

City of Calistoga
COMMUNITY RESOURCES COMMISSION



Chairperson: Karen Chang
Vice – Chair: Chris Henderson
Members: Sandra “Sue” Harper
Bev More
Indira Lopez

MINUTES
COMMUNITY RESOURCES COMMISSION
REGULAR MEETING
Wednesday, October 29, 2008 – 7:00 P.M.

1
2 **A) CALL TO ORDER**
3

4 The meeting was called to order by Chairperson Chang on October 29, 2008, at
5 7:03 p.m. in the Community Center. Commissioners present included Vice-Chair
6 Henderson, Commissioners More and Harper, Frank DiFede, and Jonathan Mills,
7 Interim Secretary to the Community Resources Commission. Absent was
8 Commissioner Lopez.
9

10
11 **B) PUBLIC COMMENT**
12

13 There was no public comment.
14

15
16 **C) ADOPTION OF MEETING AGENDA**
17

18 **Chairperson Chang pulled items 1, 2, and 3 from the consent calendar for**
19 **discussion.**

20
21 **D) CONSENT CALENDAR**
22

23 The following items listed on the Consent Calendar are considered routine and are
24 approved by a single motion. The Chairperson or any member of the Commission
25 or of the public may request that any item listed under the Consent Calendar be
26 removed and action taken separately. In the event that an item is removed from the
27 Consent Calendar, it shall be considered in its numerical order.
28

- 29 1) Minutes of the regular Community Resources Commission Meeting on
30 September 17, 2008.

31 RECOMMENDED ACTION: Approve Minutes.
32

- 33 2) Change the time of the regularly scheduled Community Resources
34 Commission meetings to 5:30 p.m.
35

36 3) Change the dates of the November 19th and December 17th regularly
37 scheduled Community Resource Commission meetings to November 13th
38 and December 11th.

39 **Chairperson Chang pulled items 1, 2, and 3 from the consent calendar for**
40 **discussion.**

41 1) Minutes of the regular Community Resources Commission Meeting on
42 September 17, 2008.

43 RECOMMENDED ACTION: Approve Minutes.
44

45 Chairperson Chang noted a change to the September 17, 2008, minutes. On line
46 127, she would like to add that she gave recognition to the programs not sponsored
47 by the City, such as Napa Land Trust for providing information on the Fall/Winter
48 Hike series and also programs such as CSAA's Online Mature Driving Course. She
49 noted how nice it was to have all of the local activities listed in one place.
50

51 The minutes from the September 17, 2008, minutes were approved with the
52 changes noted above.
53

54
55 2) Change the time of the regularly scheduled Community Resources
56 Commission meetings to 5:30 p.m.
57

58 There was discussion about changing the time of the regularly scheduled
59 Community Resources Commission meetings to 5:30 p.m. Previously, the times
60 were chosen to accommodate the student Commissioners' schedules. Frank
61 reported that he has received one application for the open student seats and
62 anticipates receiving more next week. Until such time as the student seats are
63 filled, the meeting time will change to 5:30 p.m. and will be readdressed when
64 necessary.
65

66 3) Change the dates of the November 19th and December 17th regularly
67 scheduled Community Resource Commission meetings to November 13th
68 and December 11th.

69
70 There was discussion regarding date changes for the regularly scheduled
71 Community Resources Commission meetings due to conflict with rescheduled
72 Planning Commission meetings. Chairperson Chang asked City Manager, Jim
73 McCann, if it was appropriate for the Planning Commission to change the dates
74 without discussion or permission from the CRC. He responded by saying that
75 these are regularly scheduled meetings and should not be changed. If schedules
76 are conflicted, an alternate location should be identified that is easily accessible
77 and open to the public. It was decided that the regularly scheduled meeting dates
78 of November 19th and December 17th be kept and held at an alternate location.
79 Frank DiFede will find out what other locations are available for those dates.

80 Vice-Chair Henderson moved to approve the Consent Calendar with the changes
81 noted above. Commissioner Harper seconded.

82

83 **E) GENERAL GOVERNMENT**

84 4) Update, Green and Sustainable Practices Questionnaire.

