

**CITY OF LAKEPORT
PARKS AND RECREATION
REGULAR MEETING MINUTES**



COMMISSION

**Thursday, April 6, 2017
3:00 p.m.**

City Hall Conference Room, 225 Park Street, Lakeport, CA 95453

I. **Call to Order** - Meeting Start Time: 3:08 pm

II. **Pledge of Allegiance**

III. **Roll Call – Park and Recreation Commission Members:**

X Kipp Knorr, Committee Member X Cindy Ustrud, Chairperson X Suzanne Lyons, Committee Member
X Ann Blue, Committee Member (absent) Suzanne Russell, Committee Member

Also in attendance were Dennis Rollins, Westside Park Chairperson; Carol Maxwell, Westside Park Member of Board of Directors; Jaxan Christiansen Westside Park Secretary; Carol Thorn, Westside Park Financial Officer; Bill Graham, Community Member; Kevin Ingram, Community Development Director; Doug Grider, Public Works Director; Cyndy Ader, Administrative Specialist, Public Works

IV. **Approval of Agenda** (*Move to accept agenda as posted, or move to add or delete item. If to add item, Commission is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the Agenda being posted.*)

Committee Member, *Susanne Lyons* made a motion to accept the agenda as proposed. Committee Member, *Ann Blue* seconded the motion. The motion passed as follows:

Committee Member, *Ann Blue* – Aye
Committee Member, *Kipp Knorr* – Aye
Committee Member, *Suzanne Lyons* - Aye
Committee Chairperson, *Cindy Ustrud* – Aye

V. **Communications**

A. Citizen Input: (*any person may speak for 3 minutes about any subject within the authority of the Parks and Recreation Commission, provided that the subject is not already on this agenda. Persons wishing to address the Commission are requested to complete a Citizen's Input form and submit it to the Secretary prior to the meeting being called to order. While not required, please state your name and address for the record.*)
Westside Park discussion tabled until later in meeting

VI. **Consent Calendar:** (*to be approved by one motion unless pulled for discussion*) Approve minutes of regular meeting **November 3, 2016**. Committee Member, *Susanne Lyons* made a motion to accept the minutes as proposed. Committee Member, *Ann Blue* seconded the motion. The motion passed as follows:

Committee Member, *Ann Blue* – Aye
Committee Member, *Kipp Knorr* – Aye
Committee Member, *Suzanne Lyons* - Aye
Committee Member, *Cindy Ustrud* – Aye

VII. **Reports:**

A. Library Park – Community Development Director, Kevin Ingram and Public Works Director, Doug Grider gave updates on activities during the flood event informing the committee of significant damage along promenade and the docks at 1st and 3rd Streets, as well as informing them that until further notice the playgrounds and sidewalks will be closed.

In compliance with the *Americans with Disabilities Act*, the City of Lakeport will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office at (707) 263-5615 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- B. Westside Park Public Works Director, Doug Grider gave updates on activities on winter activities and informed the committee that spring use has begun with Little League and Men's Soccer League practices already using Field 1. The Dog park has been mowed as well as all the main area in preparation for Westside Park to take over mowing of the areas. Dennis Rollins, Westside Park Chairperson gave an update on Phase II informing the commission that the Jane Barns Field is in use by all three division soft ball leagues as well as Little League baseball. Ukiah Men's Soccer League will be using the field for 1 to 3 games on Sundays. The work should start on the BMX Pump Track by the end of the month and take approximately 2 weeks to complete.
- C. Westshore Pool – No Update per Public Works Director Doug Grider

IX. New Business:

1. Relocation of the Equestrian Center from the park to a site at the CLMSD property. Public Works Director, Doug Grider explained the logistics of this move to the committee.

Committee Member, Suzanne Lyons made a motion to approve the relocation of the equestrian center from Westside Park Phase III to CLMSD site off of State Highway 175. Committee Member, Kipp Knorr seconded the motion. The motion passed as follows:

Committee Member, *Ann Blue – Aye*
Committee Member, *Kipp Knorr – Aye*
Committee Member, *Suzanne Lyons - Aye*
Committee Chairperson, *Cindy Ustrud – Aye*

2. Information on the possibility of amending the ordinance governing vending in the park was given by Chairperson Cindy Ustrud and Westside Park Chairperson.

Motion was made by Committee Member Ann Blue recommending the City Council amend the ordinance governing vending in the park to allow non-profit groups renting fields at Westside Park to operate a concession stand. Committee Member Suzanne Lyons seconded the motion. The motion passed as follows:

Committee Member, *Ann Blue – Aye*
Committee Member, *Kipp Knorr – Aye*
Committee Member, *Suzanne Lyons - Aye*
Committee Chairperson, *Cindy Ustrud – Aye*

3. Staff requested to change meetings to quarterly with a provision to call special meetings as needed due to improve time efficiency and staff resources.

Kipp Knorr made a motion to approve the Park and Recreation Commission meeting be changed to quarterly. NO SECOND. THE MOTION DIED ON THE FLOOR

X. Old Business:

- 1. Public Works Director Doug Grider gave an update on the progress on walking path with the damage in Library Park that portion will have to be postponed. Public Works Director Doug Grider will get the balance on the grant monies for the next meeting. Committee member Suzanne Lyons will contact Matt Hartzog, City of Lakeport Sign Technician, to determine the "grade" for street signs. Committee member Suzanne Lyons will bring quotes to next meeting for signs and benches for Committee to consider.

XI. Set Date & Adjourn: Set date of May 4, 2017 at 3:00 pm for next regularly scheduled meeting.

Meeting Adjourned at 4:34 pm.