

**MINUTES OF THE LA HABRA HEIGHTS
PARKS AND RECREATION COMMISSION**

JANUARY 2, 2002

OPENING CEREMONIES

1. **CALL MEETING TO ORDER**

A regular meeting of the Parks and Recreation Commission was called to order at 7:34 P.M. by Chairman Moon at the Community Center, 1245 Hacienda Road, La Habra Heights.

1. **ROLL CALL**

Commission members present: Chairman Moon, Commissioner Vecchione and Alternates Caywood and Cote'. Absent: Commissioners McAdams, Speer and Uyeno. Also present, Senior Management Analyst Orchanian.

STANDARD MOTIONS

3. **APPROVAL OF MINUTES:** Minutes of a regular meeting of December 12, 2001.

Commissioner Vecchione offered a motion to approve the December 12, 2001 minutes as presented, seconded by Alternate Cote' and approved as follows:

AYES: Caywood, Cote', Moon, Vecchione
NOES: None
ABSENT: McAdams, Speer, Uyeno

PUBLIC COMMENTS; MATTERS NOT ON THE AGENDA

David Wilkin, Dorothea Road, reported to the Commission that the Regency Dance Society had again had parking problems at The Park at the time of their event. Mr. Wilkin stated that there was another group parked in the upper parking lot and ferrying the people to their home. Mr. Wilkin had put in an application for the use of the gymnasium and the other group had not applied for use of the parking lot. He also noted that the promised signs pointing to additional parking were not there. He suggested the possibility that people are notified that the parking lot is for use by those renting the gym and cars not authorized could be towed away. He felt a solution was needed or people would not continue to rent the gymnasium.

Stephen Blagden, Citron Road, questioned several amounts on the expense list for the Parks and Recreation Commission. He felt several of them were too high. He also was against putting air conditioning in the gymnasium due to the high expense of operation.

Alternate Caywood suggested that there should be a partial refund to the Regency Dance Society or offer a free event to them.

Commissioner Vecchione stated that the Commission would have to find out if it was legal to restrict such parking when not applied for since it was public parking.

Senior Management Analyst Orchanian stated that she did not know what the legal answer for the parking situation was and she noted that if the Sheriff had been called that night, they would have taken care of the situation as Mr. Wilkin's group had priority. She stated that she would take the situation of getting signs made for additional parking to the Interim City Manager.

Alternate Caywood offered a motion to offer Mr. Wilkin a free night of use of the gymnasium to compensate for the traffic confusion, seconded by Alternate Cote'.

The Senior Management Analyst noted that the Interim City Manager should be notified of their decision.

The motion was approved as follows:

AYES: Caywood, Cote', and Moon
NOES: None
ABSTAIN: Vecchione
ABSENT: McAdams, Speer, and Uyeno

Senior Management Analyst Orchanian explained that the RKA amount listed on the expense report was for services of Art Valasquez for a six-month period. She also stated that she would find out what the weed expense consisted of.

The Commission agreed that a map of the different parking areas should be shown to people applying for events at The Park.

Commissioner Vecchione stated that she would get one to Lara Orchanian for staff.

Chairman Moon noted that it would be good to post a map on the information board when it is installed.

OLD BUSINESS

4. SUB COMMITTEE REPORTS

- Budget – Commissioner McAdams and Alternate Cote'

No report.

- Fee Structure – Alternate Caywood

No report.

- Grants – Survey submitted in December

Senior Manager Analyst Orchanian announced that La Habra Heights would be receiving an \$80,000 grant for park improvements. This would be in addition to the other

grants. She noted that she was still waiting for the CEQA documents for the other grants.

The Parks and Recreation Commission proceeded to prioritize the top five items to work on for the Park improvements. They also agreed to add timers for the lights in bathrooms and the fans in the gymnasium to the list. Items A, C, and L were the main picks for priority from the list.

Cecelia Borrowe suggested that everyone applying for the Gymnasium be told that there is no heating or air conditioning so they know what to expect

The Senior Management Analyst agreed to speak to the staff and the Interim City Manager about the suggestions prioritized from the list.

- Avocado Festival (May 18, 2002) – Commissioner McAdams and Chairman Moon

Nothing to report.

- Matching Funds for Grant?

Nothing reported.

- 5K Run (October 5, 2002) – Commissioners McAdams and Speer.

The Senior Management Analyst stated that she would check with the Interim City Manager to see if he had been able to consult the City Attorney about approval of the sponsorship letter.

- Adding a 1K “Kid” Run.

The Commission agreed to make two age groups for the “Kid” Run, 6 and under and 7-12.

Chairman Moon explained that Commissioner Speer and he had pretty much worked out the duties needed for these events. The most important one being the “main sponsor”.

- Adding, “walk” to “1K Run”

The Commission agreed to this.

