



## City of Woodland

### Meeting Agenda

#### Parks & Recreation Commission

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695

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February 24, 2025  
6:30 PM

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**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 January 27, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the January 27, 2025 meeting.

#### **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 time available for the rest of the agenda. In the event 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.org](mailto:WoodlandCSD@cityofwoodland.org). Written Comments received at least two (2) hours prior to 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 but 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. PRESENTATION**

2. Presentation of the grant from Junior Tennis Fund of Sacramento to Community Services Department

#### **H. BUSINESS ITEMS**

3. Standing Committee Report

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

4. Approve Commissioner Absence Request

**I. REPORT OF THE STAFF**

5. SUBJECT: Community Services Department Staff report for February 24, 2025

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission will receive the CSD staff reports for February 24, 2025

**J. NEXT MEETING**

6. The next meeting of the Parks & Recreation Commission is scheduled for March 24, 2025.

**K. 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 **MONDAY, FEBRUARY 24, 2025** was posted on **FEBRUARY 19, 2025**. The agenda and packet were posted and available to the public during normal business hours in the outside display case at City Hall, 300 1st Street, and at the Woodland Community & Senior Center, 2001 East Street. The agenda and packet are also available at [www.cityofwoodland.gov](http://www.cityofwoodland.gov).*

**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: February 24, 2025  
ITEM #: D.1  
SUBJECT: Parks & Recreation Commission Meeting Minutes for  
January 27, 2025

**Recommendation for Action:**

Staff recommends that the Parks & Recreation Commission receive the January 27, 2025, Parks & Recreation Commission Meeting Minutes.

**Staff Contact:**

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

**Discussion:**

The Parks & Recreation Commission held the last Commission meeting on January 27, 2025.

**Conclusion:**

Staff recommends that the Parks & Recreation Commission receive the January 27, 2025, Parks & Recreation Commission Meeting Minutes.

**Prepared by:** Kris Bain, Community Services Program Manager

**Attachments:**

1. Parks & Recreation Commission Minutes January 27, 2025

# **City of Woodland**

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695



CITY OF  
**WOODLAND**  
CALIFORNIA

## **Parks & Recreation Commission Meeting –**

**Monday, January 27, 2025**

6:30 PM

**A. CALL TO ORDER**

Meeting called to order at 6:30 pm.

**B. ROLL CALL**

**Parks and Recreation Commissioners Present: Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi**

**Absent: Chair Henry Murrieta**

**Excused: Commissioner Carla White-Snyder**

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF MINUTES**

- 1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for November 25, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the November 25, 2024 meeting.

**On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Magalean Martin and carried unanimously on a roll call vote, the Parks & Recreation Commission approved the Parks & Recreation Commission Meeting Minutes for November 25, 2024.**

**Ayes: None**

**Noes: None**

**Absent: Chair Henry Murrieta**

**E. COMMUNICATIONS - PUBLIC COMMENT**

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**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.*

**Vice Chair Kirchgessner expressed interest in working better with Woodland Joint Unified School District for potential opportunities for usage of facility usage and**

increased promotion. The Department Evaluation and Program subcommittee will work with staff to address.

## **G. BUSINESS ITEMS**

2. Standing Committee Report
  - Facilities Committee
  - Program & Department Evaluation
  - Budget & Finance Committee
  - Urban Forest Committee
  - Volunteerism Committee

**No updates were provided by the committees.**

3. Approve Commissioner Absence Request
4. SUBJECT: Landmark Tree Nominations at Woodland Cemetery and Specimen Tree Nominations at Campbell Park

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission recommend 1) landmark tree designations of canary island palms at Woodland Cemetery, 2) specimen tree designations of a grove of Italian stone pines at Campbell Park, and 3) specimen tree designations of a grove of bald cypress at Campbell Park to the Woodland City Council for formal designation.

