



**CITY OF HUGHSON
PARKS, RECREATION AND ENTERTAINMENT
COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA**

**AGENDA
THURSDAY, JANUARY 14, 2020 – 6:00 P.M.**

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Chair Billy Redding
Vice Chair Chris Barth
Commissioner Gina Oltman
Commissioner Karen Genzoli

Staff to be Present: Lea Simvoulakis, Community Development Director
Ashton Gose, Deputy City Clerk
Jose Vasquez, Public Works Superintendent

FLAG SALUTE: Chair Billy Redding

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

Members of the audience may address the Commission on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the Parks, Recreation & Entertainment Commission cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS:

2.1: City Clerk to administer the Oath of Office to newly re-appointed Commissioners Karen Genzoli and Gina Oltman.

3. UNFINISHED BUSINESS: NONE.

4. NEW BUSINESS:

- 4.1: Approve the Minutes of the Regular Meeting of December 10, 2019.
- 4.2: Nominate a Chair and Vice Chair for 2020.
- 4.3: Recommend that the City Council Accept the Donation of a Flagpole by the Hughson Lions Club for Lebright Fields.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. INFORMATION ITEMS: NONE.

7. COMMENTS:

7.1: Staff Reports and Comments: (Information Only – No Action)

Community Development Director:

Deputy City Clerk:

Public Works Superintendent:

7.2: Commissioner Comments; (Information only- No Action)

ADJOURNMENT:

WAIVER WARNING

If you challenge a decision/direction of the Commission in court, you may be limited to raising only those issues you or someone else raised at a public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Hughson at or prior to, the public hearing(s).

UPCOMING EVENTS:

January 20	▪ Martin Luther King Jr. Day – City Hall Closed
January 21	▪ Planning Commission Meeting, City Council Chambers, 6:00 P.M.
January 27	▪ Economic Development Committee Meeting, City Hall Chambers, 5:30 PM
January 27	▪ City Council Meeting, City Council Chambers, 7:00 P.M.

Any documents produced by the City and distributed to a majority of the Parks, Recreation & Entertainment Commission regarding any item on this Agenda will be made available at the City Clerk's counter at City Hall located at 7018 Pine Street, Hughson, CA.

February 10	▪ City/School 2+2 Committee, City Hall Chambers, 5:30 P.M.
February 10	▪ City Council Meeting, City Council Chambers, 7:00 P.M.
February 12	▪ President Lincoln’s Birthday (City Hall Closed)
February 17	▪ President Washington’s Birthday (City Hall Closed)
February 18	▪ Planning Commission Meeting, City Hall Chambers, 6:00 PM
February 24	▪ State of the City Address, Samaritan Village, 6:30 P.M.

RULES FOR ADDRESSING THE COMMISSION

Members of the audience who wish to address the Parks, Recreation & Entertainment Commission are requested to complete one of the forms located on the table at the entrance of the Council Chambers and submit it to the City Clerk. **Filling out the card is voluntary.**

AFFIDAVIT OF POSTING

DATE: January 10, 2020 **TIME:** 4:00 PM
NAME: Ashton Gose **TITLE:** Deputy City Clerk

**AMERICANS WITH DISABILITIES ACT/CALIFORNIA BROWN ACT
 NOTIFICATION FOR THE CITY OF HUGHSON**

This Agenda shall be made available upon request in alternative formats to persons with a disability; as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and the Ralph M. Brown Act (California Government Code Section 54954.2).

Disabled or Special needs Accommodation: In compliance with the Americans with Disabilities Act, persons requesting a disability related modification or accommodation in order to participate in the meeting and/or if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk’s office at (209) 883-4054. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Hughson City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

General Information: The Hughson Parks, Recreation & Entertainment Commission meets in the Council Chambers on the second Tuesday of each month at 6:00 p.m., unless otherwise noticed.

Council Agendas: The Commission agenda is now available for public review at the City's website at www.hughson.org and City Clerk's Office, 7018 Pine Street, Hughson, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

Questions: Contact the City Clerk at (209) 883-4054



CITY OF HUGHSON
PARKS, RECREATION & ENTERTAINMENT
COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA

MINUTES
TUESDAY, DECEMBER 10, 2019 – 6:00 P.M.

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Chair Billy Redding
Vice Chair Chris Barth
Commissioner Gina Oltman

ABSENT: Commissioner Trenton Whitman
Commissioner Karen Genzoli

STAFF PRESENT: Raul Mendez, City Manager
Ashton Gose, Deputy City Clerk
Jose Vasquez, Public Works Superintendent

FLAG SALUTE: Chair Billy Redding

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

Members of the audience may address the Parks, Recreation & Entertainment Commission on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the Parks & Recreation Commission cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS: NONE.

3. UNFINISHED BUSINESS: NONE.

4. NEW BUSINESS:

4.1: Approve the Minutes of the Regular Meeting of October 8, 2019.

OLTMAN/BARTH 3-0-0-2 motion passes to approve the minutes of the regular meeting of October 8, 2019, as amended.

4.2: Approve the 2020 Meeting Calendar.

REDDING/OLTMAN 3-0-0-2 motion passes to approve the 2020 Meeting Calendar as amended.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. INFORMATION ITEMS: NONE.

