



## Parks and Recreation

### Meeting Minutes | December 15th, 2020

1. **Meeting Called to Order at 7:01 PM**
2. **Roll Call:** *Kerr, Lafrenz, Frost, Wu, Overaa, Lynch, Cerio, Trahan*
3. **Approval of Minutes – November 17th, 2020: Approved**
4. **Open Time for Public Expression:** None
5. **Action Items**

- a. **Memorial Park Field Repairs**

*Mauk* presented a staff report to the commission to review proposed improvements to the fields and grass areas in Memorial Park. The playing fields are the largest component of Memorial Park. These facilities include three baseball/softball fields with skinned (dirt) infields and a large natural turf area that is used for the baseball outfields, soccer practices and games, and for the many camps, classes and activities offered by the Town's Recreation Department. The playing fields and meadow receive by far the greatest usage in the park and need substantial improvements to protect the health and safety of its users.

Aside from the playing fields and the meadow which are widely used, there are many components that need improvements. These include the playground, tennis courts, elders garden, the skate park, and the basketball courts. While all areas of the park need improvements, staff recommends that priority be given to the playing fields and meadow given their heavy usage and urgent need for repairs. These improvements to the playing fields and the meadow area next to the picnic tables were recommended as high priority for the 100-year-old park by landscaping architecture firm Abey Arnold Associates.

*Scott Schneider* from the Public Works Department explained that the grass will be tilled and leveled, new irrigation will be put in, and then the fields will be reseeded and fenced off for the winter to let the grass grow. These improvements will take place starting in August 2021 and all work will be completed by March 2022. The Recreation Department will have to relocate its soccer programs to RVSD schools and Red Hill fields for the 2021 season.

The Town has two sources of funding for the repairs: County Sales Tax for Parks funds (Measure A) which total approximately \$450,000 and State Bond for Parks (Proposition 68) funds which total \$178,000. The two sources total \$628,000. The remaining funds totaling \$47,000 can be funded by the general fund or programmed in FY 21/22 with Measure D funds.

Motion by *Cerio* to recommend to the Town Council approval of the Memorial Park field repairs as outlined in the staff report, seconded by *Wu*. Motion approved by the Commission. This recommendation will be taken to the Town Council in January 2021.



## Parks and Recreation Meeting Minutes | December 15th, 2020

### 6. **Financial Report**

*Mauk* gave the financial report for the Parks & Recreation Department. As of November 30th, 2020, 42% of the fiscal year has elapsed and the Recreation Fund is listed at 29% of projected revenues and 34% of projected expenditures. The County Public Health Order for COVID-19 drastically changes the Recreation Department's ability to offer services, programs, and rentals. The department has a current deficit of \$106,603. The Recreation reserve fund will be used to balance our budget.

### 7. **Staff Updates**

- a. **Program Updates** – The State issued a new Stay at Home Order; our programs can continue to operate. We will continue to implement mask wearing and social distancing.
- b. **Winter Closure** - The Recreation Department offices have been closed to the public for the last two weeks. The Department will be closed from December 21st - January 4th, and staff will be using their mandatory furloughs at this time.

### 8. **Commission comments & questions, requests for future agenda items:**

**Meeting Adjourned at 7:49 PM. CD**