**On a motion by Vice Chair Adam Kirchgessner, seconded by Commissioner Magalean Martin and carried unanimously on a roll call vote, the Parks & Recreation Commission approved the Landmark Tree Nominations at Woodland Cemetery and Specimen Tree Nominations at Campbell Park.**

**Ayes: Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi**

**Noes: None**

**Absent: Chair Henry Murrieta**

## **H. REPORT OF THE STAFF**

**Recreation staff members Eric Buechler, Recreation Supervisor, and Vanessa Guerrero, Recreation Coordinator, provided program updates to the Commission.**

5. SUBJECT: Community Services Department Staff Report for January 27, 2025

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for January 27, 2025

**Verbal updates provided by Staff.**

6. SUBJECT: Community Services Department Quarterly Status Report for the Second Quarter FY25

RECOMMENDATION FOR ACTION: Staff recommends that the Parks and Recreation Commission receive the Community Services Department Quarterly Status Report for the Second Quarter of FY25.

**Verbal updates provided by Staff.**

**I. NEXT MEETING**

7. The next meeting of the Parks & Recreation Commission is scheduled for February 24, 2025.

**J. ADJOURN**

**On a motion by Commissioner Magalean Martin, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, the Parks & Recreation Commission adjourned the meeting at 6:59 pm.**

**Ayes: Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi**

**Noes: None**

**Absent: Chair Henry Murrieta**

# FY25

## Parks & Recreation Commission Attendance *Current commissioners only*

Meetings 4<sup>th</sup> 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>	<i>present</i>	<i>present</i>	<i>present</i>					
Magalean Martin	<i>present</i>	EXCUSED	<i>present</i>	<i>present</i>	<i>present</i>					
Henry Murrieta	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	ABSENT	EXCUSED				
Jon-Paul Valcarenghi	<i>present</i>	<i>present</i>	ABSENT	<i>present</i>	<i>present</i>					
Carla White-Snyder	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	EXCUSED					
<b>Quorum</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>					

### FY25 Commissioner Absence Request

**Date Request Made**

<b>July 2024</b>	Commissioner Martin 9/23/24
<b>September 2024</b>	No requests made
<b>October 2024</b>	Commissioner White Snyder 1/27/25
<b>November 2024</b>	Commissioner Murrieta 2/24/25
<b>January 2025</b>	No requests made
<b>February 2025</b>	
<b>March 2025</b>	
<b>April 2025</b>	
<b>May 2025</b>	
<b>June 2025</b>	



# Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Adam Kirchgessner, <b>Vice Chair</b>	Adam.kirch@yahoo.com	6/30/2028
Magalean Martin	loladyred@sbcglobal.net	6/30/2027
Henry Murrieta, <b>Chair</b>	h_murrieta@yahoo.com	6/30/2026
Jon-Paul Valcarenghi	Jon-Paul.Valcarenghi@cityofwoodland.gov	6/30/2025
Carla White-Snyder	whitesnyderc@gmail.com	6/30/2026

*Term duration = 4 years*

## STANDING COMMITTEES

(Max. 2 commissioners)

**Facilities Committee**  
Valcarenghi, **White-Snyder**

**Budget and Finance Committee**  
**Martin**, Kirchgessner

**Program & Department Evaluation**  
Murrieta, **Martin**

**Urban Forest Committee**  
**Valcarenghi**, Kirchgessner

**Ad Hoc Committee**  
**White-Snyder**

**Volunteerism Committee**  
**Murrieta**, Martin

### **Liaisons**

Baseball:

Soccer: Swimming: Valcarenghi

Softball: White-Snyder

Tennis: White-Snyder

\* Bold indicates lead Commissioner for the Committee

\* ( ) Indicates Alternate

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the City Council Chambers.