7. COMMENTS:

7.1: Staff Reports and Comments: (Information Only – No Action)

City Manager Mendez provided an update regarding the Downtown Hughson Christmas Parade on December 7, 2019. He informed the Commission that the Lebright Fields application for Statewide Park Development and Community Revitalization Program Grant Funds was still being reviewed by the State of California. He also informed the Commission that the Hughson Lions Club will be donating a flagpole for Lebright Fields.

Deputy City Clerk Gose informed the Commission that re-appointments were made to the Commission, and that there is one vacancy on the Commission.

Superintendent Vasquez requested clarification on a fence at Starn Park.

7.2: Commissioner Comments; (Information only- No Action)

None.

ADJOURNMENT:

Chair Redding adjourned this meeting at 6:21 P.M.

BILLY REDDING, Chair

ASHTON GOSE, Deputy City Clerk



**PARKS, RECREATION AND ENTERTAINMENT
COMMISSION
AGENDA ITEM NO. 4.3
SECTION 4: NEW BUSINESS**

Meeting Date: January 14, 2020
Subject: Recommend that the City Council Accept the Donation of a Flagpole by the Hughson Lions Club for Lebright Fields
Presented By: Lea Simvoulakis, Community Development Director
Jose Vasquez, Public Works Superintendent

Staff Recommendation:

Recommend that the City Council accept the donation of a flagpole by the Hughson Lions Club for Lebright Fields.

Background and Overview:

In the fall of 2019, the Hughson Lions Club approached the City of Hughson with a desire to donate a flagpole for Lebright Fields. The Hughson Lions Club was established on June 22, 2018 when its charter application was approved by Lions Club International (LCI). Lions Clubs International is the world's largest service club organization with more than 1.4 million members in approximately 46,000 clubs in more than 200 countries and geographical areas around the world.

The newly formed Hughson Lions Club is a 47-member club that serves the community of Hughson and surrounding areas. The Hughson Lions Club has been very active since its inception in participating in community events and raising funds for local service programs.

If the Commission chooses to recommend this donation to the City Council, it will be heard by the City Council on January 27, 2020.

Discussion:

City staff met with Mr. BillyBob Muirhead from the Hughson Lions Club in November 2019 to discuss the flagpole project. He shared the project concept and indicated that the Hughson Lions Club would cover the entire cost of the flagpole and its installation. City staff reviewed the footprint of Lebright Fields with Mr. Muirhead and the City Council-approved design of the modernization project to ensure that it be placed accordingly. The location selected was near the existing concession stand. Mr. Muirhead also discussed the flagpole type (ground set 40-foot aluminum) and later provided the detailed specifications (attached). There was also some

discussion of the lighting that would be needed to follow proper flag etiquette. Mr. Muirhead also shared that the Hughson Lions Club would like to complete the installation of the flagpole by the 2020 opening day ceremonies of Hughson Baseball/Softball program so that it could be unveiled then.

Fiscal Impact:

The estimated project cost is \$4,000. If approved, City staff intends to work with the Hughson Lions Club representatives as needed during the installation of the flag pole in the designated area.



Model ECA40 IH

Single sheave truck, cast aluminum revolving, non-fouling, internal halyard truck

1/8" x 7x19 Mil-C-5424 Stainless steel aircraft cable

Standard flag arrangement: 8' x 12'

Neoprene coated 2" diameter steel counterweight

Nylon beaded retainer ring

Gearless, self locking direct drive winch with six tumbler cylinder lock

Aluminum flash collar

3000 PSI concrete

Hardwood wedges (supplied by others)

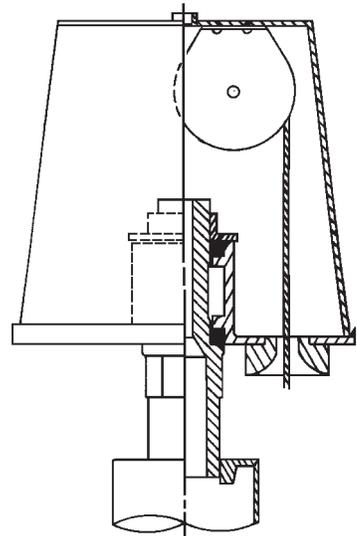
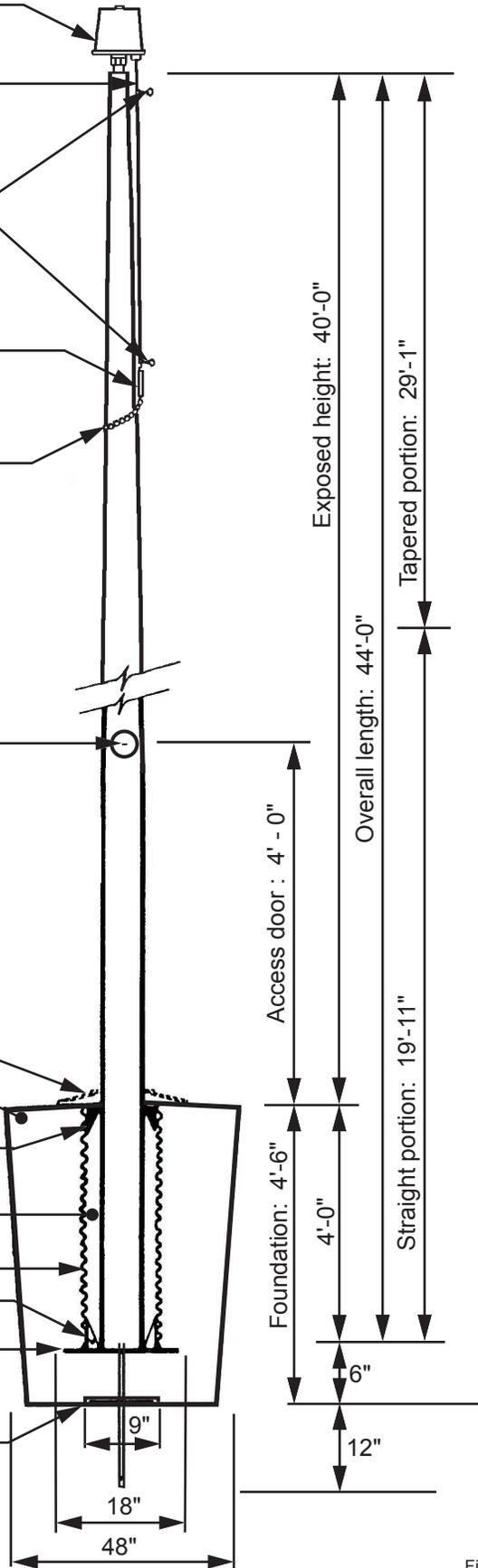
Dry sand tightly tamped after aligning pole

