working closely with the UVCRC board on items such as building maintenance, tenant management, and budgeting. The Conference Center will begin managing the schedule for the ARC effective May 20.

Anton Stadium

No report.

Grace Hudson Cultural Center Project

Additional lighting was installed in the park for night time security. Staff is preparing a request for bids on the removal of invasive plants; ivy, vinka, and blackberry, that will begin the transformation of the park.

Observatory Park

Now that the park is open, staff is working with the contractor to fine-tune the irrigation schedule. There was a volunteer group on Sat. April 27th who cleaned the labrynth, built planters, spread mulch and constructed a fence for the storage area. Staff is planning a park opening celebration for the summer 2013.

Riverside Park

Staff has received a request from the BMX group and the baseball group to discuss the lack of parking at the park location. They are requesting additional space in the park for parking. A group meeting is scheduled to talk about the options.

Skate Park

A local Boy Scout has been constructing a shade arbor near the benches at the Skate Park as an "Eagle Scout" project.

Ukiah Pools

Staff has been working closely with the purchasing department on the pricing for solar heat and a boiler heat system. The request for bid on the solar panels was advertised. A bid-walk was held on May 14th. Staff is revising the licensing and will conduct a second bid-walk on May 23rd. Staff anticipate City Council to award a bid for the solar work at the June 19 meeting.