



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

June 23, 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 May 19, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the May 19, 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. Election of Officers
4. Committee Assignments
5. Review and Approve Workplan for Commissioners
6. Approve Commissioner Absence Request

H. REPORT OF THE STAFF

7. SUBJECT: Community Services Department Staff report for June 23, 2025

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission will receive the CSD staff reports for June 23, 2025

I. NEXT MEETING

8. The next meeting of the Parks and Recreation Commission is scheduled for July 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 **June 23, 2025** was posted on **June 18, 2025** at the Woodland Community & Senior Center, at City Hall, and available online at www.cityofwoodland.gov, and was available to the public during normal business hours*

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: June 23, 2025
ITEM #: D.1
SUBJECT: Parks & Recreation Commission Meeting Minutes for May 19, 2025

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission receive the minutes from the May 19, 2025, Parks & Recreation Commission Meeting.

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 May 19, 2025.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the minutes from the May 19, 2025, Parks & Recreation Commission Meeting.

Prepared by: Kris Bain, Community Services Program Manager

Attachments:

1. Parks & Recreation Commission Minutes May 19, 2025

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



CITY OF
WOODLAND
CALIFORNIA

Parks & Recreation Commission Meeting –

Monday, May 19, 2025

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm.

B. ROLL CALL

Parks & Recreation Commissioners present: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi, and Commissioner Carla White-Snyder

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

- 1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for April 28, 2025

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

On a motion by Vice Chair Adam Kirchgessner, seconded by Commissioner Magalean Martin and carried on a 5-0 vote, the Parks and Recreation Commissioners approved the Parks & Recreation Commission Meeting Minutes for April 28, 2025.

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

Noes: None

Absent:

E. COMMUNICATIONS - PUBLIC COMMENT

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F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

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Staff provided information to the Commission regarding Community Services items on the City Council agenda on May 20, 2025.

G. PRESENTATION

H. BUSINESS ITEMS

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

No updates were provided.

3. Approve Commissioner Absence Request
No requests were made.

I. REPORT OF THE STAFF

4. SUBJECT: Community Services Department Staff report for May 19, 2025

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission will receive the CSD staff reports for May 19, 2025

The staff provided verbal updates.

5. SUBJECT: Community Services Department Quarterly Status Report for the Third Quarter FY25

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

The staff provided verbal updates.

J. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for June 23, 2025.

K. ADJOURN

On a motion by Vice Chair Adam Kirchgessner, seconded by Commissioner Carla White-Snyder and carried on a 5-0 vote, Parks and Recreation Commissioners adjourned the meeting at 6:50 pm

**Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder
Noes: None
Absent:**



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	6/30/2029
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 6/9/2025

FY26 Parks & Recreation Commission Annual Work Plan

The Parks and Recreation Commission is committed to promoting enhanced civic engagement on key initiatives, including Measure R, the Parks Master Plan, Urban Forest, Fitness Initiative, and Volunteerism. We will utilize national best practice models to enhance community engagement through expanded outreach and service delivery strategies that meet the evolving needs of our diverse community.

1. Urban Forest

	Status
<p>Objective: Partner with community groups and city staff to educate residents about Woodland’s urban forest and best practices for maintaining the urban canopy.</p> <p>Activities</p> <ul style="list-style-type: none"> ● Continue to support community tree planting. ● Attend meetings with community groups and city staff. ● Review policies as needed. <p><i>Lead Committee: Urban Forest Committee</i></p>	

2. Review Facility Needs

Goals	Status
<p>Review and evaluate facility needs and make prioritized recommendations.</p> <p>Objective: Work with staff to prioritize recommendations and, where possible, help develop strategies for implementation.</p> <p>Activities</p> <ul style="list-style-type: none"> ● Tour facilities and parks in person with staff. ● Develop recommendations and submit to the City Council for consideration. ● Review recommendations from the <i>Program & Department Evaluation Committee</i> regarding facility needs for Program Expansion. ● Ensure Current Parks in the community are well maintained by contractors and walk the parks with staff. <p><i>Lead Committee: Facilities Committee</i></p>	

3. Budget and Finance Review

Goals	Status
<p>Provide budget oversight that is consistent with the Commission’s charter.</p> <p>Objective: Work with staff on key Park and Recreation fiscal issues and simplify budget reports for the Commission and public.</p> <p>Activities</p> <ul style="list-style-type: none"> ● Receive budget briefing from staff at least quarterly. ● Committee members and staff will jointly provide quarterly budget reports to the Commission. <p><i>Lead Committee: Budget and Finance Committee</i></p>	