Foundation sleeve -16 ga hot dip galvanized steel

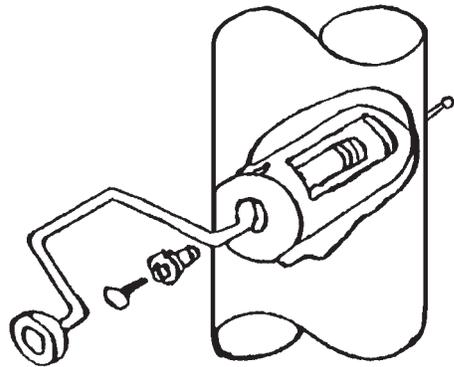
Steel centering wedges

1/4" Steel base plate

1/4" Steel support plate welded to grounding spike



Revolving non-fouling internal halyard truck, cast aluminum body, 26 stainless steel ball bearings, and 2-1/2" diameter plated steel sheave.

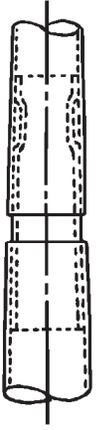


Winch Detail

All shafts with overall length of more than 38'-6" are shipped in two sections.

Each section matched marked for field assembly. Exposed portion of jam sleeve must be **well lubricated** prior to assembly.

1-1/2" maximum shop gap allowed for field fitting (ram for tight joint)



Filename: ECA40 IH single sheave_revolving truck.pdf

Project:	Ground set tapered aluminum flagpole: ALLOY: 6063T6	EDER FLAG	Date:
Location:	Exposed height: 40'-0"	Overall height: 44'-0"	MANUFACTURING COMPANY
Architect:	Ship in 2 sections	Butt diameter: 8"	1000 W. Rawson Avenue
Contractor:	Top diameter: 3-1/2"	Wall thickness: .156"	Oak Creek, WI 53154
Customer:	Finish: 100 grit polish		Job:

INTERNAL HALYARD FOUNDATION INSTALLATION INSTRUCTIONS



1. Dig foundation hole four to six times the butt diameter of the flagpole.
2. Set the foundation tube so that the top of the foundation tube is two inches above grade.
3. Plumb foundation tube and brace so that it will not move during the pouring of the concrete.
4. Pour concrete and trowel up even with top of foundation tube. Keep inside of foundation tube dry.
5. Lay pole on sawhorses and unwrap. For sectional poles check both ends for any burrs. If any are found, file them off and wipe the areas clean. Liquid Soap the jamb sleeves. Align the arrows and/or numbers on each section and jamb together. Numbers must be identical for a proper fit.
6. Turn to the next page for winch and cable assembly.
7. Screw ball into truck and tighten ball set screw. Ball should be tightened into truck tightly by turning stem of ball with wrench. Do not tighten by turning ball proper. Ball optional on internal halyard poles.
8. If flash collar is provided with pole, slide collar on from the bottom of pole to above winch level and attach flash collar by tying to the pole with line to hold flash collar until after erection of pole. Then remove line, slide collar down, caulk between the collar and the pole with waterproof sealant (like roofing cement or asphaltum sealant).
9. Erect pole into foundation tube and center it. Turn so that the access door is in the direction desired.
10. Place wood wedges (supplied by others) between the pole and the foundation tube and plumb pole.
11. Pack dry sand between the pole and foundation tube. Leave two inches void at the top and fill with waterproof sealant to keep water out of the sand.

IMPORTANT:

When erecting sectional flagpoles, never place your sling above the joint. Sling must be positioned below the joint, thus eliminating the possibility that the two sections could separate during hoisting.

CAUTION

Extreme caution should be exercised when installing flagpoles near overhead power lines or in the vicinity of buried cables.



