



# *City of Kingsburg*

## **Community Services Department**

1401 Draper Street, Kingsburg, CA 93631

### **COMMUNITY SERVICES COMMISSION**

#### **REGULAR MEETING**

**JANUARY 22, 2018**

**6:30PM**

#### **AGENDA**

1. **Call to Order**
2. **Public Comments** - On any matter which does not appear on the agenda over which the Community Services Commission has jurisdiction. Comments on unscheduled items are limited to five minutes.
3. **Oral Report by Skate Park Committee**
4. **Oral Report on Park Improvements – Community Services Director Adam Castaneda**
5. **Athwal Park Layout Design- Community Services Director Adam Castaneda**
6. **NFC Project Proposal- Mayor Roman and Community Services Director Adam Castaneda**
7. **Unscheduled Matters for Commission Members - (For discussion only. Action may not be taken. Items must appear on the agenda as a specific item to be acted upon.)**
8. **Adjourn**

Chairperson  
Melissa Bethel

Vice Chairperson  
Edward Moreno

Commissioners  
Seth Brown  
Catherine Hambleton  
Sarah Chambless  
Joy Bratton  
Jewel Hurtado

Student Commissioner  
Austin Bratton

Community Services Director  
Adam Castaneda

Secretary  
Mary Colby

COMMUNITY SERVICES COMMISSION  
REGULAR MEETING  
AUGUST 28, 2017

**Call to Order** – At 6:34PM the Community Services Meeting was called to order.

**Commissioners Present** – Hambleton, Chambless, Moreno, Bratton and Bethel.

**Commissioners Absent** – Hurtado, Brown and Student Commissioner Bratton.

**Public Comments** – There were no citizens present who wished to comment at this time.

**Approve Minutes** – Commissioner Hambleton made a motion, seconded by Commissioner Bratton to approve the minutes from the Community Services Commission meeting held July 24, 2017 as mailed. The motion carried by unanimous vote of those Commissioners present.

**Skate Park Progress** –

Michelle Roman, Community Services Liaison, the subcommittee met to discuss grant writing for potential funding. They decided to meet face to face with Grantor and get insight on how to proceed. If we want to get into this grant cycle it is due within the week. Since additional information was needed we will apply for the next funding cycle which will be January of 2018.

Discussed presenting the vision for the skate park to the City Council again to see if they will let us use the \$40,000.00 allotted to break ground and show citizens that we are serious about this project.

Funding suggestions (Submitted by Commissioner Hambleton)

Discussion regarding offering pavers for a donation option. There have been two bricks purchased in the past.

Present the pavers to Council for potential sidewalk

Decide how bricks will be used before really pushing the sale of the bricks.

Other items discussed:

Lions Skate Park is the proposed name, since that organization gave the \$25,000.00 donation.

Approach a local restaurant and ask for a designated night for a portion of their profits to go towards the Skate Park. Commission asked Adam to make calls to local restaurants and find out what we need to do and what percentage they would offer.

Encourage the Skate kids to approach business owners to place cans for donations.

Honor the kids that raise the most funds.

Mayor Roman will approach the schools about fund raising and get the permissions we need.

Coordinator Castaneda will contact local restaurants.

Commissioner Bratton will send pictures of bricks and send brochure to commissioners

**Update on purchases for Downtown and Memorial Park** – Oral Report by Community Services Director Adam Castaneda

- Community Services Coordinator Castaneda has delivered the volleyball court and horseshoe equipment to Public Works for installation. Only one volleyball court can be placed in Memorial Park and will be in the current location.
- Playground diggers have been ordered and should be arriving soon.
- Horseshoe pits, Public Works Director Hays is concerned with the liability of horseshoe pits. They will install them but will have someone else build them, with a play at your own risk sign.
- The other volleyball court can be place in a different park let Community Services Coordinator Castaneda know where you would like it located.

**Set date for Commissioners Workshop in September –**

September 25<sup>th</sup> at 6:30PM

**Commission discussion regarding scheduling of meetings and times. –**

The Commissioners will meet in September for their workshop skip October meet in November and skip December.

The Commissioners requested that the minutes be sent out earlier in the week.