FY26 Parks & Recreation Commission Annual Work Plan

4. Volunteerism Committee

Goals	Status
<p>Objective: Work with staff to solicit volunteers.</p> <ul style="list-style-type: none"> ● Reach out to individuals and organizations in the community who are willing to volunteer. <p>Activities: Identify potential projects in the community.</p> <ul style="list-style-type: none"> ● Talk with potential volunteers about needs/projects at the parks they use. ● Establish a process to utilize community volunteers productively and consistently. ● Review of current volunteer lists and activities to identify areas where we can assist in gathering volunteers. ● Continue to support the new Regional Park. <p><i>Lead Committee: Volunteerism Committee</i></p>	

5. Program & Department Evaluation Committee

Goals	Status
<p>Evaluate community need for expanded programs, including, but not limited to, access to additional facilities, classes, and tournaments. If so, recommend a plan to move forward featuring elements of support and resources.</p> <p>Objective: Evaluate current programs and future needs with input from Parks and Community Services Staff and local representative clubs. Determine if expanded facilities/programs are needed.</p> <p>Activities:</p> <ul style="list-style-type: none"> ● Meet with staff to determine available data. ● Create a broad, community-wide survey to assess Woodland residents' use and opinions of current programs offered by the department. ● Create a generic after class/activity survey to be distributed to participants. <p><i>Lead Committee: Program & Department Evaluation Committee</i></p>	

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>	<i>present</i>	<i>present</i>	
Magalean Martin	<i>present</i>	EXCUSED	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	ABSENT	<i>present</i>	<i>present</i>	
Henry Murrieta	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	ABSENT	<i>present</i>	<i>present</i>	<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>	<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	<i>present</i>	
Quorum	YES	YES	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	No requests made
May 2025	No requests made
June 2025	



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: June 23, 2025
ITEM #: H.7
SUBJECT: Community Services Department Staff report for June 23, 2025

Subject: Community Services Department Staff Report for June 23, 2025

Recommendation for Action: Staff recommends that the Parks and Recreation Commission receive the Community Services staff report for June 23, 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 last Parks and Recreation Commission meeting.

Conclusion: Staff recommends that the Parks and Recreation Commission receive the Community Services staff reports for June 23, 2025.

Attachments:

1. CSD Staff Report June 2025

Parks & Recreation Commission Community Services Department Monthly Staff Report June 2025

Parks & Recreation Facility Updates

Southeast Aquatics Center:

Overall project completion is currently estimated at 60%, with the forecasted completion date still in mid-December 2025. At both pools, the primary structural elements (rebar and shotcrete/concrete) have been constructed. Work is now progressing to tile installation. Finished site grading and aggregate base compaction are in progress around the pools, in preparation for the concrete deck pour currently scheduled for mid-to-late July. At the building, plumbing and electrical rough-in are complete, and drywall has started. Building completion is projected for October. The project critical path remains dependent on fabrication and delivery of the electrical switchgear, which is still anticipated to arrive in September.



Recent photos of the Southeast Area Pool project

Community & Senior Center Parking Lot Expansion:

Notice to proceed with construction was issued to the contractor (All Phase Construction) on 6/9/2025. Site clearing and demolition operations were completed last week. This week, underground storm drainage lines are being installed, and rough grading and subgrade compaction are progressing. The preliminary schedule anticipates the major elements of the parking lot (paving,

concrete, striping, drainage, and lighting) will be complete by the end of August. Landscaping is scheduled for September.



Grading of the site for the Parking Lot project

Community & Senior Center
Reservations since the last report

Reservations
Roadmap to the Future for Yolo County Office of Education
Flying Needles Quilters Guild Meeting
Student Award Ceremony
Celebration of Life
Woodland Clinic Medical Group – Shareholders Meeting
Yolo County Housing Authority Community Meeting
Interview with Congressman Mike Thompson
Kiwanis Club Meeting

Skip and Julie Davies Sports Park
Reservations since the last report

The Skip and Julie Davies Sports Park held 4 out of 5 tournament weekend events in May. Over 70 teams participated in competition. The total revenue captured for these reservations was \$15,600. These tournaments were youth/teen baseball and softball.

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Clark Ballfield	Replaced a total of sixty-three bleacher boards.
Community & Senior Center	Performed deep cleaning, including pressure washing the building, eaves, trash cans, sidewalks, and windows.
Heritage Plaza	Replaced the clock pole after the original was damaged.
Jack Slaven Park	Repaired women's restroom stalls.
Regional Park	Cleaned up the space for the Grand Opening event.
Woodside Park	Completed repairs to the court surface.

Cemetery

Two full burials and one cremains' burial occurred in May, generating \$7,050 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, 88 trees were planted, and 39 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-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
25-March	0	0	16	1	0	1	6	0	0	0	44	0	68
25-April	0	0	11	1	0	1	5	1	0	0	44	0	63
25-May	0	1	25	3	0	1	3	2	0	0	32	0	67
Total completed	Work orders numbers for the reporting period: 28 Work Orders : 6 Service Request												

Recreation Activities, Events, and Programs

Independence Day Celebration

Woodland's 2025 Independence Day Celebration will be a two-day event filled with family-friendly activities, live entertainment, and patriotic festivities on July 3rd and 4th. Hosting the annual fireworks display on July 3 will help our public safety partners respond more quickly and effectively throughout the Independence Day weekend, keeping Woodland safer for all.

