



**Board of Parks and Recreation
Regular Meeting Minutes - Draft**

Wednesday, October 22, 2025

5:00 PM

1. CALL TO ORDER AND ROLL CALL

Chair Quandt called the meeting to order at 4:34 pm.

Present 4 - Chair Carole Quandt, Board Member Paul Castillo, Board Member Carolina Spence, and Board Member Keating Vogel

Absent 2 - Board Member Madonna Cruz, and Board Member Frank Pond

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

3. PUBLIC COMMENT ON NON-AGENDA MATTERS

Duane De Witt spoke on appreciation for the newly installed public pathway in Roseland Creek Community Park. He made additional comments on the park including proposals for future park amenities and renaming to Pomo Park. He requested that the Board of Parks & Recreation start its meetings at 5pm.

4. APPROVAL OF MINUTES

4.1 AUGUST 27, 2025, Regular Meeting Minutes

The approval and adoption of the August 27, 2025 meeting minutes was continued to the December 10, 2025 meeting.

PUBLIC COMMENT:

Duane De Witt spoke on item 4.1 suggesting that the Board delay a vote on approving the minutes.

5. RECREATION AND PARKS UPDATES

5.1 UPCOMING EVENTS & PARK PROJECTS

A list of upcoming events and current park projects was distributed to the Board and made available to the public prior to the meeting. Staff Liaison Emily Ander shared highlights from the list and mentioned the new City of Santa Rosa City Asset Naming and

Renaming Policy recently approved by the City Council which will impact park and recreation facility names, and suggested this topic be brought before the Board at a future date.

6. CHAIR/BOARD MEMBERS REPORTS AND COMMITTEE UPDATES

Board Chair Quandt provided highlights of attending the Floating Pumpkin Patch Recreation event. She noted that the Rural Cemetery's popular Lamplight Tours sold out again in September.

Board Member Castillo shared that he anticipates participating in Halloween at Howarth Park with his family.

Board Member Spence shared highlights from the successful Merit Awards held annually by the City.

7. SCHEDULED ITEMS

7.1 REPORT - VICE CHAIR NOMINATION AND ELECTION

BACKGROUND: The Board will nominate, discuss, and vote to elect a member of the Board of Parks and Recreation to serve as Vice Chair.

RECOMMENDATION: The Board shall, by motion, elect a Vice Chair.

Board Member Spence made a motion to nominate Board Member Castillo as Vice Chair of the Board of Parks and Recreation and Board Member Vogel seconded the motion. Board Member Castillo accepted the nomination. The motion was passed by all present board members.

7.2 REPORT - LETTER OF SUPPORT REQUEST

BACKGROUND: The Southeast Greenway Campaign requests the Board of Parks and Recreation's provide a letter of support for the City of Santa Rosa's grant application to Caltrans Sustainable Transportation Planning Grant (STPG). The grant will support the master planning effort for the Santa Rosa Southeast Greenway project.

RECOMMENDATION: Discussion and motion.

PUBLIC COMMENT:

Thea Hensel spoke about the Southeast Greenway, Santa Rosa's newest City park. The Transportation and Public Works Department is applying for a CalTrans grant to complete the Master Plan for the park. Thea asked for a Letter of Support to supplement the grant application, and offered to give SE Greenway park tours to any interested board members.

Chair Quandt requested assistance with drafting the letter of support. Board Member Vogel agreed to create a draft letter that would be reviewed by Chair Quandt. The Board agreed to give Chair Quandt authority to sign the letter on behalf of the Board after staff review.

RECOMMENDATION

Discussion and motion to approve the Board of Parks and Recreation providing a letter of support for the City of Santa Rosa's grant application to Caltrans Sustainable Transportation Planning Grant (STPG) for the Master Planning of Southeast Greenway Park. The motion was passed by all present board members.

7.3 REPORT - 2026 RECREATION FEES UPDATE

BACKGROUND: Deputy Director of Recreation, Jeff Tibbets, will present the Council approved Recreation Fee schedule for 2026 and the updated methodology to determine the fees. The Recreation Division provides a wide range of fee-based services, including facility use, admissions, and program activities. Fees have been updated to adjust to increasing expenses, support greater cost recovery, and improve operational efficiencies.

RECOMMENDATION: Information

Deputy Director of Recreation, Jeff Tibbetts, shared a presentation on the Council approved upcoming fee updates for the Recreation Division.

PUBLIC COMMENT:

Duane De Witt commented on Southwest Community Park and the food vendors which are operating at the Park without permits, and sports tournaments being held at the Park. He suggested the City

should be auditing these activities and their sales to bring in additional income to the City, and allow vendor sales at all parks.

RECOMMENDATION
Information

7.4 REPORT - BOARD OF PARKS AND RECREATION BYLAW UPDATES

BACKGROUND: Assistant Parks Planner, Emily Ander, will present updates to the Board Bylaws for discussion including meeting frequency, meeting start time, and administrative changes.

RECOMMENDATION: Discussion

Staff Liaison Emily Ander reviewed Board of Parks and Recreation Bylaw updates recently approved by the City Council and presented options for new meeting frequencies, meeting days and times, and a correction made to change the name of Standing, Special, and Subcommittees to Ad Hoc Committees to better align with Board and Advisory Committee standards.

Board members discussed the meeting time and frequency options. A show of hands indicated all board members present preferred to meet bimonthly, change meeting start times to 4pm with public hearing items presented at 5pm or later when possible, officially change the meeting date from the 3rd Wednesday of the month to the 4th Wednesday of the month, and change committee names to Ad Hoc.

A vote will be held at the next Board meeting with these recommendations.

RECOMMENDATION
Discussion

8. WRITTEN AND/OR ELECTRONIC COMMUNICATIONS

Chair Quandt commented on the written communication regarding North Park, noting that there is a neighborhood work day scheduled for the park on November 9 from 10am - 1pm supported by the Parks Maintenance crew.

9. FUTURE AGENDA ITEMS

Suggested future agenda items:

1. Subsidy program for the Recreation Division.
2. Field trip to Finley Community Center and Person Senior Wing for all Board Members.
3. Update on current Parks projects - a quick review of all projects with highlights of a couple of projects at every board meeting.
4. More information on vibrant volunteer groups assisting in City Parks.

10. ADJOURNMENT

Chair Quandt adjourned the meeting at 6:23 pm.

Approved on:

Kim Grindell
Recording Secretary