**Unscheduled Matters for Commission Members –**

Commissioner Bratton – asked if the goat heads are being taken care of at the dog park. Report is that they are spraying regularly in addition to other methods of eradication.

Student Commissioner Bratton has made honor choir so he will not be able to attend for the rest of the year and will be applying for GCU next year.

Mayor Roman will contact the school for a new youth commissioner.

BBQ pits - will we pursue this project. If so costs and quantity needed have to be assembled.

**Adjourn** – At 7:48PM the meeting was adjourned.

Submitted by

Mary Colby  
Planning Secretary

## Skate Park Plan

February 2018: Our goal date for a ground-breaking and placing a sign at Athwal Park (need funding in place as well as Council approval before sign goes up)

September 2017 - Subcommittee Meeting (9/19/17)

- Develop fundraising plan
- Call engraving companies to find out who can give us the best price to engrave pavers
- Ask local restaurants if they'll sponsor an event fundraising night
- Approach principal at Reagan about fundraising activity in November (have leadership kids at Reagan run the event)

October 2017 - Subcommittee Meeting (10/17/17)

- Joy
  - o Get sample bricks from Leave Your Mark
  - o Design Dala Horse riding a skateboard for logo
  - o Send new logo to Adam for banner
  - o Research other grant opportunities
  - o Ask Wes Sever if donations can be made to KEF for tax deductible donation
  - o Get stickers to sell at Santa Lucia booth?
- Adam
  - o Look into Tony Hawk grant application deadlines
  - o Contact Alex for skate park design images and put on large posters
  - o Order a large banner:
    - Wording (2 lines) Kingsburg Lions Club City Skate Park Coming Soon...
    - Image of Lions Club logo
    - Image of Dala Horse on Skateboard
  - o Sign us up for booth for Santa Lucia
  - o Sign up Skate Park for parade entry
  - o Help follow up with restaurants for fundraising evenings
  - o Research other grant opportunities
- Michelle
  - o Contact Rotary and Kiwanis
  - o Youth Council Meeting (October 24<sup>th</sup>) – ask them to help with Santa Lucia booth, parade entry, and restaurant fundraisers – need them to participate and help with publicity
  - o Continue follow up with Reagan and Rafer principals for fundraisers – aiming to have the fundraisers in early November
  - o Research other grant opportunities

November 2017

- Call to find out grant application deadline and work on revising/rewriting it
- School fundraiser event (Michelle will provide pizza prize to winning class) winning class gets to be in parade?
- Plan Santa Lucia booth – make sure brochures/flyers are printed

## December 2017

- Santa Lucia Festival booth (help from commissioners and skate parents/kids)
  - o Magnets (Melissa)
  - o Brochures (Adam)
  - o Banner
  - o Large Posters of Skate Park
  - o Thermometer
  - o Helmets
  - o Stickers to sell (Joy)
  - o Sample bricks
  - o Will be accepting money – need to know who money should be donated to
- Santa Lucia Parade - Pass out brochures to spectators. Have a banner that says “Lion’s Club Skate Park in Kingsburg.... Coming Soon....”
- Call to find out new grant deadline

## January 2018

- Submit new grant application

## February 2018

- Present plan and total money raised to City Council. Council will have been receiving updates from Adam and Michelle before this.

### **Skate Park Fundraising Plan**

Goal: \$125,000

1. Approach local organizations and businesses for donations
2. Ask for donations from Kingsburg residents
3. Booth at Santa Lucia Festival
4. Coin drive at Reagan School
5. Local restaurant profit-sharing fundraisers
6. Write grant applications

#### Things to do to prepare:

- Write a letter that can be handed to potential donors w/tax ID # and donation options; include information on adopt-a-ramp options
- Develop a list of potential donors
- Ask Wes Sever if we can have all donors send money through KEF or should we have donations go through Lions Club? So that donations can be tax deductible
- Revise brochure
- Create flyer
- Approach Reagan School principal to set date for fundraiser (November)
- Set a date for skate parents/kids to meet to prepare for Santa Lucia volunteering (Nov)
- Rewrite the grant application
- Research other grant options
- Ask Stacked/Salazars/Corsaros if they’ll host an event night