



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 28, 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 and Recreation Commission Meeting Minutes for March 24, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Parks and Recreation Commission approve the meeting minutes from the March 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 April 28, 2025

RECOMMENDATION FOR ACTION: The Parks and Recreation Commission will receive the CSD staff reports for April 28, 2025

I. NEXT MEETING

5. The next Parks and Recreation Commission meeting is scheduled for May 19, 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 **APRIL 28, 2025** was posted on **APRIL 23, 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 the packet were also posted at www.cityofwoodland.gov.*

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: April 28, 2025
ITEM #: D.1
SUBJECT: Parks and Recreation Commission Meeting Minutes for
March 24, 2025

Recommendation for Action:

Staff recommends that the Parks and Recreation Commission receive the March 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 and Recreation Commission held its last meeting on March 24, 2025.

Conclusion:

Staff recommends that the Parks and Recreation Commission receive the March 24, 2025, Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Attachments:

1. Parks & Recreation Commission Minutes March 24, 2025

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



CITY OF
WOODLAND
CALIFORNIA

Parks & Recreation Commission Meeting –

Monday, March 24, 2025

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:31 pm.

B. ROLL CALL

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

Absent: Commissioner Magalean Martin

Excused:

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.

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Jon-Paul Valcarengi and carried on a vote, Parks and Recreation Commissioners approved the Parks and Recreation Commission Meeting Minutes for February 24, 2025.

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

Noes: None

Absent: Commissioner Magalean Martin

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.

G. BUSINESS ITEMS

- 2. Standing Committee Report

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

Verbal updates provided by Commissioners.

3. Approve Commissioner Absence Request

No requests were made.

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

Verbal updates provided by Staff.

I. NEXT MEETING

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

J. ADJOURN

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Vice Chair Adam Kirchgessner and carried on a vote, Parks and Recreation Commissioners adjourned the meeting at 6:48 pm.

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

Noes: None

Absent: Commissioner Magalean Martin

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	<i>present</i>			
Magalean Martin	<i>present</i>	EXCUSED	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	ABSENT			
Henry Murrieta	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	ABSENT	<i>present</i>	<i>present</i>			
Jon-Paul Valcarenghi	<i>present</i>	<i>present</i>	ABSENT	<i>present</i>	<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>	<i>present</i>	EXCUSED		
Quorum	YES	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	No requests made
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

Updated 7/23/2024



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: April 28, 2025
ITEM #: H.4
SUBJECT: Community Services Department Staff Report for April 28, 2025

Subject: Community Services Department Staff Report for April 28, 2025

Recommendation for Action: Staff recommends the Parks and Recreation Commission receive the Community Services staff Report for April 28, 2025

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

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

Conclusion: Staff recommends that the Parks and Recreation Commission receive the Community Services staff reports for April 28, 2025.

Attachments:

1. CSD Staff Report April 2025

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

Parks & Recreation Facility Updates

Community Center Parking Expansion Project (CIP 24-08) Progress Report

The construction contract to convert the existing turf area west of the main entrance to the Woodland Community and Senior Center to a parking lot has been awarded to All Phase Construction, Inc., after a highly competitive bidding process that included 17 different contractors submitting bids. With contracts fully executed, the preconstruction phase of work has begun with the contractor making material submittals for the City to review and approve prior to placing orders for delivery. The project includes a total of 96 new parking spaces, including 8 ADA accessible spaces and 4 electric vehicle charging stations. In addition, the project will install infrastructure to provide 28 EV capable parking spaces for future equipping as EV charging stations. Initial demo and grading activities are expected to begin in early May. The construction contract allows 100 working days to complete the improvements, which results in completion in September 2025.

Aquatics Center Project (CIP 19-18) Progress Report

Construction of the new Aquatics Center is nearing the halfway point in its 15-month construction duration. With the wet weather behind us, progress on the site improvements has cleared some significant milestones. All site utilities (water, sewer, & storm drainage) have been installed. The entire site has been rough graded, and the perimeter sidewalks will be poured next week. The two pools and associated surge chambers have been excavated to subgrade, and the contractor is currently installing plumbing and electrical feeds, including the main drains, return lines, lighting conduits, and timing system conduit. In the coming weeks, the pools will be prepped for shotcrete with forms and rebar being set per the approved plans. At the building, perimeter concrete masonry walls have been erected to their final height, and the structural roof members and decking have been constructed. Interior wall framings and plumbing is currently in progress. Delivery of the electrical switchgear remains the critical path to the schedule. Overall, the project remains on schedule for completion at the end of the 2025 calendar year.



Main Pool



Activity Pool



Building Framing



Drone view of Pool site

Community & Senior Center
Reservations since the last report

Private Reservation	City-Related Reservation
Baby Shower	Affordable Housing & Sustainable Mtg - CDD
WSC Coaches Mtg/Training (4 days)	Council Retreat
Sutter Davis Hospital Award Ceremony	Kiwanis Club Meeting (2)
Sac County Office of Edu Graduation	Basic Skills Workshop for Teens - WPL
Flying Needles Quilters' Guild Mtg	

Skip and Julie Davies Sports Park
Reservations since the last report

The Skip and Julie Davies Sports Park held four out of five tournament weekend events in March. Over 66 teams participated in competition. The total revenue captured for these reservations was \$14,300. These tournaments were youth/teen baseball & softball.

