



**MINUTES OF THE SPECIAL MEETING
PARKS & RECREATION COMMISSION
OF THE CITY OF LA CAÑADA FLINTRIDGE
HELD ON TUESDAY, OCTOBER 29, 2013**

PRELIMINARY BUSINESS

1. Call to Order

Chair Nydam called the meeting to order at 6:00 p.m.

2. Roll Call

Commissioners Olson, Nydam, Koblin, Berkuta, and Kamar all present.

3. Pledge of Allegiance

4. Comments from the Public

5. Approval of September 24, 2013 Special Meeting Minutes.

M/S/C: Commissioner Olson/Kamar to approve the September 24, 2013 Commission Special Meeting Minutes. 3-0-2 (Koblin and Berkuta abstaining).

NEW BUSINESS

6. Policy for Recognition Plaques on Trails within the City of La Cañada Flintridge.

City Staff informed the Commission that since the prior meeting at which the issue was discussed that the City had received quite a bit of feedback on the topic. The City Manager had issued a policy memo to further develop the policy, which is consistent with the vote of the Parks and Recreation Commission, in that it provides for recognition plaques and would call for the placement of these plaques in a centralized location.

However, the City Manager's policy memo didn't support a location such as City Hall of Memorial Park, as it didn't have a connection with the trails. The City Manager said that the City would pay for the relocation of any monument up to \$250.00 and large scale monuments such as the overhead archway adjacent to St. Bede's would stay in place. Alameda stated that the Commission would now need to further develop the specifics to devise a policy, such as, service standards, if there should be any time duration for the display of recognitions, or if "retroactive" recognition would be allowed.

Commissioner Kamar asked if the La Cañada Boy Scouts have agreed to place their future plaques in a centralized location. Alameda stated that well, the input of both sides is understood, the policy that would manage public property is not the decision of the Boy Scouts. Alameda read from Mark Alexander's policy memo the portion that addressed this issue:

"I concur that said plaques should be located at a centralized location; however, I do not concur that such location should be at a City park site or City Hall that otherwise bears no relationship to the recognition that is being intended. The centralized location should either be adjacent or a trailhead of the respective trail where the work was performed or at one centralized trailhead [being one location within the City] such as Winery Trailhead Park; thus giving some connection to the trail improvement project. I leave it to the Commission to best determine which is more appropriate."

Randy Strapazon addressed the Commission on the issue stating that various organizations have contributed millions of dollars in funding toward the acquisition and improvement of the trails. These organizations do not have recognition for their contributions and these volunteer projects should not receive recognition. She further stated that there is no need for Boy Scout projects to take place along the trails within the City.

Carolyn Craven, President of the Trail Council, addressed the Commission requesting that no plaques be allowed within Cherry Canyon. Ms. Craven also pointed out that the scope of a "project" will be difficult to determine.

Chair Nydam closed the public comment period on the agenda item for the Commission's discussion. Commissioner Berkuta asked if there is currently any policy in place regarding plaques along trails within the City. Alameda stated that there is no policy in place and this is why the City Council referred the issue to the Commission. Alameda stated that the County of Los Angeles does not have a policy in place and will adopt the City's policy once implemented so the County trails in the City will mirror the City's new policy.

Commissioner Koblin asked if the policy could allow for multiple locations within the City or only one single location. Alameda stated that this would be up to the Commission to discuss. Alameda suggested that the Commission discuss the issues at play one-by-one and vote on each one to establish the policy guidelines.

Trail Recognition Plaque Policy Elements:

- A. Should recognition plaques be allowed within the City for the recognition volunteer projects:

M/S/C: Commissioner Berkuta/Kamar not allow for the recognition of any volunteer projects along the trails or elsewhere within the City. 1-4 (Commissioners Nydam, Olson, Kamar, and Koblin opposed).

- B. How many locations should be allowed within the City for the display of recognition plaques, multiple or a signal location:

M/S/C: Commissioner Nydam/Olson only a single location should be established for the display of recognition plaques within the City. 5-0.

- C. Where within the City should be the “signal location” for the display of recognition plaques:

Commissioner Kamar asked if the City would need permission from Southern California Edison (SCE) for the placement of such a structure. Alameda stated that the City would need to write a letter to the SCE Real Estate Office to make this request.

M/S/C: Commissioner Nydam/Olson to establish the single location as Winery Canyon Trailhead Park as the site for future the display of recognition plaques within the City. 5-0.

- D. Should there be a standard structure in some form for the display of plaques and should there be standard dimensions to the size of the plaque:

M/S/C: Commissioner Berkuta/Koblin to provide for recognition plaques at the size of 4 inches tall by 6 inches wide to be affixed to a structure consistent with the monument signs within the City with a river rock veneer. 5-0.

- E. Should there be a minimum or maximum time duration for which recognition plaques for to be displayed:

M/S/C: Commissioner Olson/Nydam that there would be no defined time duration and no guarantee to display recognition plaques for any set period of time. 5-0.

- F. What would define a “significant project” that would be eligible to have the ability to install a plaque at the “centralized location”:

M/S/C: Commissioner Olson/Berkuta that a project must consist of 400 hours of man hours of volunteer work at the project site. 3-2 (Koblin and Kamar opposed).

- G. Should there be a retrospective allowance for plaques to be installed for projects that occurred in the past to be included at the centralized location:

M/S/C: Commissioner Olson/Berkuta there will not be recognition of projects that occurred in the past, which didn't have a pre-existing recognition. Pre-existing plaques that are being eliminated may receive recognition at the centralized location. 5-0.