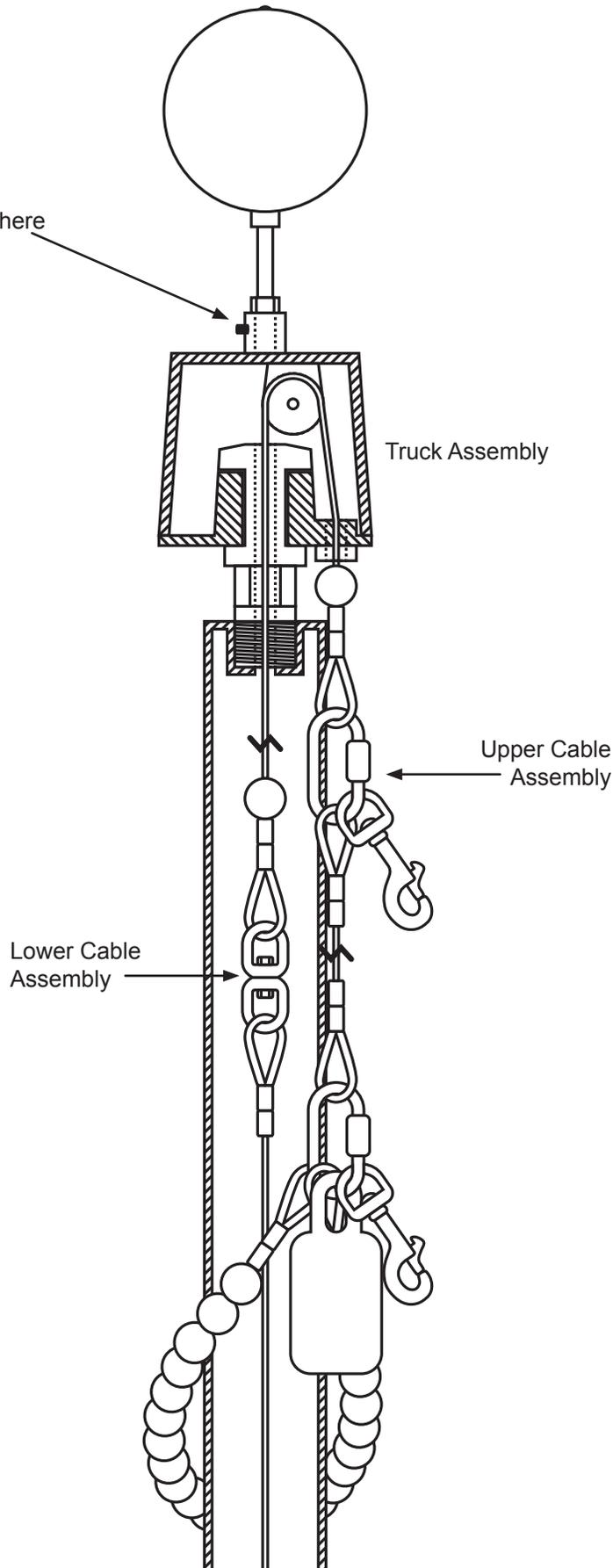
ACCESSORY ASSEMBLY INSTRUCTIONS

1. For ease of assembly, the upper and lower cable assemblies have been pre-assembled at our factory.
2. Locate truck with factory installed cable assemblies (See Illustration #1).
3. Locate lower cable assembly; this will be the cable exiting from the threaded portion of the truck (See Illustration #1).
4. Using an electrical "FISH TAPE" feed lower cable assembly through the 1-1/2" threaded hole at the top of the flagpole, pull lower cable through entire length of flagpole.
5. A winch hole with a slotted keyway will be found about 4 ft. above grade from the bottom of the pole. Using extreme caution, reach into this hole, grasp cable and pull about 4 ft. of cable through this hole (See Illustration #2). **USE CAUTION, THE EDGES OF THIS HOLE MAY BE SHARP!**
6. You should now have all but a few inches of the lower cable assembly inside of the flagpole, or at the lower end of the flagpole. If this is not the case, then repeat steps 1 thru 5.
7. Screw the truck assembly into the top of the flagpole securely.
8. If steps 1 thru 7 have been satisfactorily completed, then you are now ready to install the WINCH ASSEMBLY.
9. Locate the winch assembly. Remove the cylinder lock keys which are taped to the side of the winch assembly. Remove the hex drive countersunk stainless steel screw from the rear of the winch. Put keys and screw in a safe location. You will have to use them in a later step.
10. To remove the lock from winch, insert key, turn counter-clockwise and pull until the cylinder comes out.
11. Locate cable retaining hole and cable retaining set screw (See Illustration #3). With painted surface of winch in left hand and unpainted surface in your right hand, look into window of winch. You will see a 1/8" hole located on right side of the winch drum. This is the cable retaining hole.
12. Take loose end of cable that is protruding from the winch hole and insert into the cable retaining hole. At this point it is important not to expose any cable on the other side of the drum (See Illustration #3).
13. Locate crank handle. Insert into recess and push in and turn clockwise until cable retaining set screw is exposed.
14. Using appropriate size, align wrench and tighten set screw securely (See Illustration #3).
15. Using a square keyway as a pathway for the 1/8" cable, insert the cartridge into the winch hole (See Illustration #4).
16. Locate 1/2" hole which is directly opposite the winch hole. Align this hole with the hole in the cartridge, insert screw and tighten securely (See Illustration #5).
17. With cartridge winch properly installed, insert crank into crank socket. Push in and turn CLOCKWISE until the upper cable starts to move toward the top of the flagpole.
18. Locate the rubber coated counterweight and attach temporarily to open chain link at loose end of the upper cable.