85 Jim McCann gave an update to the Commission. He discussed the fact that in the
86 last 2 ½ years, legislature has been moving forward and making progress. Green
87 issues are a part of the City Council priority project goals as adopted this year. He
88 pointed out that the NCTPA (that all Napa County cities participate in) has hired
89 circuit rider, Steve Kokotas from MIG, in an effort to have one focused and
90 coordinated effort. He met with Steve Kokotas, along with Mary Cahill, staff from
91 Public Works and Planning and reported that staff is working to put together an
92 inventory of practices that the City currently has. A Climate Protection Plan has
93 been developed that focuses mainly on municipalities and does not have the more
94 difficult private sector components, which has a very different set of actions and
95 evaluations. As part of the ABAG audit, several City facilities have been evaluated
96 including City Hall, Waste Water Treatment Plant, and Sharpsteen Museum,
97 among others. Everything with a meter was evaluated to look at electric and
98 natural gas use, and an evaluation of fuel use on dozers, trucks, squad cars, etc.,
99 has also been performed in order to get a full picture of energy consumption for the
100 City's municipal operations.

101 He stated that the Community Resources Commission will have a great impact on
102 decisions regarding realistic targets and influencing City Council regarding policy
103 decisions and development of activities and projects that make sense for
104 Calistoga.

105 Chairperson Chang said that this project from City Council was taken very
106 seriously by the CRC. A subcommittee was formed and a questionnaire was
107 developed and distributed to the City's Department Heads that looked at basic
108 philosophies broken down by businesses, municipalities, and the general
109 population, which included checklist items in an effort to educate people on basic
110 practices. To date, there has been no response. She noted that the project feels
111 stymied due to lack of response from the City and asked when the CRC could
112 receive a response. Jim stated that part of the reason for the delayed response is
113 the idea of not reinventing and reproducing the same type of survey, but also
114 noted that Dan Takasugi, Director of Public Works, has been working with Warren
115 Schenstrom and has almost completed the questionnaire for our Water Treatment
116 facilities. He expects that we can have that data together for the next CRC
117 meeting.

118 Vice-Chair Henderson mentioned that he did have a conversation with Steve
119 Kokotas, has seen the initial document, and now has a better understanding of the
120 overall goal. He noted that the Rotary Club is promoting green practices and is
121 starting to work with the Community at large. He noted their survey was a great
122 idea of how to work with other groups to educate the community and get more
123 people on board. He feels that the CRC should discuss ideas to work with other

124 organizations and become a facilitator and centralizing force for various groups.
125 One way he discussed is to gather information from Upper Valley on how many
126 households are recycling and getting that information to Steve Kokotas as it
127 develops and also to use for community education. He feels that the CRC should
128 move forward with the survey and also assist with the NCTPA's movement.

129 Jim ended by saying that the timeframe for the NCTPA survey is good. He hopes
130 to get a baseline of the City's greenhouse gas production and ideas on how to
131 better work with other public agencies, such as the School District, businesses and
132 the residential community. Some ideas could be rebate programs, retrofits, grants,
133 and other incentives.

134
135 **PUBLIC COMMENT: Paul Knoblich, 1019 Cedar Street, Calistoga, CA.** Paul
136 said he would like to see strong leadership and would like to see the City appoint a
137 "Green Coordinator." He stated that without the City doing visible things, it will be
138 pretty tough to get community involvement. He discussed a possibility of the new
139 Community Resources department head also have a Green Coordinator
140 responsibility. He likes the idea of a Green Ribbon Committee as this would be
141 something visible, official, and beneficial to the City. He noted the historic nature
142 of the Napa Valley Community with geysers, Petrified Forest, mud baths, etc., and
143 how being a leader in green practices would make us unique in one more way. It
144 would be nice to see Calistoga recognized as the "Green City."

145

146 5) Community Resource Commission goals review.

147 Chairperson Chang stated that the CRC goals from last year were carried over to
148 this year; Hispanic, youth, and senior issues, Pioneer Park, planning at Logvy
149 Community Park, Monhoff Center Recreation facilities, and green initiatives. She
150 noted that all projects are ongoing. Planning & Building is currently working on
151 Sidewalk Dining with City Council and the Dog Park has been taken over by the
152 community group, CalDogs. Currently, the Commissions only specific working
153 goal is green initiatives. She would like the CRC to discuss upcoming goals for
154 08/09 and suggested making the green initiative a main focus, and to set and
155 achieve a specific goal.

156 Jim McCann talked about the scope of the Commission and a current work plan.
157 He was not able to find established goals and programs for this year that have
158 gone to City Council for approval. He suggested forms of recreation, social and
159 environmental issues, community resources, youth and senior activities and asked
160 that the group think about what is important to the community and recommend the
161 creation of a work plan to be presented to City Council.

