



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 28, 2024
6:30 PM

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 8:30 pm unless unanimous consent exists to continue.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for September 23, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the September 23, 2024 meeting.

2. SUBJECT: Urban Forest Subcommittee members approve Urban Forest Subcommittee Meeting Minutes for October 4, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Urban Forest Subcommittee members approve the Urban Forest Subcommittee Meeting Minutes for October 4, 2024

E. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Parks & Recreation Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland, and the name of the organization they represent, if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the agenda. If comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments: Members of the public are welcome to submit written comments before the meeting. Comments should be submitted by email to WoodlandCSD@cityofwoodland.gov. Written Comments received at least two (2) hours before the scheduled start time of the Parks & Recreation Commission meeting will be provided to the Commission and posted to the City website as part of the official record of the meeting. Still, they will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Parks & Recreation Commission meeting and during the Commission meeting will be provided to the Parks & Recreation Commission the day following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Parks & Recreation Commission members and staff to make comments and announcements to express concerns, or to request the Commission's

consideration of any items a Commission member would like to discuss at a future Commission meeting.

G. BUSINESS ITEMS

3. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation
 - Budget & Finance Committee
 - Urban Forest Committee
 - Volunteerism Committee
4. Approve Commissioner Absence Request

H. REPORT OF THE STAFF

5. SUBJECT: Community Services Department Staff Report for October 28, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission will receive the Community Services Department staff report for October 28, 2024

I. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for November 25, 2024.

J. ADJOURN

*I declare under penalty of perjury that the foregoing Agenda for the Parks and Recreation Commission regular meeting of the City of Woodland scheduled for **OCTOBER 28, 2024** was posted on **OCTOBER 23, 2024** at City Hall, 300 1st Street, at www.cityofwoodland.gov, and was available to the public during normal business hours at the Woodland Community & Senior Center at 2001 East Street.*

Kris Bain, Community Services Program Manager

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 28, 2024
ITEM #: D.1
SUBJECT: Parks & Recreation Commission Meeting Minutes for
September 23, 2024

Recommendation for Action:

Staff recommends the Parks & Recreation Commission approve the September 23, 2024, Parks & Recreation Commission Meeting Minutes.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, kris.bain@cityofwoodland.gov

Discussion:

The Parks & Recreation Commission held the last Commission meeting on September 23, 2024.

Conclusion:

Staff recommends the Parks & Recreation Commission approve the September 23, 2024, Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Attachments:

1. Parks & Recreation Commission Minutes September 23, 2024

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, September 23, 2024

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:30 PM

B. ROLL CALL

Council Members Present: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Absent:

Excused: Commissioner Magalean Martin

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for July 22, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the July 22, 2024 meeting.

On a motion by Commissioner Carla White-Snyder, seconded by Vice Chair Adam Kirchgessner and carried unanimously on a roll call vote, Parks and Recreation Commissioners approved the Parks & Recreation Commission Meeting Minutes for July 22, 2024.

Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent: Commissioner Magalean Martin

E. COMMUNICATIONS - PUBLIC COMMENT

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following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Parks & Recreation Commission members and staff to make comments and announcements to express concerns, or to request the Commission's consideration of any items a Commission member would like to discuss at a future Commission meeting.

G. BUSINESS ITEMS

2. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Facilities Committee: Commissioner White Snyder reported that the electrical work at the Girls Fastpitch fields is coming soon.

Program & Department Evaluation: Staff reported there is a survey was taken among the seasonal part-time staff at the completion of the summer and will be sent to the committee.

Budget & Finance Committee: Vice Chair Kirchgessner met with staff and received an overview of the various budgets within which Community Services works.

Urban Forest Committee: Commissioner Valcarenghi reported a request to meet regarding potential tree removal following the urban forestry ordinance when a City-owned tree needs to be removed and it is in excess of 20 dbh.

Volunteerism Committee: Chair Murrieta inquired about the Trick or Treating on Main Street event and is seeking volunteer opportunities.

3. Approve FY25 Parks & Recreation Commission Annual Work Plan

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, Parks and Recreation Commissioners approved the 2025 Work Plan.

Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent: Commissioner Magallean Martin

4. Approve Commissioner Absence Request

There were no Commissioner requests.

H. REPORT OF THE STAFF

5. SUBJECT: Community Services Department Staff report for September 23, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission will receive the CSD staff reports for September 23, 2024

Verbal updates were provided by Staff.

I. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for October 28, 2024.

J. ADJOURN

On a motion by Commissioner Carla White-Snyder, seconded by Vice Chair Adam Kirchgessner and carried unanimously on a roll call vote, Parks and Recreation Commissioners voted to adjourn the meeting at 6:52 pm.

Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent: Commissioner Magallean Martin



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 28, 2024
ITEM #: D.2
SUBJECT: Urban Forest Subcommittee Meeting Minutes for October 4, 2024

Recommendation for Action:

Staff recommends that the Urban Forest Subcommittee members approve the Urban Forest Subcommittee Meeting Minutes for October 4, 2024.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, kris.bain@cityofwoodland.gov

Discussion:

The Urban Forest Subcommittee held a Subcommittee meeting on October 4, 2024, to discuss a recommended tree removal.

