

City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, November 21, 2023 | 6:00 PM

1. **CALL TO ORDER**

Meeting called to order by the chair at 6:00 p.m.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Ermelindo Puente, Commissioner Luis Ramirez, Chair Theresa Graham, Commissioner Vince Sasso, Commissioner Pat Bentson, Vice Chair Doc Davis, Commissioner
Absent	None

Staff Present: Adam Henig, Recreation Manager; Bryce Atkins, Assistant to Senior Administrator; Karl Bjarke, Interim Public Works Director; John Souza, Parks Supervisor

3. **FLAG SALUTE** – Chair Ramirez led the flag salute.

4. **SECRETARY'S REPORT**

5. **APPROVAL OF MINUTES**

5.1. October 17, 2023

RESULT: Pass

MOVER: Theresa Graham, Commissioner

SECONDER Dale Davis, Voting Member

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

Motion to approve the minutes was made by Commissioner Graham. Davis seconded. Motion passed 5-0-1.

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Dale Davis, Voting Member

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

Motion to approve the agenda was made by Ramirez. Davis seconded. Motion passed 5-0-1.

ABSENT: Commissioner Puente

7. **INTRODUCTIONS**

None.

8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None.

9. **NEW BUSINESS**

9.1. **Pickleball Court Option Analysis and Recommendation Project
Introduction and Scoping**

Staff Atkins was following up from a previous discussion about pickleball that occurred at the September 17 meeting. Atkins wanted the Commission to explore the topic deeper. The purpose of this meeting's discussion was to serve as an introduction for a future analysis of potential locations for outdoor pickleball. Atkins is expecting this to occur over multiple meetings with a kickoff occurring in early 2024. Site visits can be expected. Upon being provided the pros/cons for each potential site, he is asking for the Commission to rank their preferential locations and make a recommendation to City Council.

Ramirez asked if there will be funding available once a decision has been made by Council. Atkins said not at the present time, but the analysis will allow the City to apply for grants since a location will already be identified. Graham inquired about getting an outside expert's opinion. Atkins said he would look into it. Bentson asked if a committee would be formed. Atkins suggested that if there were a committee, it could be made up of commissioners whose park assignments coincide with the potential locations.

9.2. **Approval of the 2024 Parks & Recreation Commission Meeting Schedule**

Henig discussed the proposed schedule for 2024 Parks & Recreation Commission. Ramirez preferred to hold the retreat in January and on a date separate from the regular meeting. The commission also wants to continue the tradition of going dark for one meeting during the summer and in December.

Ramirez motioned that the following 2024 will be the Commission's meeting dates, as listed in the staff report: January 16, February 20, March 19, April 16, May 21, June 18, August 20, September 17, October 15, November 19. The Commission will not meet on July 16 and December 17. Also, the Commission would like to discuss a retreat date at their January 2024 meeting. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

9.3. **Measure B Education and Encouragement - Bicycle and Pedestrian GIS RFP Scope of Work Review**

Atkins informed the Commission about the staff's recommended use of Santa Clara County's Measure B 2016 funds for bicycle and pedestrian education and encouragement activities. Staff is recommending using the bulk of the fund to contract a GIS consultant to map the City's bicycle and pedestrian pathways, which would create a digital database for residents and visitors to utilize. The information would also be linked with Apple, Google, and other GPS navigation systems, enhancing the use of city park and bicycle pathways. Since the funds are restrictive, staff did verify that it could be used for this project.

Ramirez asked about the cost of a consultant. Atkins believes it would be about the amount that is available in the fund, which is approximately \$246,000. Atkins would not spend all the funds since a small portion of it is still used for other events and activities. There is a deadline, so the funds need to be utilized soon.

Ramirez made a motion to support staff's recommendation to move forward with contracting a consultant for this project using Measure B funds. Bentson seconded. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

10. **OLD BUSINESS**

10.1. **Donation and Fundraising Policy**

The proposed donation and fundraising policy was originally introduced at the October 17 Parks and Recreation Commission meeting. Since then, staff has received input from the city attorney's office and the finance department. Their changes were relatively small, according to Atkins.

There was a question about the current naming policy. Atkins explained that the current policy would supersede this new proposed donation policy if they were to come into conflict.

Ramirez made a motion to recommend the donation and fundraising policy to City Council. Bentson seconded. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

10.2. **Review of 2023 Parks & Recreation Commission Work Plan**

Commission Staff Liaison Henig reviewed updates to the Commission Work Plan:

- **Arbor Day** – The trees will be donated by Google with the assistance of Greg Bozzo's landscape company. Those trees will be used for the December 6 Arbor Day event. Prep work will begin next week.
- **Citywide Events** – Staff is seeking commissioner support at Breakfast with Santa at the Senior Center on Saturday, December 9. Commissioners will assist in the kitchen and are expected to arrive at 7:00 am.
- **Dog Park Committee** – The committee presented a draft of the one-page memo that will ultimately be submitted to the Public Works Director. The following changes were made to the memo:
 - Las Animas was misspelled.
 - Replace "improving exterior façade" with "more inviting appearance"
 - Remove small/large dog park fence split.
 - Replace "five point" with "multi-point."
 - Combine "Enforcement of dog owner behavior" with "improved signage"

11. **DEPARTMENT UPDATES**

11.1. Recreation Division Updates - Henig presented his report about the Recreation Division as explained in the meeting packet.

11.2. Status of City Parks – John Sousa provided the following update:

- Christmas Hill Park - Seeding Ranch Site; Mulberry picnic area's restrooms were vandalized and are temporarily closed. Garbage cans at the park were vandalized too.
- Hecker Dog Park – Half of the turf at the Dog park is getting seeded.
- San Ysidro Park – field will be seeded
- Sports Park – Field will be seeded
- Identifying needed repairs in preparation for the storm. During the most recent storm, trees fell.

Public Works Interim Director Karl Bjarke reported that there are two contracts that will be taken to Council in December: a) Bathroom replacement at Christmas Hill b) Upgrade lighting at San Ysidro Park

12. **COMMISSIONER PARK REPORTS & COMMENTS**

- **Saso** – Forest & Los Arroyos parks look good.

- **Bentson** – Graffiti was removed at Casper. At Del Rey, there's a sidewalk lift near the school. Also, power washing is needed for the table with checkers board.
- **Ramirez** – At Las Animas, the grass looks good. Noticed that graffiti is on the trash can in the parking lot at Mantelli (westside). Water fountain on baseball field is leaking. Christmas Hill Park looks good despite the vandalism.
- **Graham** – At Sports Park, noticed the sidewalk is clean from sap; in the middle of A4 field there are some bare spots. There is an RV parked at the Sports Park. At Rainbow, lots of people are there in the afternoon. Park staff is very polite.
- **Davis** – Christmas Hill Park is thriving. Lots of people there and enjoying themselves.

13. **STAFF COMMENTS** – none

14. **FUTURE COMMISSIONER INITIATED ITEMS**

Ramirez is requesting additional funding sources to support Parks and Recreation.

15. **ADJOURNMENT** – meeting adjourned at 7:23pm.

AH

Adam Henig, Recording Secretary