



AGENDA SPECIAL MEETING OF THE LAKEPORT PARKS AND RECREATION COMMISSION

Wednesday, August 12, 2020 – 3:00 P.M.

Location: See Teleconferencing Instructions Below

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meeting of the Parks and Recreation Commission for August 12, 2020 will be conducted telephonically through Go to Webinar. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely by joining from a PC, Mac, iPad, iPhone, or Android device. Please register at:

<https://attendee.gotowebinar.com/register/5191789861471770639>

After registering, you will receive a confirmation email containing information about joining the webinar.

Or join by phone*:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 309 2074

United States: +1 (213) 929-4221

Access Code: 335-523-379

Audio PIN: Shown after joining the webinar

*Please note that if you phone in without using the web link, you will be in "listen mode" only, and will not be able to participate or comment.

The City wants you to know that you can also submit your comments by **email** to:

virtualhost@cityoflakeport.com.

- To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 2:00 p.m.
- Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.
- Comments that you want read to the Commission will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to the Commission and not read at the meeting will be distributed to the Commission prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

CITIZEN MEMBERS: Suzanne Lyons, Jen Hanson, Cindy Ustrud, Ben Moore and Wayne Yahnke

STAFF MEMBERS: Kevin Ingram, City Manager; Doug Grider, Public Works Director, Ron Ladd, Parks Lead Worker, Hilary Britton, Deputy City Clerk/Secretary



**CITY OF LAKEPORT
PARKS AND RECREATION COMMISSION
SPECIAL MEETING AGENDA
Wednesday, August 12, 2020 – 3:00 P.M.
Via Teleconference**

- I. **CALL TO ORDER & ROLL CALL:** 3:00 p.m.
- PLEDGE OF ALLEGIANCE:**
- II. **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 today's agenda. Persons wishing to address the Parks and Recreation Commission are requested to complete a Citizen's Input form and submit it to the Deputy City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the Parks and Recreation Commission cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.*
- III. **MINUTES:** Approve minutes of the regular meeting of February 20, 2020.
- IV. **STAFF REPORTS:**
- A. Lakefront Park: Review and make recommendations to the City Council on the proposed Lakefront Park design plans.
- B. Silveira Community Center Update: Receive update on activities at the Silveira Community Center.
- C. Westside Community Park Update: Receive update on activities at the Westside Community Park.
- D. Walking Path: Receive update on the completion of items for the Walking Path.
- E. Library Park: Receive update on activities at Library Park
- VII. **COMMISSIONER REPORTS:** *In accordance with the provisions of the Brown Act, this is the time for brief announcements on issues of interest to the community within the scope of the Commission's authority.*
- Commissioner Hanson:
- Commissioner Yahnke:
- Commissioner Moore:
- Commissioner Ustrud:
- Commissioner Lyons:
- IX. **ADJOURNMENT:**

Hilary Britton, Deputy City Clerk

Posted: August 5, 2020

CITIZEN MEMBERS: Suzanne Lyons, Jen Hanson, Cindy Ustrud, Ben Moore and Wayne Yahnke

STAFF MEMBERS: Kevin Ingram, City Manager; Doug Grider, Public Works Director, Ron Ladd, Parks Lead Worker, Hilary Britton, Deputy City Clerk/Secretary



**CITY OF LAKEPORT
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA**

Thursday, February 20, 2020

City Council Chambers, 225 Park Street, Lakeport, California 95453

3:00 P.M.