- Porta Potti/Restrooms – Commissioner Uyeno

The Senior Management Analyst reported that the two Porta-Potties could be replaced with one ADA approved Porta-Potti and save \$31.50 per month. This would include one cleaning per month.

Chairman Moon explained that the two they have now are being cleaned once a week and asked her to recheck the cleaning schedule.

Alternate Caywood suggested they build a restroom building on the grounds that would satisfy the ADA requirement and get rid of the Porta-Potties. She asked if they could use the ADA grant the City has received.

The Senior Management Analyst explained that this was CDBG money for City Hall only.

- Schedule for next Month, Review of Premises

The Commission did not feel that they needed to do another schedule of weekends, as the explorers would soon start to cover this.

- Volunteer Liaison – Commissioners Uyeno and Speer

Chairman Moon asked Alternate Caywood to contact Jessica Winship to see if any of the volunteers would be interested in helping with the Avocado Festival. If they do want to help, have Jessica contact Commissioner McAdams or come to the next Commission meeting.

5. MAINTENANCE

The Senior Management Analyst explained that it would be a few weeks before the explorers will start their review of the premises.

Alternate Caywood reported that the soap dispensers in the women's restroom were broken, and she wondered if this had been repaired.

The Senior Management Analyst stated that she would check with Leslie and Art, as they would handle such an issue.

6. CHRISTMAS ACTIVITIES – Tree/Gazebo Lighting Removal

The Parks and Recreation Commission agree to schedule the removal of the lights on Saturday at 9:00 A.M.

7. STATUS OF PARK IMPROVEMENTS, VOTED AND APPROVED AT NOV. 01, MEETING

- Bar-B-Qs/Grill (Remove one at Tot Lot, Fix one near Parking Area, Add one or two)
- Public Service Bulletin Board

Chairman Moon stated that these two projects depend on the Parks and Recreation Commission getting the money from the raffle to move the two projects along.

The Senior Management Analyst explained that she would get three quotes on the Bar-B-Qs project. She explained that anything costing over \$5,000 would have to have bids presented for the work. That would involve the City Council.

Chairman Moon stated that they needed ideas on how to attach the bulletin board that they had voted to install.

The Senior Management Analyst explained that she would consult with Art Velasquez and the Interim City Manager for ideas.

- City Basketball Nights

Chairman Moon stated that he would go to City Hall tomorrow to schedule a Basketball Night.

8. NEW ACTIVITIES

- Bingo Night

The Parks and Recreation Commission discussed what would be needed to institute a bingo night.

Alternate Cote' agreed to check into how much it would cost to rent tables and chairs and the possibility of some way to protect the floor.

The consensus of the Commission was to try a Bingo night. They will need to figure the expenses to cover the rentals and prizes. More information is needed.

Alternate Cote' asked the Senior Management Analyst to determine if this is legal.

Mr. Wilkin stated that one way a bingo game is run is to charge \$5 per card per game; half goes to Parks and Recreation and half goes to the pot for the winner.

Senior Management Analyst Orchanian suggested that the Commission could also provide various lessons, such as karate, dance, music lessons or crafts.

Mr. Wilkin stated his opinion that for classes of this type, heat would be needed in the gymnasium.

NEW BUSINESS

9. REVIEW APPLICATIONS FOR THE USE OF THE PARK

No applications were provided by city staff.

10. USAGE OF 'RESERVED' FUNDS (RAFFLE PROCEEDS & VOLUNTEER'S DONATION)

No further information was available.

11. ADA PARK PATHWAY PROJECT

The Senior Management Analyst explained that this is a CDBG project and amounted to \$5200. The concern is where the pathway will be. The Parks and Recreation Commission is to be in on the decision. She stated that the Engineering Department

has done their survey and has suggested that the pathway run from the handicap parking slots and run to the gazebo and the tot lot.

Chairman Moon felt this placement would divide The Park up in an awkward way. He also felt that to come down from the building's restrooms would be too steep for wheelchairs.

The Senior Management Analyst stated that she would have to consult with the Engineering Department on their view of the matter.

Chairman Moon asked if there were any plans of the park grounds.

The Senior Management Analyst stated that she would see if the Planning Department would have one available for the Parks and Recreation Commission to use. She also stated that she would check with the City Attorney if the ADA pathway has to be put in The Park or not.

Chairman Moon asked for a pictorial layout of The Park with specifications.

PARKS AND RECREATION COMMISSION COMMENTS; MATTERS NOT ON THE AGENDA

Commissioner Vecchione suggested the Commission add a jogging path on their list of projects to go around The Park.

Chairman Moon suggested selling sections of the fence and placing the donor's name on the section.

Alternate Cote' announced that there would be a meeting for trash pickup on Hacienda Road. People will meet at The Park at 7:45 on January 6, 2002.

ADJOURNMENT

Chairman Moon adjourned the Parks and Recreation Commission meeting at 9:41 P.M. to the next regular meeting on February 6, 2002.

ATTEST:

William Moon