ILLUSTRATION #1

Secure optional finial here



Truck Assembly

Upper Cable Assembly

Lower Cable Assembly

ILLUSTRATION #2

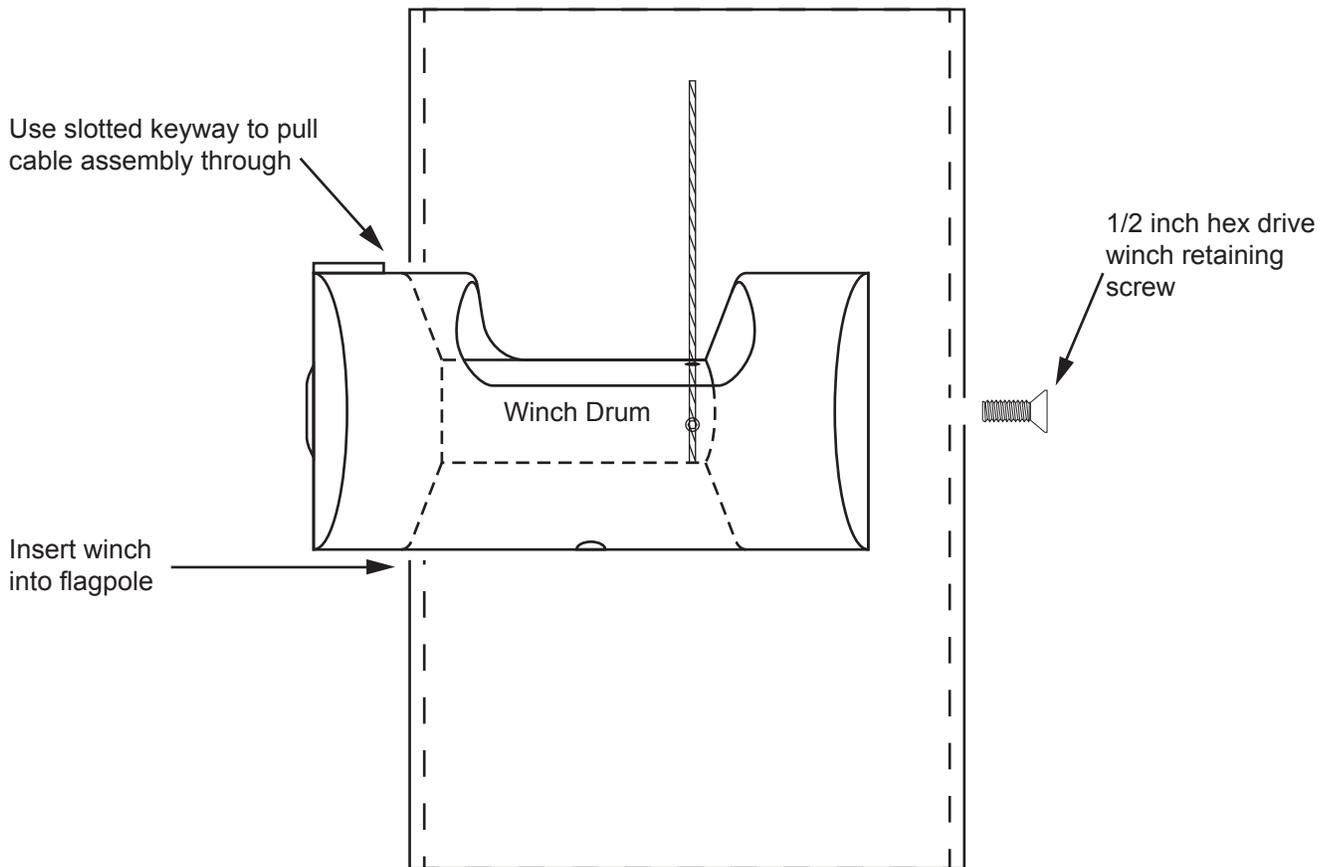


ILLUSTRATION #3

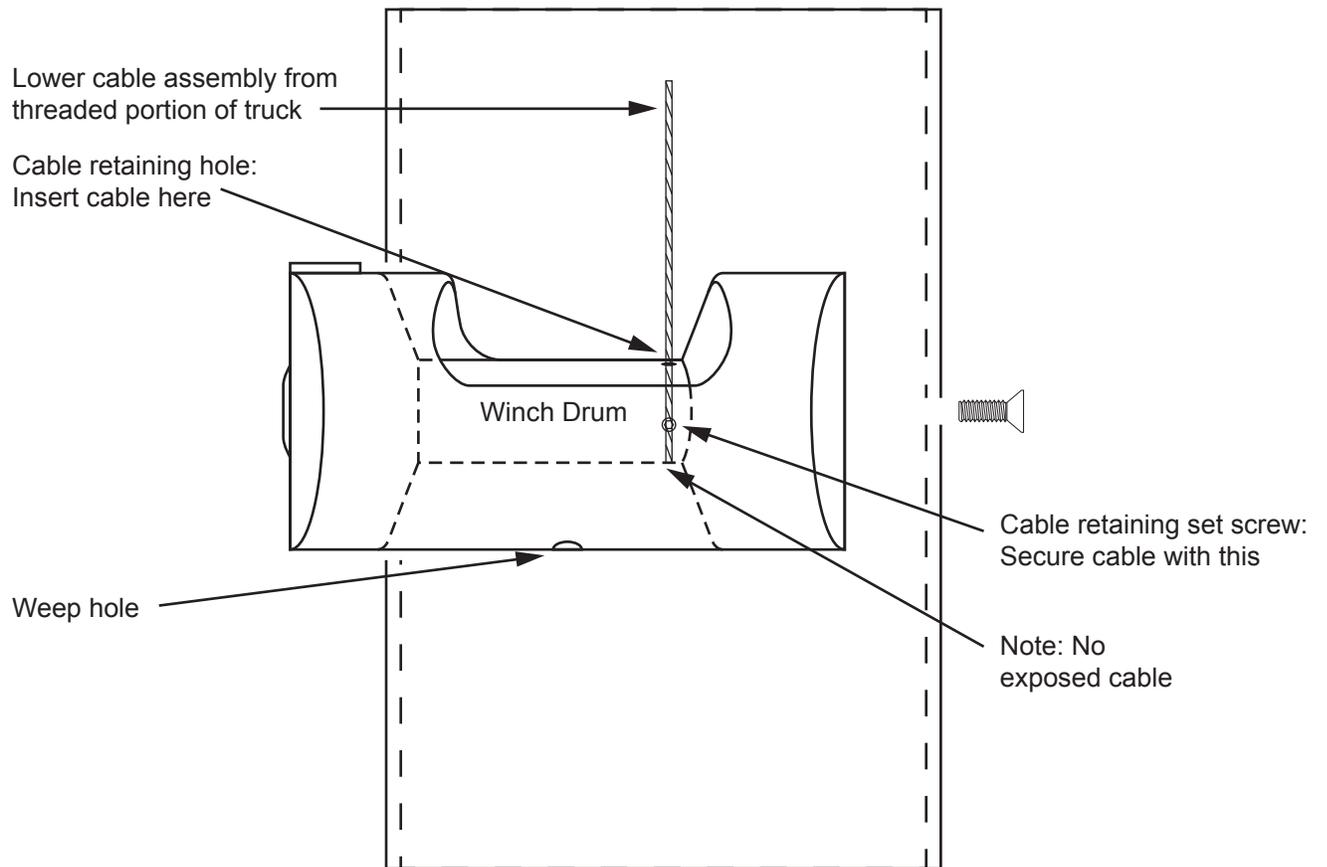
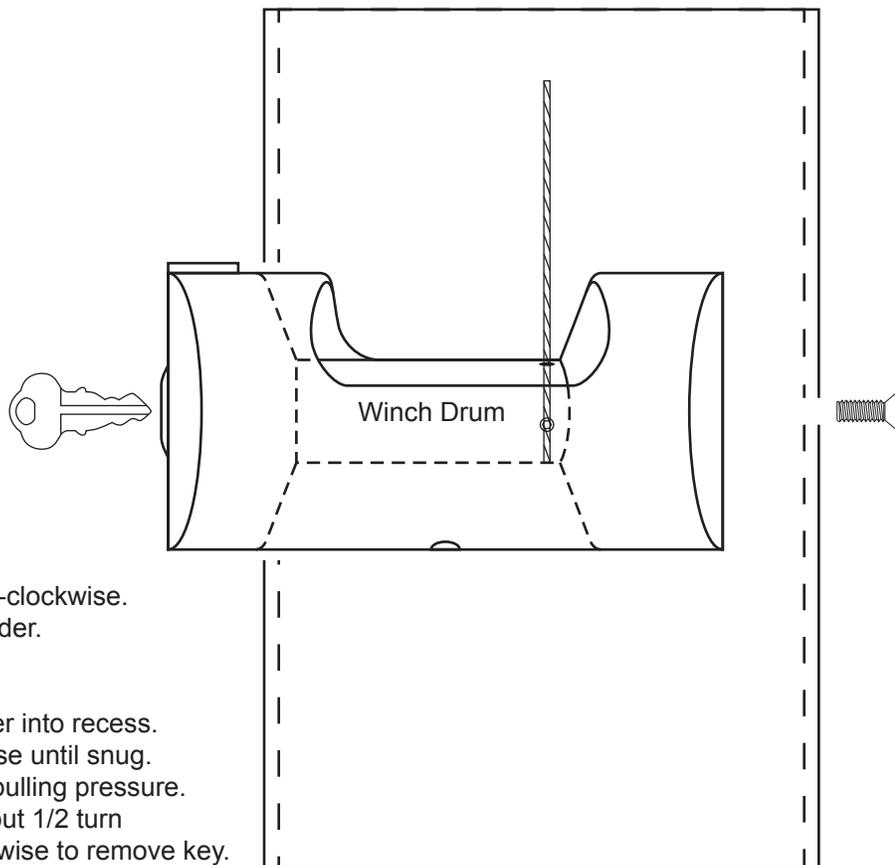


ILLUSTRATION #4



To unlock:

- Insert key.
- Turn counter-clockwise.
- Pull out cylinder.

To lock:

- Insert cylinder into recess.
- Turn clockwise until snug.
- Apply slight pulling pressure.
- Turn key about 1/2 turn counterclockwise to remove key.