Conclusion:

Staff recommends that the Urban Forest Subcommittee members approve the Urban Forest Subcommittee Meeting Minutes for October 4, 2024.

Prepared by: Kris Bain, Community Services Program Manager

Attachments:

1. Urban Forestry Subcommittee Minutes October 4, 2024

City of Woodland

Woodland Community & Senior Center
2001 East St.
Woodland, CA 95776



Urban Forest Subcommittee –

Friday, October 4, 2024

12:00 PM

A. CALL TO ORDER

Called to order at 12:00 pm

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Urban Forestry Subcommittee on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Subcommittee and to begin by stating their name, whether they reside in Woodland, and the name of the organization they represent, if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the agenda. If comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments: Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to WoodlandCSD@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the Urban Forestry Subcommittee meeting will be provided to the Subcommittee and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Urban Forestry Subcommittee meeting and during the meeting will be provided to the Subcommittee the day following the Subcommittee meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

E. REPORT OF THE STAFF

1. SUBJECT: Tree located on the water transmission line located near 709 Del Oro Street

RECOMMENDATION FOR ACTION: Staff recommends that the Urban Forest Subcommittee support staff's recommendation to remove a valley oak tree on the water transmission line south of the residence at 709 Del Oro Street.

On a motion by Commissioner Jon-Paul Valcarengi, seconded by Vice Chair Adam Kirchgessner and carried unanimously on a roll call vote, the Urban Forest Subcommittee approved a modified action. This action involves a compromise between the homeowner of 709 Del Oro and the City. They have agreed to a mitigation plan in which the homeowners will cover the cost of pruning one co-dominant trunk and lightening the weight of the canopy from the other co-dominant trunk, as recommended by a certified and City-approved arborist, instead of removing the tree.

Ayes: Commissioner Jon-Paul Valcarengi, Vice Chair Adam Kirchgessner

Noes: None

Absent:

Advisory: Rolf Frankenbach

F. ADJOURN

Meeting adjourned at 12:35 pm

FY25

Parks & Recreation Commission Attendance *Current commissioners only*

Meetings 4th Monday of each month 6:30 pm in Council Chambers
No meetings in August or December

FY 24 Commissioner Attendance

Commissioners	7/22/24	9/23/24	10/28/24	11/25/24	1/27/25	2/24/25	3/24/25	4/28/25	5/19/25	6/23/25
Adam Kirchgessner	<i>present</i>	<i>present</i>								
Magalean Martin	<i>present</i>	EXCUSED								
Henry Murrieta	<i>present</i>	<i>present</i>								
Jon-Paul Valcarenghi	<i>present</i>	<i>present</i>								
Carla White-Snyder	<i>present</i>	<i>present</i>								
Quorum	YES	YES								

FY25 Commissioner Absence Request

Date Request Made

July 2024

Commissioner Martin 9/23/24

September 2024

No requests made

October 2024

November 2024

January 2025

February 2025

March 2025

April 2025

May 2025

June 2025



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 28, 2024
ITEM #: H.5
SUBJECT: Community Services Department Staff report for October 28, 2024

Subject: Community Services Department Staff Report for October 28, 2024

Recommendation for Action: The Parks & Recreation Commission will receive the Community Services Department staff report for October 28, 2024

Staff Contact: Kris Bain, (530) 661-2002, kris.bain@cityofwoodland.gov

Background: The Community Services Department's staff report covers the period since the last Parks & Recreation Commission meeting.

Conclusion: The Parks & Recreation Commission will receive the Community Services Department staff report for October 28, 2024

Attachments:

1. CSD Staff Report October 2024

Parks & Recreation Commission

Community Services Department

Monthly Staff Report

October 2024

Community Services Department Project Updates

Aquatic Center: The City's contractor, DG Granade, broke ground on August 19, 2024, and has made significant progress with the initial site development. Onsite storm drainage infrastructure has been installed, and the civil contractor will move on to water and sanitary sewer infrastructure installation next week. At the new building, underslab plumbing has been installed, and the riser locations are currently being verified by the City's design and inspection team. The rebar has been set for building footings, and a concrete pour has been scheduled for Wednesday, October 23. The building concrete slab pour is scheduled for November 7, which is slightly ahead of the contractor's overall project schedule. Completing the foundation before the start of the rainy season will allow building construction to progress through the winter months, while excavation of the actual pools is deferred until the Spring. Construction is scheduled to be completed and handed over to the City for operation in December 2025, ahead of the 2026 high school swim season.

Community & Senior Center Parking Lot Expansion: City staff is finalizing engineering plans to expand the Community & Senior Center parking lot by approximately 100 parking stalls. The parking expansion will replace the turf area west of the main building. The project will include the addition of eight new ADA parking stalls. In addition, four existing parking stalls (two ADA and two standard) will be equipped with electric vehicle charging equipment, and infrastructure will be added for an additional 14 stalls to be fitted with vehicle chargers. The design is scheduled to be completed by the end of the year, and the bid advertisement is expected in early January. Construction is projected to begin in Spring 2025, with completion anticipated before the opening of the new aquatic center.

