

**PARKS AND LEISURE SERVICES COMMISSION MINUTES
MEETING OF NOVEMBER 5, 2020**

Chair Duncan called the meeting to order at 5:39 p.m.
Leisure Services Specialist Amy Graybehl led the Pledge of Allegiance.

Roll Call

Present:	Chair Duncan	Commissioner Graybehl
	Vice Chair Uresti	Commissioner Gurrola
	Commissioner Daly	Commissioner Pommier
	Commissioner Fiormonti	

Commissioner Reorganization – Chair Duncan made the motion to appoint Vice Chair Uresti as the Chair. Commissioner Daly seconded the motion. Motion passed unanimously. Commissioner Daly nominated Commissioner Duncan to be the Vice Chair. Commissioner Pommier seconded the motion. Motion passed unanimously.

Oral Communications – None

Approval of Minutes – **Action:** Motion was made by Commissioner Daly, seconded by Commissioner Fiormonti to approve the Minutes of the meeting of August 11, 2020, as presented. Motion carried unanimously.

Correspondence – None

Reports

1. Tule River Parkway Association

Ms. Cathy Capone, President of the Tule River Parkway Association, requested to be on the agenda to provide an update to the Commission on grant work that has been achieved and is ongoing along the Tule River Parkway. Ms. Capone did not attend the meeting.

2. Report on Council Actions from August 18-November 3, 2020

Director Moore updated the Commission on the Parks and Leisure Services items that went before City Council since the Commission last met. The items included:

Authorization to Renew the Agreement between the City of Porterville and the Tulare County Sheriff’s Office Work Alternative Program- City Council authorized renewal of the Agreement between the City and the Sheriff Department’s Work Alternative Program. This program provides non-violent offenders sentenced by Judges the opportunity to perform community service rather than jail time. This partnership has proven to be very beneficial as it has provided countless hours of help to assist full-time parks staff with duties and projects.

Authorization to Negotiate a Contract Renewal with 2X Promotions for OHV Park Management Services- City Council authorized staff to renegotiate a contract with 2X Promotions to continue managing the OHV Park. 2X Promotions has done well performing their duties. The contract is evaluated annually in alignment with the State OHV grant that pays for these contractual services.

Authorization to Augment Contract Budget for Murry Park Pool Exterior Shade Structure-

City Council gave authorization to augment \$5,250 additional funds to cover unforeseen costs to the installer of the exterior shade structure at the City Pool. An excessive amount of large boulders were found underground during installation.

Resolution Approving the Application for State Off-Highway Vehicle Grant Funds-

City Council adopted a Resolution approving the application for State Off-Highway Vehicle Grant Funds that Parks and Leisure Services was successful in receiving a grant award for.

Authorization to Purchase Main Street Christmas Decor- City Council approved the purchase of replacement overhead garland that decorates Main Street from Morton Street to Olive Avenue in an amount not to exceed \$10,000.

1st Quarter Reports for OHV Park and Golf Course- Council requested reports given quarterly to provide updates on the OHV Park and Golf Course revenues. The attendance at both facilities during the 1st quarter dramatically increased from last year.

Scheduled Matters

1. Military Banner Program

Director Moore informed the Commission that two separate items within the Military Banner Program would be discussed. First, staff put together a draft policy to discuss. The formation of an Ad Hoc Committee is one of the main points within the policy. Duties of this committee would include assessing the integrity of the banners to see if any are in need of replacement. The policy also states that a banner will remain in the same location once it is up. The banners will remain on display throughout the year due to the high number of banners now. Commissioner Pommier suggested that looking at banners facing north/south as opposed to east/west to minimize sun damage could increase longevity of the banners. The public is proposed to have two months to notify staff whether or not they will purchase another banner once theirs needs to come down. Commissioner Daly recommended staff send a certified letter so there wouldn't be any dispute on if the person received notification of their banner coming down or not. The letter would be in addition to an email and phone call. It was recommended that at least one member of the VFW be on the Ad Hoc Committee in addition to a Parks and Leisure Services Commissioner and one City staff member.

Action: Vice Chair Duncan made the motion and Commissioner Graybehl seconded to accept the draft policy as presented with the recommendations included. Motion carried unanimously.

A map was included in the Commission agenda material displaying current banner locations and potential arterials that do not have banners yet. D Street and Second Street, Indiana, Prospect, as well as on Pioneer in front of the Porterville Military Academy were mentioned as potential future banner locations.

Action: Vice Chair made the motion and Commissioner Daly seconded to accept the draft policy as presented with the recommendations included. Motion carried unanimously.

2. Prop 68 Per Capita Grant Program

Director Moore presented to the Commission some potential projects that could be purchased by the \$177,952 the City has been awarded by the State as part of its Prop 68 Per Capita Grant Program. Staff put together some project ideas for Commission review: Sports Complex field lighting, soccer field mini pitch, pump track, Sports Complex perimeter trail with lighting, artificial turf at Centennial Park, large picnic shelter, band shell, Zalud Park trail renovation and Murry Park supplementary lighting. The Commission also was encouraged to state any other project ideas. The Commission recommended to bring the item back with approximate project dollar amounts in order to rank the projects. The top three projects ranked will be forwarded to the Council.

Action: No action taken

3. CDBG Park Improvement Grant

Director Moore updated the Commission that around \$95,000 that can be used at Zalud, Murry or Fallen Heroes Park is available this fiscal year through the Community Development Block Grant funds. Potential project ideas include senior citizen outdoor fitness equipment, concrete cornhole boards, small picnic shelters, outdoor adult fitness equipment, challenge course and individual playground equipment pieces. The Commission recommended to bring the item back in order to rank the projects. A question was asked about the durability of the outdoor fitness equipment which was answered by saying that the equipment the City currently owns has lasted pretty well so far and is made to withstand weather and is somewhat vandal proof.

Action: No action taken

4. Burton Ballfield Renewal Agreement

The 25-year Agreement between Burton School District and the City of Porterville has expired. The initial agreement had Burton having access to the fields during school and the City programming the fields after school. Prior to Little League installing permanent fencing which took place around seven years ago, the fields were multi-use in the winter when daylight savings time ended because the fields are lighted.

Action: Commissioner Pommier made a motion and Commissioner Fiormonti seconded for the City and Burton School District to negotiate an Agreement renewal.

5. Parks Maintenance Report

Parks Superintendent Maddox provided an update to the Commission on recent projects which included: Zalud and Veterans Park restroom renovations, the Henry Street Park property CSET restoration project is underway, City Pool shade structures, Henderson medians, and Christmas decoration installation is coming soon.

Action: Informational item

6. Leisure Activities Report

Leisure Services Specialist Graybehl reported on the Leisure activities. The items of discussion were: Kids Cross Country, Virtual Bingo, Virtual Pumpkin Carving Contest, Halloween Home Decorating Contest (thanks to Chair Duncan and Commissioner Gurrola for judging), looking at holiday cheer activities, Virtual Veterans Day Run & Walk, and possibly virtual fitness programs.

Action: Informational item

7. Schedule Items for Future Meetings

Director Moore mentioned that the Prop 68 Per Capita Program, and CDBG Park Improvement Grant Program items will be brought back.

Action: Scheduling

8. Other Matters of Information

Director Moore informed the Commission that the Prop 68 Statewide Parks Program grant deadline was extended three months. Thanks to Commissioner Pommier to push the grant survey through PUSD social media. The City Commission's are scheduled to continue to meet quarterly.

Action: Informational item

Adjournment

Chair Uresti adjourned the meeting at 7:22 p.m.

Respectfully Submitted,

Donnie Moore, Director