ILLUSTRATION #5

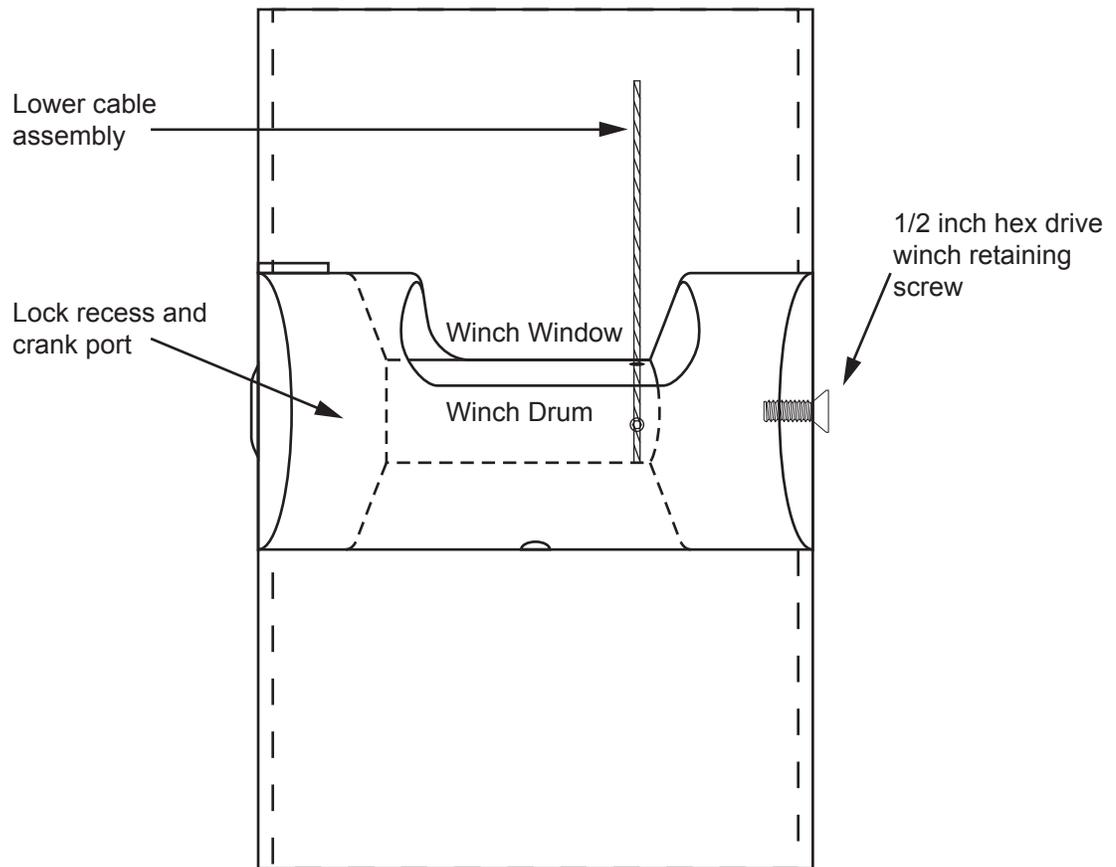
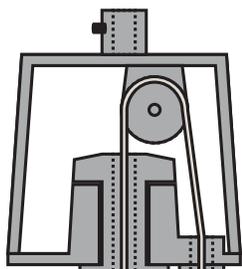
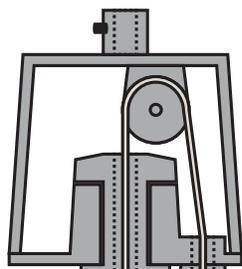