162 There was discussion by the Committee about disappointment with follow through
163 and the feeling that the CRC was being used as a "rubber stamp" for the
164 Community Resources Department goals and projects. Jim explained that the
165 CRD and CRC should be very much aligned as the department is involved in
166 community issues, ideas and actions, but certainly did not want the Commission to
167 feel disconnected. In renewing goals, the CRC should decide what areas exist

168 that need refinement and what new projects should be part of the CRC goals. The
169 upcoming pool is a great opportunity for CRC to have an impact on recreational
170 needs, facilities studies, programs, etc.
171

172 **CRC Goal Ideas:**

173 Green Initiatives
174 Implementation of Pool Programs and Needs
175 Recreation Facilities at Logvy Park
176 Spring Activity Guide
177 Senior Services and Programs
178

179 There was discussion about also being responsive to the community and provide a
180 forum where members could present issues to be discussed. It was agreed that
181 the CRC would develop goals and that any issues that arise from the public will
182 also be addressed or put on the following year's CRC goals, depending on the
183 nature and significance and whether or not it needs Council approval. It was also
184 agreed that issues from the public will not go unaddressed and that the CRC will
185 assign staff to follow up and report back to CRC.

186

187 6) CRC policy and procedures for staff.

188 Chief Mills stated that he mainly wanted to have a discussion about the staff's
189 roles to the CRC. Bylaws state that staff will follow up on requests by the
190 Commission in order to help them make recommendations on issues. His role will
191 be to serve as Interim Secretary to the Community Resources Commission and he
192 will attend and lead follow up efforts.

193 Jim McCann reminded the CRC about the bylaws and guidelines and moreover
194 wanted to have discussion about how it all works. Staff's role is to put together an
195 agenda, discuss with the Chairperson for final agenda, and provide sufficient
196 background information to assist the CRC in making decisions and
197 recommendations. Items will then be discussed and staff will be given direction for
198 follow up items.

199 Jim McCann gave a brief update about the status of the replacement for the
200 Community Resources Director. This will be presented at the City Council meeting
201 on November 5th for discussion. A job description will be developed to include
202 recreation programming, aquatics, and existing programs and activities for review
203 by City Council. He expects to get more clarity and direction from Council and,
204 once agreed upon, plans to move forward with recruiting efforts. It is clear that
205 someone with a deep understanding of aquatics will be needed with the upcoming
206 opening of the Community Pool. The pool is expected to open to the public in
207 May. The construction continues to move forward, but the City has had to address
208 issues with the contractor's consistency with plans.

209 7) Update, Sidewalk Dining Ordinance.

210 Chairperson Chang said that she reviewed the revised, proposed Sidewalk Dining
211 ordinance. She noted that it was not the intent for the restriction on the use of
212 paper goods to be part of this specific ordinance, but more for the City in general.
213 Commissioner More stated that the idea was not to allow plastic for outside dining
214 which could blow away and become litter.

215 There was discussion about applicants being required to pay rent for using the
216 space. Jim explained that for the City to allow private use of public property, there
217 must be re-numeration of some sort to avoid a gift of public funds. A lease with a
218 nominal payment (it could be \$1 per year) would be best. Typically the fee is
219 minimal, but it still needs to be approved by City Council.

220 Commissioner More discussed the separation requirements in the ordinance.
221 Under general provisions, the minimum separation is 5.5 foot set back from curb.
222 Not many establishments would be able to allow sidewalk dining based on this.
223 Jim explained that sidewalk dining is not going to work everywhere based on
224 pedestrian clearance as approved by the Public Works Director and Planning and
225 Building Department.

226

227 **F) COMMISSIONERS OPEN DISCUSSION**

228
229 Frank DiFede is currently working on recruiting students for the open CRC seats is
230 also working on recruiting student Lifeguards for the pool.

231

232

233 **G) ADJOURNMENT**

234 The meeting of the Community Resources Commission was adjourned at 8:41
235 p.m. to the next scheduled meeting of the Commission on Wednesday, November
236 19, 2008, at the Calistoga Community Center, 1307 Washington Street, at 5:30
237 p.m.

238

239 **RESPECTFULLY SUBMITTED:**

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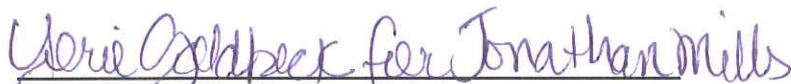
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Jonathan Mills, Police Chief
Interim Secretary, Community Resources Commission

Approved by: Karen Chang, Chairperson