- I. CALL TO ORDER & ROLL CALL:** Chair Lyon called the meeting to order at 3:02 p.m., with Commissioners Yahnke, Hanson, Moore, Ustrud and Lyons present.
- PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Commissioner Hanson.
- II. PUBLIC INPUT:** There was no public input.
- III. MINUTES:** A motion was made by Commissioner Ustrud, seconded by Commissioner Moore, and unanimously passed by voice vote, to approve minutes of the special meeting of December 16, 2019.
- IV. STAFF REPORTS:**
- A. Annual Election of Officers:** Deputy City Clerk Britton called for nominations for Chair.
- A motion was made by Commissioner Hanson, seconded by Commissioner Ustrud, and unanimously approved by voice vote, to appoint Commissioner Lyons as Chair.
- Deputy City Clerk Britton called for nominations for Vice-Chair.
- A motion was made by Commissioner Hanson, seconded by Commissioner Ustrud, and unanimously passed by voice vote to appoint Commissioner Yahnke as Vice Chair.
- B. 2020 Goals & Responsibilities Discussion:** Assistant City Manager Ingram gave a review of the Parks and Recreation Commission recent accomplishments and discussed goals and responsibilities for the 2020 calendar year. (Please see attached slides).
- Progress updates on ongoing projects as follows:
- The award date for the Prop 68 Park Grant has been pushed to March 2020.
 - The Community Center is not available to the general public at this time, as the ad hoc Facility Policy committee is preparing a policy for Council adoption in March. Public Works Director Grider advised there is limited budget to get the Center open, and the City needs to hire an architect to review and design a plan for updating to use for public use.
- Chair Lyons would like the Commission to be involved in the development and policies around the Community Center. Commissioner Yahnke agreed regarding involvement in development & design of the building. Public Works Director Grider advised that the operational parameters that are developed will be brought to the Commission for review and input.
- In addition to the goals outlined by Assistant City Manager Ingram, Commissioners suggested the following goals be added:
- Commissioner Yahnke suggested adding a global goal of Parks Grant pursuit

- Chair Lyons added finishing the walking path to the goals. Public Works Director Grider will check with Park Foreman Ladd regarding the installation of the last 2 benches.
- Commissioner Yahnke recommended that the trail in the Westside Community Park be graded for future development. DG advised there is no engineered plan for Phase III going into the future. Commissioner Yahnke advised that he is pursuing \$3 million in Prop 68 funding, and wants the walking trail to be consistent with Phase III plans.

Public Works Director Grider will report back regarding members of the Commission sitting on the Ad Hoc committee for the Community Center. He will meet with Commissioner Yahnke separately regarding the Prop 68 grant funding that the Commissioner is pursuing.

C. Library Park Update: Public Works Director Grider gave an update on activities at Library Park:

- Seawall Project is going well – The City is happy with contractors. A change order was needed due to a change of materials used for the sheet pile wall. He estimates completion in 30 days for the sheet pile wall and the cap.
- Sidewalk Replacement Project bids opened Wednesday. Granite was the low bidder and the contract is to be awarded on Monday.

The project is to be mostly complete by Memorial Day if weather holds. He advise it won't be “completely” complete until 4th of July.

The City has applied to Department of Boating and Waterways for a grant for restroom replacement at the park.

D. Westside Community Park Update: Public Works Director Grider gave an update on activities at the Westside Community Park:

- The City purchased a new track laying loader with a brush eater for use at the Westside Community Park. Staff mowed all of Phase III – it is looking good.
- The plan for a walking trail is to surface the trail with an aggregate to create a walking path. WCP Committee has grant money from Sutter for this project. S Bar S is donating white crushed stone for the path which will increase visibility in low light. This path will be for pedestrian & bike use, and will loop Phase III.

VII. COMMISSIONER REPORTS:

In accordance with the provisions of the Brown Act, this is the time for brief announcements on issues of interest to the community within the scope of the Commission’s authority.

Commissioner Hanson:

No report.

Commissioner Yahnke:

Suggested Commission members be assigned to specific goals to follow up on throughout the year. Will implement once Council sets goals.

He advised he is still pursuing a rural Prop 68 grant.

Commissioner Moore:

The Westshore Recreation Center project is progressing.

Commissioner Ustrud:

The Horse arena project still moving ahead.

Commissioner Lyons:

No report.

IX. ADJOURNMENT:

Chair Lyons adjourned the meeting at 4:07 p.m.

Hilary Britton, Deputy City Clerk

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.

Parks & Recreation

2019/2020 Goals & Accomplishments

Parks & Recreation Commission—February 13, 2020

Parks & Rec Related 19/20 Goals

Fiscal Year 2019/20

Enhance the historic downtown and lakefront area... (City Council & Economic Development)

Continue park improvements (City Council & Public Works—Near-Term)

Continued Implementation of Lakefront Revitalization Plan (City Manager & Economic Development—Intermediate & Long-Term)

Installation of security cameras in Downtown & Library Park (Police—Near-Term)

2020/21 Goals ???

Fiscal Year 2020/2021

Pursue funding and implementation of the Lakefront Park Plan

Development & Implementation of a facilities use plan for the Community Center

ADA & Commercial Kitchen upgrades for the Community Center

Continue to work with LUSD & County on re-establishing a Community Pool

Development of a recreation trail at Westside Park—Phase III

Pursue Parks Grants for projects

Finish the Downtown Walking Path
