



PARK AND RECREATION COMMISSION MINUTES

October 24, 2024, 7:00 p.m.

A. CALL TO ORDER & ROLL CALL

Chair Bullington called the meeting to order at 7:04 p.m.

Roll Call found the following members present: Chair Derrick Bullington, Vice-Chair Norman Cohen, Commissioners Michelle Gallardo, and John Tomei. Commissioner Blythe Lind was excused. Staff members present Aaron Wanden, Park Maintenance Manager; Amanda Chaney, Recreation Supervisor; Janice Ellis, Parks Planner; Elaine McGurk, Project Services Specialist; and Jamie Bartzi, Administrative Assistant.

B. PLEDGE OF ALLEGIANCE

Chair Bullington led the Pledge of Allegiance.

C. PUBLIC COMMENTS

NONE

D. PRESENTATIONS

Janice Ellis, Parks Planner, gave a brief presentation about KOMPAN, Inc. and some products they provide. One of the interesting items they offer is equipment made of Robinia wood. It looks like real wood but more user friendly, less splinters for kids.

Aaron Wanden, Park Maintenance Manager, said in the past years, staff would invite different vendors to attend the Park and Recreation Commission meetings to give a short presentation to introduce the company and show off any new equipment being offered.

D.1 KOMPAN, Inc. playground equipment. (Ellis, J)

E. INFORMATIONAL REPORTS FROM COMMISSIONERS, SUBCOMMITTEES, LIAISONS, AND STAFF

Janice Ellis, Parks Planner, reported:

- Parkside Villas: Staff has received the last piece of documentation for close out and will set a date for the final walk through. Once this has been completed, staff will take the item to the City Council for approval.
- Hanson Lane: The Ad-Hoc Committee is working with the vendor to come up with a park design that will stay within budget.

- Trumark: Revisions to the tentative map will go back to City Council for approval.

Elaine McGurk, Project Services Specialist, reported:

- Windsor Way Park Playground Replacement: On October 8, the City Council approved the award of contract for the park playground replacement to SPEC.
- Irrigation controllers: On October 8, the City Council approved the purchase of City Wide irrigation controllers.
- Egret Park Playground Replacement: Staff will take the item for award of contract to Park Planet at the City Council meeting on November 12.
- Homecoming Park Playground Replacement: Staff will take the Notice of Completion to City Council for approval in December.
- Veteran's Park Eagle Scout project of the book box has been completed.

Aaron Wanden, Parks Maintenance Manager, reported:

- Sand Creek Sports Complex: Staff is working to complete the bid docs and hope to put the project out to bid mid fall. This project is on schedule to present the award of contract to the City Council in late winter and the ground breaking in Spring of 2025.
- Pioneer Pickleball Courts: Staff has striped the courts and signs have been ordered. Staff will install the signs and paddle racks when all items have been received.
- City Wide Park Shade Program: The City Council discussed this at a recent City Council meeting. Their direction is to have the Park and Recreation Commission work on this item. Staff will prepare a staff report for a future meeting and at that time staff will ask for an Ad-Hoc Committee to be formed for this project.
- Commission vacancies - All Commission vacancies will be posted in November and interviews tentatively set for January 2025.

Amanda Chaney, Recreation Supervisor, reported:

- Adopt-a-Senior Program applications are now open and staff is still looking for sponsors to adopt or shop for the seniors.
- Turkey Raffle registration closes on November 8. This is available to those 55+ and one per household. Last year, approximately 70 turkeys were given away.
- Brentwood Family Aquatic Complex closes for the season on October 31.

- 2025 Public Art Wall Call for Artists applications deadline is October 31.
- This weekend the Chamber of Commerce will host the Hometown Halloween from 4 - 8 p.m. in the downtown area and the City will host Movie in the Park at 7 p.m. featuring Monsters University.
- On Sunday, the Dia de Los Muertos event will be held in the Dollar General parking lot/Village Drive from 2 - 7 p.m.
- 2025 Concert in the Park application deadline is at the end of November.
- Scarecrows in the Park went up on Monday, October 21 with about 15 participants.
- The City will host its inaugural Veterans Day parade on November 10th and the American Legion will host a special event on Monday, November 11 with the City providing a free lunch immediately following the event at the Brentwood Senior Activity Center.

F. CONSENT CALENDAR

Motion to approve the Consent Calendar items F.1 - F.4

Moved by: Derrick Bullington, Chair

Seconded by: John Tomei, Commissioner

Ayes (4): Derrick Bullington, Chair, Norman Cohen, Vice-Chair, Michelle Gallardo, Commissioner, and John Tomei, Commissioner

Absent (1): Blythe Lind, Commissioner

Motion Approved (4 to 0)

F.1 Approve Minutes of the Regular Meeting of September 26, 2024.

Motion to approve the Consent Calendar items F.1 - F.4

Moved by: Derrick Bullington, Chair

Seconded by: John Tomei, Commissioner

Ayes (4): Derrick Bullington, Chair, Norman Cohen, Vice-Chair, Michelle Gallardo, Commissioner, and John Tomei, Commissioner

Absent (1): Blythe Lind, Commissioner

Motion Approved (4 to 0)

F.2 Accept the Parks Division (Trails, Projects, Landscape Maintenance) Quarterly Report.

Motion to approve the Consent Calendar items F.1 - F.4

Moved by: Derrick Bullington, Chair

Seconded by: John Tomei, Commissioner

Accept the Parks Division (Trails, Projects, Landscape Maintenance) Quarterly Report.

Motion Approved

- F.3 Accept the Parks Division (Trees/Landscape Maintenance Quarterly Report).

Motion to approve the Consent Calendar items F.1 - F.4

Moved by: Derrick Bullington, Chair

Seconded by: John Tomei, Commissioner

Accept the Parks Division (Trees/Landscape Maintenance) Quarterly Report.

Motion Approved

- F.4 Accept the Parks Division (Parks/Landscape Maintenance) Quarterly Report.

Motion to approve the Consent Calendar items F.1 - F.4

Moved by: Derrick Bullington, Chair

Seconded by: John Tomei, Commissioner

Accept the Parks Division (Parks/Landscape Maintenance) Quarterly Report.

Motion Approved

G. BUSINESS ITEMS

- G.1 Park and Recreation Calendar Review for November and December 2024.

Elaine McGurk, Project Services Specialist, introduced the item. Staff would like the Commission to discuss and decide if they would like to hold a special meeting in November since the regularly scheduled meeting falls on a City Holiday. In December, the regularly scheduled meeting falls on the day after Christmas and staff would like for the Commission to decide if they would like to proceed with that meeting date.

Staff has reserved the Council Chamber for various dates in December if needed to hold a Special Meeting.

Motion to hold a Special Meeting on November 21 and cancel the regular scheduled meeting on December 26.

Moved by: Derrick Bullington, Chair

Seconded by: Michelle Gallardo, Commissioner

Staff is requesting the Commission to discuss and provide direction for the upcoming meeting dates in November and December.

Ayes (4): Derrick Bullington, Chair, Norman Cohen, Vice-Chair, Michelle Gallardo, Commissioner, and John Tomei, Commissioner

Absent (1): Blythe Lind, Commissioner

Motion Approved (4 to 0)

H. REQUEST FOR FUTURE AGENDA ITEMS

H.1 NEW REQUEST(S)

H.2 REQUESTED ITEM(S)

NONE

I. ADJOURNMENT

It was moved/seconded by Bullington/Cohen to adjourn at 7:25 p.m.