Online agenda and packet available at: <http://www.cityofwoodland.gov>

For additional information please call (530) 661-2000



TO: THE PARKS & RECREATION COMMISSION  
AGENDA: Parks & Recreation Commission Meeting  
DATE: February 24, 2025  
ITEM #: I.5  
SUBJECT: Community Services Department Staff report for February 24, 2025

**Subject:** Community Services Department Staff Report for February 24, 2025

**Recommendation for Action:** Staff recommends the Parks & Recreation Commission receive the Community Services staff report for February 24, 2025

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

**Background:** The staff report covers the period for the Community Services Department since the Parks & Recreation Commission meeting.

**Conclusion:** Staff recommends the Parks & Recreation Commission receive the Community Services staff reports for February 24, 2025

**Attachments:**

1. CSD Staff Report February 2025

**Parks & Recreation Commission  
Community Services Department  
Monthly Staff Report  
February 2025**

**Parks & Recreation Facility Updates**

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**Community & Senior Center**  
*Reservations since the last report*

Private Reservations	City-Related Reservations
Memorial	Kiwanis Meeting (3)
Farmworkers Festival Scholarship mtg	Sustainability Advisory Committee Mtg
Broomrape Board discussion	Kiwanis Fundraiser
UC Regents/UCCE Capitol Corridor	
Flying Needles Quilters Guild	
WSC Coaches Educational mtg	

**Skip & Julie Davies Sports Park**  
*Reservations since the last report*

The Skip & Julie Davies Sports Park held 3 out of 4 tournament weekend events in January. Over 48 teams participated in competition for January. The total revenue captured for these reservations was \$9,100. These tournaments were youth/teen baseball.

**Parks & Facility Projects**  
*Projects completed since the last report*

Park/Recreation Facility	Projects Completed
Community & Senior Center	Installed padding on basketball backboards. Built storage stands for microphones, stands, and cables. Repaired roof flashing and damaged ceiling tiles over the wellness center. Repaired roof leak in the north hallway skylight.
Crawford Park	Replaced a damaged light pole. Installed concrete and conduit on the north side of the pickleball court.
Dave Douglass Park	Repaired the decomposed granite pathway around the park.
Rick Gonzales Sr Park	Repainted the restrooms.
Skip & Julie Davies Sports Park	Repaired a 4" irrigation water main line.

**Cemetery**  
One burial and four cremains' burials occurred in January, generating \$17,125 in sales.

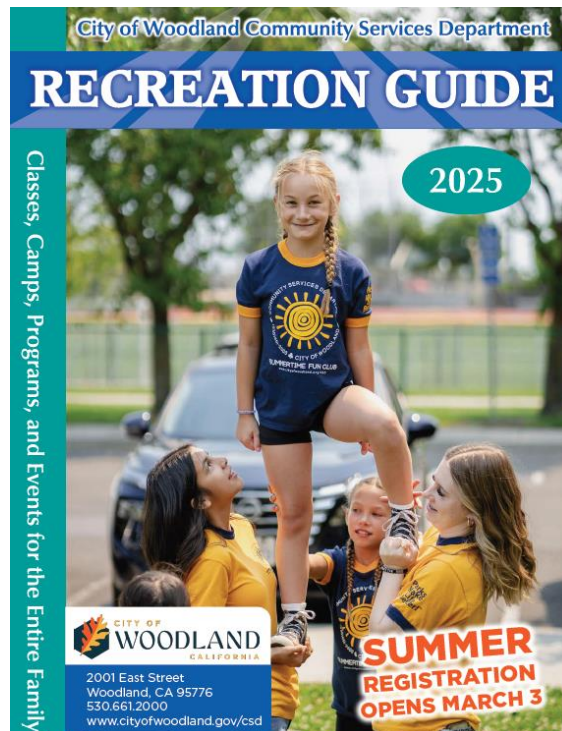
**Urban Forestry**  
**Work Orders:** Staff regularly assess different categories of work orders that still need to be completed. Staff are working with homeowners on tree replacements to identify the type of tree they would like to have planted. Then, as staffing levels and weather permit, staff will coordinate the planting of the tree (the Woodland Tree Foundation has also been assisting with these tree plantings).