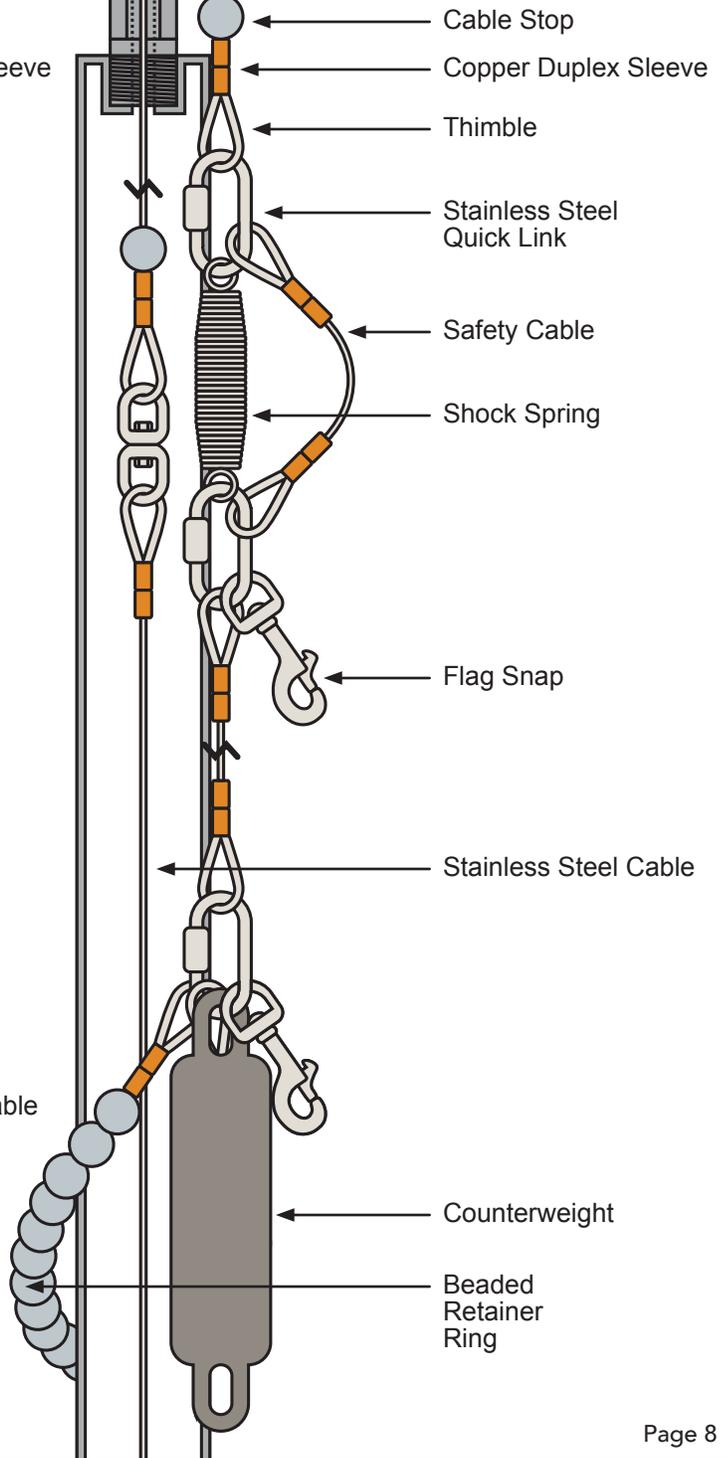
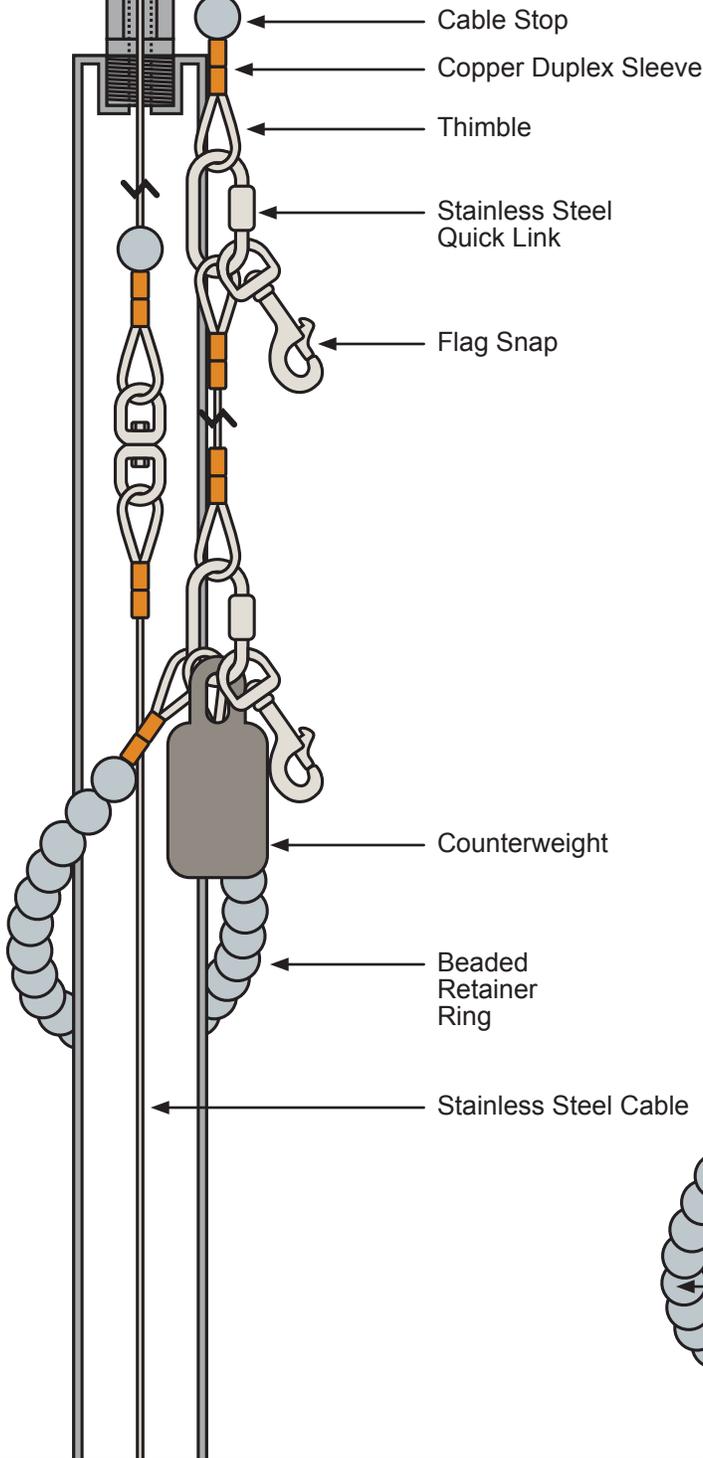
ILLUSTRATION #6



STANDARD FLAG ARRANGEMENT



DELUXE FLAG ARRANGEMENT





FINAL PLAN
HUGHSON, CA

- COMODIDADES - AMENITIES
- RECREACIÓN - ACTIVE REC
- ESTRUCTURAS - STRUCTURES
- PARQUEO - PARKING
- COMPONENTES - FEATURES