Festivities kick off with a Fireworks Show on Thursday, July 3rd. Gates open at 7:00 pm at Woodland High School stadium, where there will be inflatables, Rec2Go games, and live music. Food from Las Brasas and Sno Shack will be available for purchase. Following a traditional Honor Guard ceremony by the American Legion Yolo Post 77 and the singing of the National Anthem, a fireworks display will start at approximately 9:15 pm.

Pancake Breakfast

On the morning of July 4th, Woodland Professional Firefighters Association will host an annual Pancake Breakfast at Fire Station #3 (1550 Springlake Court) from 8:00 to 11:00 am. The cost is \$5 per person, and children five and under eat free. Proceeds benefit the Woodland Fire Volunteer Support Branch. For more information, visit www.WPFA4029.org.

Bike Parade and Party in the Park

The Bike Parade & Party in the Park is open to kids and adults. Decorating begins at 9:00 am at Heritage Plaza (bikes can also come pre-decorated). Registration for the best-decorated is from 9:00 to 9:45 am, and prizes will be awarded following the parade. The Main Street Parade of Bikes starts at 10:00 am at Heritage Plaza, proceeding down Main Street to Freeman Park. After the bike parade, participants can head to Freeman Park for the “Party in the Park” where there will be live music by New Harmony Jazz, bounce houses, games, and free snow cones provided by Thompson’s Heating and Air. Festivities will continue until noon.

Ice Cream Social

A 4th of July Ice Cream Social will be hosted by the Woodland Senior Center, Inc. from 1:00 to 3:00 pm at the Woodland Community & Senior Center. Cool. There will be refreshments, dance performances and music. The cost is \$2.00, and raffle tickets will also be available for purchase. Proceeds benefit Senior Center, Inc.

Swim Fest

Swim Fest will take place from 1:00 to 4:00 pm at the Charles Brooks Community Swim Center. Admission is free. In addition to recreational swimming, the floating inflatable obstacle course will be available for use.



Adult Sports Leagues

Summer Basketball: The Summer Adult Basketball League has 23 teams registered. The league began the week of June 2 and will run through the first week of August. Games are held on Mondays and Wednesdays, with 11 teams competing on Mondays in the 30+ and 50+ age divisions, and 12 teams competing on Wednesdays in the 18+ Division I and Division II brackets.

Summer Softball: The Summer Adult Softball league started the week of June 9 and is scheduled to wrap up in mid-August. The league includes 18 Men's teams competing on Thursday nights and 11 Co-ed teams on Friday nights. The Men's division has been organized into three divisions, while the Co-ed division has been split into two.

Aquatics

Public Swim: Public Swim opened on weekends starting May 24, and weekday sessions began on June 9. This summer's Public Swim hours are Monday-Friday from 1:00 to 3:45 pm, and Saturdays and Sundays from 3:00 to 7:00 pm. On Fridays, the inflatable obstacle course will be available during public swim hours.

Swim Lessons: This summer, four two-week sessions of swim lessons will be offered, starting June 16 and running through August 7. Registration for swim lessons has been accepted since early March.

Contract Classes

Zumba Kids and Zumba Kids Jr.: Zumba Kids classes are high-energy dance parties packed with age-appropriate routines based on original Zumba choreography. Brianna Robinson teaches the Zumba Kids classes on Monday and Friday evenings. The May class had 11 participants and accumulated 33 participant hours.

Writing Life Stories: Writing Life Stories is a class that guides and directs participants in writing their personal life stories. Sessions are meant to share stories with others and receive feedback. The most recent session had 10 participants, who accrued a total of 200 participant hours.

Youth Recreation

Afterschool Teen Pack: The Afterschool Teen Pack program concluded the school year on Thursday, June 6th. This year's highlights included visits from the G-Factor gaming truck, days dedicated to making your own snacks, and fun inflatable activities.

On June 3, the Afterschool Teen Pack program at Lee Middle School was honored with the Community Service Award during the school's 8th Grade Promotion Ceremony. This recognition highlights the program's positive impact on Lee students over the past ten years. Principal Shelly Friery presented the award, acknowledging the program's consistent involvement in campus activities, the mentorship provided by City staff to Lee students, and the various efforts made by the Afterschool Teen Pack that have enriched students during its duration. This award demonstrates the lasting impact of the Afterschool Teen Pack on the students of Lee Middle School.



Staff receiving the Community Service Award for Afterschool Teen Pack at the Lee Middle School Commencement ceremony