**Tree Plantings and Removals:** For the 2025 calendar year, 42 trees were planted, and 8 were removed.

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
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
24-October	0	1	70	1	0	0	18	1	1	0	38	0	130
24-November/December	0	1	43	2	0	1	10	0	2	0	40	0	99
25-January	0	0	27	2	0	1	7	0	0	0	64	0	101
Total completed	Work orders numbers for the reporting period: 49 Work Orders : 3 Service Request												

## Recreation Activities, Events, and Programs

**Recreation Guide Release:** The 2025 Rec Guide was released in early February. The Rec Guide was mailed to 5,700 households in Woodland and is available on the City’s website.



2025 Rec Guide

## Events

**Game On!** On Friday, January 31st, students in grades 6-8 were invited to attend the Game On! event at the Woodland Community & Senior Center. Fifty-three students participated in the 3-hour event, which included Laser Tag, Virtual Reality, interactive games, board games, a movie, and a video game truck. Measure R funded this event.



*Participant at the January 31 Game On! Event*

**Valentine's Day Cookie Decorating:** Woodland celebrated Valentine's Day early on February 7th by decorating cookies and making Valentine's. Over 200 people participated in this popular family event. Measure R funded this event.



*Participants at the February 7 Valentine's Day Cookie Decorating event*

**Woodland Writes:** Woodland Writes is a project to reach homebound seniors on Valentine's Day. Community members are encouraged to purchase, create, or make Valentine's Day cards to be delivered to seniors in the area, spreading love throughout the community. An overwhelming 1,300 Valentine's cards were collected and distributed throughout the city to home-bound seniors.

## General Recreation

**Country Western Line Dance:** The Country Western Line Dance program, led by instructor Judy Bechthold, is held Tuesday nights from 6:00 to 8:30 pm. It is for all levels of dancers. Once a month, the program hosts a Country Western Line Dance Party. The program fee is \$6 per dance. During January, there were 65 dancers during four nights of dancing. January's attendance accounted for \$390 in revenue and 98 participant hours.

**Youth Boxing Program:** Eddie Savala is the youth boxing program instructor. Youth boxing occurs from 4:30 to 6:30 pm, Monday through Friday, monthly. In January, the program had 35 participants, who accounted for 525 participant hours.

**Adult Boxing Program:** Ricardo Carrillo is the adult boxing program instructor. Adult boxing occurs from 6:30 to 9:00 pm, Monday through Friday, every month. In January, the program had 27 participants, who accounted for 405 participant hours.

## Youth Recreation

**Youth Basketball League:** The Youth Basketball League (YBL) concluded another exciting season on February 8. The 2024-2025 YBL featured five divisions for athletes aged 9 to 14, including:

- 10U Girls – 4 teams
- 10U Boys – 8 teams
- 12U Boys – 12 teams
- 12U Girls – 4 teams
- 14U Boys – 8 teams

Teams competed in eight regular-season games, followed by playoffs for most divisions. The program's success can be attributed to the dedication of 36 head coaches and many assistant coaches who volunteered over 2,000 hours collectively. YBL experienced significant growth this season compared to last year, adding four new teams and 45 additional participants. Financially, the league generated over \$40,000 in registration revenue, which reflects a \$7,000 increase—a 25% boost from the previous season.



*A 10U Girls Basketball team from YBL*

**After-School Teen Pack:** The After-School Teen Pack program is continuing at Lee and Douglass Middle Schools for the spring semester. This program provides a variety of after-school activities, such as crafts, games, and sports. A popular feature of the program is the availability of food options, including do-it-yourself food projects and pizza, quesadillas, burritos, and nachos. Measure R funds this program.

**Noteworthy Dates**

March 15, 8:30 am Arbor Day Celebration and Tree Planting, Rick Gonzales Sr Park  
March 27, 5:30 pm César Chávez Celebration, Woodland Community & Senior Center