Parks & Facility Projects
Projects completed since the last report

Park/Recreation Facility	Projects Completed
Beamer Park	Replaced the barbeque at the picnic station.
Campbell Park	Replaced vandalized dog waste bag dispensers. Reinstalled stolen windows on the youth playground slide tower. Repainted the park sign.
Community & Senior Center	Installed padding on basketball backboards. Repaired roof leak and damaged ceiling tiles.
Crawford Park	There was frequent vandalism to the pickleball court light controller, with it being broken into and left on nearly every night. Despite multiple attempts to stop it, staff believe they've now found a solution to prevent further break-ins. Rebuilt the air pump at the bike station was rebuilt.
Ferns Park	Repainted the park sign. Replaced the sound play musical handles at the playground. Replaced the baby changing station in one of the restrooms.
Regional Park	Added siding to the interior of the shed and placed shelving peg boards and a first aid kit. Supplied and organized tools for volunteers to utilize. Stained the kiosk at the pathway entrance.
Jack Slaven Park	Replaced barbecues at the picnic stations in the park. Removed and replaced the urinal in the men's restroom.
Woodside Park	Pressure washed the tennis courts and began to repair the cracks in the court.

Cemetery

Two burials and one cremains' burial and one disinterment occurred in March, generating \$14,424 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	New construction inspections	Investigations	Planting	Pruning Contract	Pruning - City Contract	Maintenance only	Pruning - Program	Removal Program Contract	Removal Program - City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
24-March	0	0	11	0	0	1	3	0	0	0	0	16	0	31
24-April	No Quorum													
24-May	0	0	10	0	0	1	6	0	1	0	7	0	0	25
24-June	0	0	19	1	0	1	6	0	1	0	12	0	0	40
24-July/August	0	1	45	10	0	1	17	0	1	0	22	0	0	97
24-September	0	2	70	2	0	1	17	0	0	0	22	0	0	114
24-October	0	1	70	1	0	0	18	1	1	0	38	0	0	130
24-November/December	0	1	43	2	0	1	10	0	2	0	40	0	0	99
25-January	0	0	27	2	0	1	7	0	0	0	64	0	0	101
25-February	0	0	18	2	0	1	7	0	0	0	45	0	0	73
24-March	0	0	16	1	0	1	6	0	0	0	44	0	0	68
Total completed	Work orders numbers for the reporting period: 31 Work Orders : 2 Service Request													

Recreation Activities, Events, and Programs

General Recreation

Hiring for Summer Staff: Community Services is in the middle of the hiring process for part-time summer positions. These roles include swim instructors, lifeguards, and staff for the Summertime Fun Club, Summer Teen Pack, and Rec2Go programs. Applications were accepted until April 4, and over 190 applications were received. So far, staff have interviewed 70 candidates and plan to interview about 30 more. The Aquatics team aims to hire 20 new staff members for a total of 60 in Aquatics. At the same time, the Youth/Teen staff is preparing to bring on 26 new employees for a total of 50 in the Youth and Teen divisions. One confirmed new Aquatics team hire is a WJUSD (Freeman Elementary) teacher.

In the volunteer programs, there are currently 11 participants enrolled in the Summertime Fun Club Volunteer program and 12 in the Teens Helping Seniors program. Additionally, Summer at City Hall has received 24 applications and is scheduling interviews during the last two weeks of April. Planning for the revamped program is progressing smoothly, anticipating a program capacity of 30 participants this year.

You've Been Egged (Measure R): During the weekend of April 18 and 19, eighteen residents participated in the annual "You've Been Egged" program, where they were "egged" with hidden treats. You've Been Egged is a home delivery egg hunt offered in the lead-up to the Easter holiday. Families could reserve a date and time for the eggs to be hidden in their front yards for just \$25, which included up to 50 eggs. Two families scheduled a visit from Swanson the Bunny for an additional fee, complete with a meet-and-greet and photo opportunities.

Aquatics

Lifeguard Training: To coincide with the Spring Breaks for local schools—Woodland, Pioneer, Davis, and DaVinci—staff conducted two Lifeguard Training certification courses on March 24-26 and March 31-April 2. These courses certified 17 individuals, resulting in 16 applicants seeking summer employment at the pool. One of the participants in the class was the Pool Technician, who is responsible for overseeing the maintenance of the pool and the Slaven water feature.

Contract Classes

Soccerroo: Soccerroo is a six-week youth soccer skills program designed for children ages 4–8, held on Saturdays at Jack Slaven Park. The most recent session concluded in March, with 32 participants and totaling 143 participant hours. The program generated \$3,582 in revenue.

Cuban Salsa Dance: In March, the Cuban Salsa Dance program, taught by instructor Megan Lachowski, welcomed 15 participants for a total of 60 instructional hours during the month. The program is divided into two sections based on experience level, allowing for tailored instruction. March's session brought in \$553 in revenue.

Events

César Chávez Celebration: Over 200 people gathered to celebrate the labor and civil rights leader César Chávez at the Community & Senior Center on March 27 for the César Chávez Celebration. The event incorporated performances from talented Woodland youth. Mariachi music was provided by the Douglass Middle School mariachi band led by instructor Idbin Acosta, and dancing from Folklorico Ballet de Woodland. Mr. Carlos Alcalá, a personal friend of César Chávez, was the keynote speaker. Those in attendance enjoyed snacks provided by the Concilio of Yolo County and visited partners including California Human Development, Yolo County Children's Alliance, Communicare+Ole Yolo, Woodland Community College, Yolo County Office of Education, Employment Development Department, and Woodland Police Department Volunteers and Unidos.



Performers at César Chávez Celebration, March 27, 2025