- H. Should existing plaques at the trail entrances be relocated to the centralized locations:

M/S/C: Commissioner Koblin/Kamar plaques existing at the entrances to trails should be left in place if the relocation cost is over \$250.00, plaques along trails shall be left in place. 5-0.

- I. What material should recognition plaques be constructed of that will be placed upon the future monument:

M/S/C: Commissioner Olson/Koblin the individual plaques should be constructed of bronze with the production and installation cost the responsibility of the requester. 5-0.

City staff will bring back a draft policy at a future meeting of the Parks and Recreation Commission for review and potential adoption.

7. Update on Joint Use Restroom project within the Community Center of La Cañada Flintridge.

City Staff provided an update on the project at the Community Center of La Cañada Flintridge. The members of the Sports Coalition approached the City in early 2012, when the La Cañada Unified School District took away access of the restrooms in the FIS Gymnasium from the groups that used the restrooms on weekends and weekday nights.

The City looked at various options to provide reliable access to restrooms including stand-alone restrooms on the FIS Lower Field, which was cost prohibitive due to the sewer connection cost. Portable restrooms on the site weren't seen as a viable long-term solution.

This left the Community Center modification at a capital cost of \$9,800 as the best alternative to provide restrooms. The City proceeded with the project, getting it done as soon as possible, as it was placed as a “high priory” by the Joint Use Committee. The City provided the up-front costs for the capital improvement of \$9,800 and requested assistance from the members of the Sports Coalition toward the annual maintenance cost that were not budgeted within the current fiscal year.

The total maintenance cost for the restroom will be \$7,325 and the City received a contribution from the members of the Sports Coalition in the amount of \$4,900. The cost share was apportioned based upon usage of the FIS Lower Field, with the break-down as follows:

AYSO Region 13	\$2,300
LCBSA	\$2,300
Gladiators	<u>\$ 300</u>
TOTAL	\$4,900

Commissioner Koblin stated that there was change over with the leadership with some of the user groups and there wasn’t recollection by some of the project. He stated that the groups are now aware of the project and awaiting invoices.

Alameda stated that the project is now complete and the Community Center is happy with the project. Alameda stated that a concern raised by the user groups was if this would fully subsidize the restrooms users of the Community Center. However, these restrooms are one of three sets of restrooms on site. Additionally, the City fast-tracked the project for the current fiscal year is the reason that there was not an established maintenance budget for the restroom. This can be planned for future years.

8. Discussion of potential Community Music Festival within the City.

City Staff provided an update on a proposal that arose at the last Joint Use Committee meeting for a Chamber Music Festival within the City. A resident proposed bringing a Chamber Music Event to the City, using the Lanterman Auditorium as the venue for the potential event. The Joint Use Committee also discussed future improvements to the Auditorium, including air conditioning and improved seating.

City staff had suggested if it was to be attempted, to try to add it to the end of the Music-in-the-Park Summer Concert Series, with the first Sunday after the conclusion of the series to hold the event the next Sunday in the Auditorium.

9. Discussion of Park Usage Policy during Music-in-the-Park Summer Concert.

Commissioner Nydam had asked for this issue to be placed on the agenda at a prior meeting. He reported that at the past year's concerts there were people and businesses roping off large areas of the park and also people placing large pop-up tents blocking the view of others.

Commissioner Koblin suggested that the City request that the audio technician make an announcement requesting individuals not placed large easy ups in the middle of Memorial Park building off the view of others.

The Commission agreed that no formalized policy should be developed for the coming year. However, they will determine if asking the audio technician to make an announcement requesting attendees to be respectful of the space of others and their sight lines works to solve the problem.

10. La Cañada Elementary School 5th Grade Class Pumpkin Carving Event Permit Request for Usage of Memorial Park

Chair Nydam Re-Ordered the Agenda to add the "LCE School 5th Grade Class Pumpkin Carving Event Permit Request for Usage of Memorial Park".

M/S/C: Commissioner Olson/Berkuta to add "LCE School 5th Grade Class Pumpkin Carving Event Permit Request for Usage of Memorial Park". 5-0

Staff Liaison Carl Alameda presented on the request of LCE 5th Grade Class Pumpkin Carving Event at Memorial Park.

Commissioner Koblin expressed concerns that the applicant was not specific in naming the School District or the PTA, which means that there is not definite insurance for the event.

M/S/C: Commissioner Koblin/Berkuta to approve the request of LCE 5th Grade Class Pumpkin Carving Event at Memorial Park, pending verification of liability insurance by City staff. 5-0

CONCLUDING BUSINESS

11. Staff Comments

None.

12. Items for Future Agendas

Commissioner Kamar would like to have a future discussion regarding a shade structure at the LCE Field bleachers.

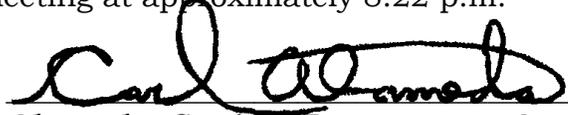
Commissioner Nydam mentioned that he has been asked by users at the FIS Tennis Courts about the repair of the surface cracks.

13. Comments from the Commission

Commissioner Olson stated that the access to the restrooms at the Community Center of La Cañada Flintridge is an excellent addition for the community.

ADJOURN

Chair Nydam adjourned the meeting at approximately 8:22 p.m.

A handwritten signature in black ink, appearing to read "Carl Alameda". The signature is fluid and cursive, with a large initial "C" and "A".

**Carl Alameda, Senior Management Analyst II
(Staff Liaison to the Commission)**