Parks & Recreation Facility Updates

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Young Professional	WPD Ceremony
Flying Needles Quilters Guild	Sustainability Advisory Committee Meeting (2)
Wedding Reception	WPD Ceremony
WCMG – Patient Safety Risk Dinner	Kiwanis Regular Members Meeting (2)
SunFood, LLC Business Meeting	League of Women Voters

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Repaired water fountain and repaired water damaged wall.
Freeman Park	Removed paint and repainted railing around the gazebo Removed graffiti from walkways, basketball courts and park signage.

	Resealed and restriped the basketball court. Added mulch to the flowerbeds Added decomposed granite to the walking paths.
Rick Gonzales Senior Park	Cleaned the park and provided support for the Movie in the Park event.

Cemetery

In the month of September, there were three full burials and two cremains' burials. These services generated \$26,563 in sales.

Urban Forestry

Month	New construction inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
23-September	1	4	151	8	1	7	41	1	0	0	40	0	254
23-October	0	0	116	9	0	4	22	1	0	0	37	0	189
23-November/December	0	0	20	3	0	1	6	0	0	0	14	0	44
24-January	0	0	12	1	0	1	4	0	0	0	13	0	31
24-February	0	0	7	2	0	1	3	0	0	0	10	0	23
24-March	0	0	11	0	0	1	3	0	0	0	16	0	31
24-April	No Quorum												
24-May	0	0	10	0	0	1	6	0	1	0	7	0	25
24-June	0	0	19	1	0	1	6	0	1	0	12	0	40
24-July/August	0	1	45	10	0	1	17	0	1	0	22	0	97
24-September	0	2	70	2	0	1	17	0	0	0	22	0	114
Total completed	Work orders numbers for the reporting period: 50 Work Orders : 4 Service Request												

Work Orders: Staff continues to assess different categories of Work Orders still in need of completion. Staff is working with homeowners on tree replacements to identify the type of tree they would like to have planted, and then will coordinate the planting of the tree as staffing levels and weather permits (the Woodland Tree Foundation has also been assisting with these tree plantings).

Tree Plantings and Removals: For calendar year 2024, 158 trees were planted and 155 trees were removed.

November 1 Tree Planting: At 9 AM on Friday, November 1 the City, in collaboration with the Woodland Tree Foundation, will host a tree planting for Humphrey Fellows. This event replaces the Mandela Fellows tree planting that occurs in July.

The [Hubert H. Humphrey Fellowship Program](#) brings accomplished mid-career professionals from countries with developing and emerging economies to the United States for professional and leadership development. UC Davis has hosted the Humphrey Program from 1986 until 1996, and again since 2001, hosting more than 300 fellows from more than 100 different countries. One of 13 universities selected across the nation to host the program for 2024-25, UC Davis offers professional development and collaborations for fellows in the fields of agricultural and rural development, climate change, natural resources management, and environmental science. The event will start at 9 AM at the Community Center with light refreshments and a short program (inside)

followed by a tree planting at the Community Center/Sports Park property from about 9:30 -11:30 AM, and then a hosted lunch at Steve's Place (thank you Council Member Stallard).

Recreation Activities, Events, and Programs

Aquatics

Pool Scheduling and Reservations: The high school water polo season started in August, with the facility hosting Woodland High School and Pioneer High School teams. The teams utilize the deep half of the pool from 3:45 to 6:00 pm. Monday through Friday, while the Woodland Swim Team uses the shallow half. Dixon High School hosted a water polo tournament on Saturday, October 5. Two games were played every hour throughout the day. Hosting this one-day tournament rental generated \$1,500 in revenue. Twenty different high school teams were in attendance.

Events

Movie Series: The Fall Movies Series concluded on October 11 at Movies on Main Street at Freeman Park. The construction fencing was removed on the morning of the event as Freeman Park reopened for public use after completion of renovation work on the gazebo and landscaping. As part of the renovation work, local artist Kent Smith was commissioned to repaint the restroom / utility building to add additionally vibrancy and visual interest to the park. The reopening was highlighted by hosting this year's Movies on Main in the park. Over 300 people attended a screening of "Encanto". Before the movie, attendees visited local partner outreach tables, picked out free pumpkins from Bobby Dazzlers, had fun on the inflatables, and played various movie-themed games in the Fun Zone.



Movies on Main Street (at Freeman Park)
October 11, 2024

General Recreation

Socceroo: Class instructor for the Socceroo program, Carlos Schulze, led three age divisions of soccer training for 8-weeks between August to September. In total, there were 58 registrants that accumulated 253 participant hours (\$6,744 in registration fees). The next Socceroo session is scheduled to begin on January 11.

Scottish Country Dance: The Scottish Country Dance program brought in \$729 in revenue from 21 participants between August and September. The class accounted for 294 participant hours. The next Scottish County Dance class started on October 14.

Noteworthy Dates

November 1 – Tree Planting with Hubert H. Humprey Fellows (9:00 am @ CSC)

December 4 - Cocoa with Santa Paws at Woodland Dog Park