

**CITY OF BLUE LAKE  
PARKS AND RECREATION  
MEETING AGENDA  
TUESDAY NOVEMBER 17, 2015**

7:00 p.m.

- |  |              |
|--|--------------|
| 1. Roll Call, Establish Quorum   | Chair        |
| 2. Approval of Minutes   | All          |
| 3. Public Input  | Public       |
| <i>The Public is invited to present petitions, make announcements, or provide other information to the Parks and Recreation Commission that is relevant to the scope of authority of the Commission that is not on the Agenda. The Commission may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. <u>The public will be given the opportunity to address items that are on the agenda at the time the Commission takes up each specific agenda item.</u></i> |              |
| 4. Report from Parks & Recreation Liaison  | Jean Lynch   |
| 5. Overview of Prioritization of Projects- Finalization and Funding to City Council for Concurrence  | All          |
| 6. Project Funding- Group Brainstorm   | All          |
| 7. Possible Additional Revenue for Facility Use  | All          |
| 8. Miscellaneous Updates/ Report from Director   | Cameron Mull |
| 9. Adjourn   |              |

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager John Berchtold, 668-5655, at least 24 hours prior to the commencement of the meeting.

City of Blue Lake  
Parks and Recreation Commissioner  
Tuesday, September 15, 2015

**Roll Call:** Jennie Short, Bettina Eipper, Deborah Jacobson, Amanda Mager, Patricia Powell  
Cameron Mull, Director, Jean Lynch City Council Liaison. Quorum established.

**Approval of Minutes:** Approval of July 21, 2015 minutes. Mager/Jacobson. Motion carried  
unanimously.

**Approval of Agenda:** Eipper/Short. Motion carried unanimously

**Meeting Objective:** Duncan MacLaren will facilitate the meeting to assist the Commissioners with the  
City Council's request to prioritize projects, from the August 26<sup>th</sup> Special Meeting  
and Tour, that need to be upgraded, maintained or improved. Duncan was  
introduced and ground rules established.

**Budget Summary:** Director Mull reviewed the 2015-2016 Operating Costs/Expenses Budget and  
the Proposed Revenue for 2015-2016 . The Skate and Summer Youth Program is  
self-supporting and not included in these numbers. There is a \$140K deficit out  
of the City's General Fund each year.

**Projects Identified:** Director Mull handed out the August 26<sup>th</sup> list of identified projects to consider.

**Commissioners Project Priorities 1-10:** Each Commissioner made a list. Discussion.

**Criteria for Evaluation-Group Brainstorm:** Discussion/Decision: Prioritize projects that will:  
benefit all ages, enhance safety for the participants, has longevity of investment,  
and results in complaint reduction. Also, consider which projects can be  
accomplished in the next 12 months.

**Scoring of Projects:** List of Commissioners 10 project priorities:

- Prasch: Repaint lines on the floor
- Repaint/refinish the outside exterior wall
- Resurface/replace the floor (5 years)
- Replace tiles on the stage floor
- Arena: Replace boards/add new posts as needed
- Fix the sprinklers
- Put up a dust barrier along the back fence
- Add 4" of footing
- Ball Fields: Repair/replace the sprinklers on Softball/Little League Field
- Serving Booth: Install an exhaust fan on the Wolf Range

**Future Agenda Items:** Finalize this meeting's Agenda items: Project Funding and Community  
Engagement

**Meeting Adjourned at 8:40 pm. Next meeting November 17<sup>th</sup>.**



# CITY OF BLUE LAKE

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Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## Memorandum

Date: November 17, 2015

To: Parks & Rec Commission

From: Parks & Recreation Director

Subject: Overview of Prioritization of Projects- Finalization and Funding to City Council for Concurrence (Agenda Item #5)

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The Commission should make recommendations to City Council so they can adopt the prioritization and the funding can be pursued.

In no particular order, the 10 items discussed on 9/15/15 are:

- Prasch Hall: Repaint lines on the floor  
Repaint/refinish the outside exterior wall  
Resurface/replace the floor (5 years)  
Replace tiles on the stage floor
- Horse Arena: Replace boards/add new posts as needed  
Fix the sprinklers  
Put up a dust barrier along the back fence  
Add 4" of footing
- Ball Fields: Repair/replace the sprinklers on Softball/Little League Field
- Serving Booth: Install an exhaust fan on the Wolf Range



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## Memorandum

Date: November 17, 2015

To: Parks & Rec Commission

From: Parks & Recreation Director

Subject: Project Funding & Community Engagement: Group Brainstorm  
(Agenda Item #6)

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After prioritizing the P&R Commission's top-10 future projects at the last P&R Commission Meeting (9/15/15), the goal now is to determine how to find, receive capital replacement funds for these projects.

Grant funds and donation possibilities have been located by Commissioner Mager and the Director.

Streamline Planning may be able to assist with grant applications.



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## Memorandum

Date: November 17, 2015

To: Parks & Rec Commission

From: Parks & Recreation Director

Subject: Possible Additional Revenue for Rental Facility Use (Agenda Item #7)

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No official facility-use fees currently exist for daily or hourly use of:

- Horse Arena
- Tennis Courts
- Outdoor Basketball Court
- Bocce Ball Courts (with and without Ball rental)

A fee structure should be determined by the Commission for these areas to include into existing facility rental fee structure, including the deposit amount, and sent to the City Council for approval as it would be additional revenue to P&R.

The current Facility Rental packet was sent to the Commission on 11/13/15, for reference and review.



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## Memorandum

Date: November 17, 2015

To: Parks & Rec Commission

From: Director of Parks & Recreation

Subject: Miscellaneous Updates/ Report (Agenda Item #8)

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The Director of Parks & Rec will report to the Commission with pertinent miscellaneous updates since the last P&R Commission meeting (9/15/15).