



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 24, 2025
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 February 24, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the February 24, 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.gov. 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. BUSINESS ITEMS

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

- Volunteerism Committee

3. Approve Commissioner Absence Request

H. REPORT OF THE STAFF

4. SUBJECT: Community Services Department Staff report for March 24, 2025

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

I. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for April 28, 2025.

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 **MARCH 24, 2025** was posted on **MARCH 18, 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 were also posted at www.cityofwoodland.gov.*

Kris Bain, Community Services 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: March 24, 2025
ITEM #: D.1
SUBJECT: Parks & Recreation Commission Meeting Minutes for
February 24, 2025

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission receive the February 24, 2025, 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 February 24, 2025.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the February 24, 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

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

FY25 Commissioner Absence Request

Date Request Made

July 2024	Commissioner Martin 9/23/24
September 2024	No requests made
October 2024	Commissioner White Snyder 1/27/25
November 2024	Commissioner Murrieta 2/24/25
January 2025	No requests made
February 2025	Commissioner White Snyder 4/28/25
March 2025	
April 2025	
May 2025	
June 2025	



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Adam Kirchgessner, Vice Chair	Adam.kirch@yahoo.com	6/30/2028
Magalean Martin	loladyred@sbcglobal.net	6/30/2027
Henry Murrieta, Chair	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: March 24, 2025
ITEM #: H.4
SUBJECT: Community Services Department Staff report for March 24, 2025

Subject: Community Services Department Staff Report for March 24, 2025

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

Staff Contact: Kris Bain, (530) 661-2002, 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 March 24, 2025

Attachments:

1. CSD Staff Report March 2025

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

Parks & Recreation Facility Updates

Community & Senior Center
Reservations since the last report

Private Reservations	City-Related Reservations
Memorial	Kiwanis Meeting (3)
Flying Needles Quilters Guild	Town Hall Meeting
	Pickleball Meeting

Skip & Julie Davies Sports Park
Reservations since the last report

The Skip & Julie Davies Sports Park held three out of four tournament weekend events in January. Over 52 teams participated in competition in February. The total revenue captured for these reservations was \$11,700. These tournaments were youth/teen baseball.

Parks & Facility Projects
Projects completed since the last report

Park/Recreation Facility	Projects Completed
Beamer Park	Replaced tennis court light bulbs.
Campbell Park	Replaced broken elements in the dog agility area.
Community & Senior Center	Repaired cracks and gouges on drywall in Kevin & Lorie Haarberg Gymnasium. Cleaned and converted Banquet Room lighting to LED.
City Park	Replaced damaged swing.
Dave Douglass Park	Repaired the decomposed granite pathway.
Everman park	Installed the Daughters of the American Revolution plaque.
Harris ball field	Replaced home plate and added new infield mix.
Rick Gonzales Sr. Park	Reseeded the grass area and moved goals to allow for worn areas to fill in.
Jack Slaven Park	Replaced the barbecues. Repaired potable water line. Replaced the drinking fountain near the spray feature.
Skip & Julie Davies Sports Park	Installed new display cases in the quad.

Cemetery
Three burial and one cremains' burial occurred in February, generating \$21,825 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, 60 trees were planted, and 9 were removed.

Month	Construction New 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 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
25-February	0	0	18	2	0	1	7	0	0	0	45	0	73
Total completed	Work orders numbers for the reporting period: 30 Work Orders : 2 Service Request												

Recreation Activities, Events, and Programs

General Recreation

Youth Boxing Awards Banquet: On March 6, the annual Youth Boxing Awards Banquet was held. Boxing instructor Eddie Savala organized it with support from Community Services staff. Over 150 boxing club participants and their families gathered to celebrate the achievements of these dedicated athletes. The evening featured guest speakers, including Mayor Rich Lansburgh, West Sacramento Mayor Martha Guerrero, Yolo County Supervisor Dr. Mary Sandy, Woodland Police Department School Resource Officer Omar Flores, and Yuba Community College Trustee Jessee Ortiz. Their words of encouragement highlighted the importance of discipline, perseverance, and community support in boxing. As a special recognition, all program participants received a Woodland Boxing Club t-shirt, symbolizing their hard work and dedication throughout the year.



Youth Boxing Awards Banquet, March 6

Camperships: Camperships are available for youth participants in various Community Services summer programs designed for families with limited income. These camperships function as scholarships, helping to reduce program fees. To qualify for a campership, applicants must be residents of the City of Woodland and meet the HUD's 2024 State Income Limits for Yolo County.

Camperships are offered for the following programs: Summertime Fun Club, Summer Teen Pack, Swim Lessons, and Lifeguard Training. Measure R provides funding for the Campership program, while the Woodland Kiwanis also contributes to the funding of camperships specifically for Swim Lessons.



Contract Classes

Scottish Country Dance: The Scottish Country Dance class welcomed 17 participants who logged 238 participant hours for the last month and generated \$436.80 in revenue. The program provides participants with an engaging and lively experience, celebrating traditional Scottish dance while fostering community and movement. Scottish Country Dance classes are held on Mondays from 6:00-7:30 pm for beginners and 7:00-9:00 pm for experienced dancers.

Zumba Kids & Kids Jr.: Brianna Robinson teaches the Zumba Kids classes on Monday and Friday evenings. The February class had 8 participants. Zumba Kids classes are high-energy dance parties packed with age-appropriate routines based on original Zumba choreography.

Noteworthy Dates

March 27, 5:30 pm	César Chávez Celebration, Woodland Community & Senior Center
April 11, 4:00 pm	Concert on Court, "Old Courthouse" Lawn