



MINUTES
REGULAR MEETING OF THE
PARKS & RECREATION COMMISSION
DECEMBER 3, 2013

1. CALL TO ORDER

The Regular Meeting of the Parks and Recreation Commission was called to order at 7:00 p.m. by Chairman Schultz.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Schultz.

3. ROLL CALL

Roll call was taken as follows:

Present: Commissioners Camarina Augusto, Harold Benzel, Randy Davis, Tiffany Hopper, Sandra Newell, Barry Schultz

Staff Present: Janet Koster, Public Works Administrator
Jean Lizarraga, Recreation Manager
Dianna Camara, Secretary

4. PRESENTATIONS

None.

5. AUDIENCE / PUBLIC COMMENTS (NON-AGENDA ITEMS)

None.

6. APPROVAL OF AGENDA

A motion was made by Commissioner Davis, seconded by Commissioner Benzel to approve the Agenda as presented. Roll call was taken as follow:

Ayes:	Augusto, Benzel, Davis, Hopper, Newell, Schultz
Noes:	None
Abstain:	None
Absent:	None

7. UNFINISHED BUSINESS

7.1 Approve Minutes from the October 1, 2013, Parks and Recreation Commission Meeting.

A motion was made by Commissioner Augusto, seconded by Commissioner Newell, to approve the Minutes from the October 1, 2013 meeting. Roll call was taken as follows:

Ayes: Augusto, Benzel, Davis, Hopper, Newell, Schultz
Noes: None
Abstain: None
Absent: None

7.2 Discussion and possible recommendation to City Council regarding proposed revision of Facility Use Policy (continued from October 1, 2013 meeting).

Janet Koster, Public Works Administrator, recapped the discussion from the prior meeting and reviewed the newly revised Facility Use Policy. The Commission discussed a summary of suggestions submitted by Commissioner Davis.

A motion was made by Commissioner Newell, seconded by Commissioner Hopper, to recommend to City Council adoption of the revised Facility Use Policy, with amendments as suggested by Commissioner Davis.

Chairman Schultz asked for public comment. There were no public comments.

Roll call was taken as follows:

Ayes: Augusto, Benzel, Davis, Hopper, Newell, Schultz
Noes: None
Abstain: None
Absent: None

Motion carries.

Commissioner Davis requested the Minutes reflect the amended changes; amendments are incorporated are as follows:

“Due to the limited number of facilities, it is important that all user groups work together in order to maximize use and to create schedules that best accommodate each other. When conflicts arise among groups of the same priority ranking, scheduled use will be negotiated between requesting groups. In the event of scheduling conflicts, the Public Works Director shall make a decision based on the following criteria:

a) Number of likely participants and spectators that will potentially use the fields and concession stand on the any conflicted date(s).

- b) Proximity of the requested concession stand to the organization's game or event.
- c) Tournaments, post-season play, and playoffs shall have priority over regular season games and regular season games shall have priority over practices and clinics.
- d) The availability of other fields to accommodate the event.

Permission to use a concession stand or storage area is limited to those groups that have a Memorandum of Understanding (MOU) with the City. Use of a concession stand is not exclusive to any one group. City staff will notify groups if multiple groups are authorized to use a concession stand in the same season. Once an organization is given written permission to use a concession stand on specific dates and it is included in the organization's MOU with the City of Dixon, the organization will not be forced to allow another group to use the concession stand on the already approved dates. In the event of scheduling conflicts for dates not reserved in an MOU, groups shall have the right to appeal the Public Works Director's decision to the Park and Recreation Commission and the Commission shall make a recommendation to the City Council for a final decision."

7.3 Review proposed schedule and public outreach process for Citywide Parks Master Plan Update (continued from September 3, 2013 meeting).

Ms. Koster discussed a proposed plan for updating the Parks Master Plan and suggested methods of obtaining public input. She recapped the key topics to be sectioned out for discussion monthly, and added the Public Works Director recommends advising City Council of the updating process and goals at their January meeting to insure Council will authorize staff time to proceed. Commissioner Davis provided a number of suggestions to enhance public participation. By consensus of the Commission, staff will update the public outreach proposal based on the Commissioners comments for review at the January 2014 Commission meeting.

Chairman Schultz asked for public comment. There were no public comments.

Item continued to January 2014 meeting.

8. NEW BUSINESS

8.1 Design review and possible approval of proposed bench donation and acknowledgement for placement at the Northwest Park Basketball Court.

Ms. Koster discussed a proposed donation of a bench and planted tree near the basketball court at Northwest Park by Virginia Clark, in memory of her son Devan Cox. The bench and tree fall within the City's Donation Guideline Policy for City staff approval, however the proposed plaque(s)/plates(s) do not. The Commission discussed the image, symbols, text, and size of the plaques requested which deviates significantly from the established guidelines.

Chairman Schultz asked for public comment.

Public comment was received from a friend of the deceased about why the sizes of the plaque(s) or proposed symbols were significant.

There were no further public comments.

Ms. Koster reiterated the request was for one bench, one tree and 2 plaques/plates.

A motion was made by Commissioner Newell, seconded by Commissioner Benzel, to not approve either plaque due their size and excess verbiage. Roll call was taken as follows:

Ayes:	Augusto, Benzel, Hopper, Newell, Schultz
Noes:	Davis
Abstain:	None
Absent:	None

* Motion carries [amended as noted – see below].

To clarify, Ms. Koster asked if she works with the manufacturer and Ms. Clark to develop plaques that are as close to the 42-inch parameter set in the policy as the manufacturer can provide, with text following the policy format, and small art work if space allows would be acceptable to the Commission.

By consensus of the Commission, Ms. Koster's suggestion was an acceptable solution.

9. ITEMS FROM STAFF

9.1 **Recreation Participation Update.**

Jean Lizarraga, Recreation Manager, noted the pool is now closed until February and Dixon Youth Basketball registered participation numbers are up from last year. She discussed the Senior Resource Fair held in October, the recent senior bus trip to Apple Hill and Red Hawk Casino, the AARP driver safety course, the Fall Holiday Potluck Lunch, and the upcoming Senior Club Holiday Dinner.

9.2 **Park Maintenance/Improvements Update (verbal).**

Ms. Koster reported ten trees had been planted in Veterans Park by volunteers and City staff; also, two diseased trees at Northwest Park had been removed. She added that Public Works staff has been assisting with preparations for the downtown Christmas Tree Lighting ceremonies on December 6.

Chairman Schultz noted he had observed Ms. Koster planting items at the Women's Improvement Park and thanked her for donating her personal time.

10. **ITEMS FROM THE COMMISSIONERS**

Commissioner Davis stated he was happy to have assisted in planting trees at Veterans Park, congratulated Commissioner Newell for winning the "Football Contest" in the newspaper, and requested the Commission adjourn the meeting in memory of Tim Horigan, son of the City's Parks and Buildings Supervisor.

11. **ADJOURNMENT**

The Regular Meeting of the Parks and Recreation Commission adjourned at 8:40 p.m. in memory of Tim Horigan.



Dianna Camara
Secretary



Barry Schultz
Chair