



City of Hughson
**Parks, Recreation and Entertainment
Commission Meeting**
CITY COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA

AGENDA

TUESDAY, MARCH 12, 2024 – 6:00PM

CALL TO ORDER: Chair Chris Barth

ROLL CALL: Chair Chris Barth
Commissioner Donya Nunes
Commissioner Alina Combs
Commissioner Jeff Montgomery

FLAG SALUTE: Chair Chris Barth

**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.

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

Please limit presentations to five minutes. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter. Pursuant to California Government Code Section 54954.2(a)(3), no action or discussion may be undertaken on any item not appearing on the posted agenda, except that the City Council, or its staff, may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda.

2. PRESENTATIONS: NONE.

3. UNFINISHED BUSINESS: NONE.**4. NEW BUSINESS:**

4.1: Recommendation that the City Council Accept the Donation of a Refrigerator, Freezer, Removal of a Sink, and the Purchase and Installation of Metal Cabinets and Shelving, Valued at \$5,300.00, by Hughson Youth Baseball and Softball for the Concession Stand at Lebright Fields; and Approve the Donation Agreement.

4.2: Recommendation that City Council Waive the Fees Pertaining to the Use of Rolland Starn Park (Keith Crabtree Field) for Hughson Youth Baseball and Softball for the 2024 Regular Season.

5. INFORMATIONAL ITEMS: NONE.**6. COMMENTS:**

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

6.2: Commissioner Comments: (Information only- No Action)

ADJOURNMENT:

<u>AFFIDAVIT OF POSTING</u>	
Date: March 7, 2024	Time: 11:00 AM
Name: Ashton Gose	Title: City Clerk

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

Council Agendas: The PR&E Commission agenda is now available for public review at the City's website and City Clerk's Office, 7018 Pine Street, Hughson, California by 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: Please contact the City Clerk at (209) 883-4054.

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.

UPCOMING EVENTS:

March 19	▪ Planning Commission Meeting, City Council Chambers, 6:00PM
March 20	▪ Hughson has Heart Planning Meeting, City Council Chambers, 6:00PM
March 25	▪ Economic Development Committee Meeting, City Council Chambers, 4:30PM
March 25	▪ City Council Meeting, YouTube Live Stream/City Council Chambers, 6:00PM



PARKS, RECREATION & ENTERTAINMENT COMMISSION

AGENDA ITEM NO. 4.1 SECTION 4: NEW BUSINESS

Meeting Date: March 12, 2024

Subject: Recommend that the City Council Accept the Donation of a Refrigerator, Freezer, Removal of a Sink, and the Purchase and Installation of Metal Cabinets and Shelving, Valued at \$5,300.00, by Hughson Youth Baseball and Softball for the Concession Stand at Lebright Fields; and Approve the Donation Agreement

Enclosures: Purchase Specifications and Estimate
Donation Acceptance Form
Donation Agreement

Presented By: Ashton Gose, City Clerk

Staff Recommendation:

Recommend that the City Council accept the donation of refrigerator, freezer, removal of a sink, and the purchase and installation of metal cabinets and shelving, valued at \$5,300.00, by Hughson Youth Baseball and Softball for the Concession Stand at Lebright Fields, and approve the donation agreement.

Discussion:

City staff was recently contacted by Hughson Youth Baseball and Softball (HYBS) regarding the purchase of improvements for the new concession stand at Lebright Fields, which was installed on January 9, 2024. The Public Works Superintendent indicated that these items would have been purchased by the City in the near future. The HYBS President indicated that HYBS would like to cover the entire cost of the improvements, and the installation. Detailed specifications, and an estimate of the purchase is attached.

If approved by the City Council. The installation of the improvements will take place prior to the scheduled HYBS Opening Day on March 30, 2024.

Fiscal Impact:

The estimated cost of the project is \$5,300.00. If approved, staff intend to work with HYBS representatives as needed during the installation.

PROJECT PROPOSAL



Snack Shack

02.23.2024

Overview

Updating and designing the snack shack to run efficiently and successfully for HYBS and any future leasee


Goals

1. Refrigerators and Freezers installed
2. Remove small white sink.
3. Bring in metal cabinets and shelving

Specifications

- Already own and installing commercial beverage refrigerator and two side by side freezers
- Purchasing and installing two metal restaurant cabinets and shelves

<https://cdnimg.webstaurantstore.com/images/products/large/558618/2091460.jpg>



<https://cdnimg.webstaurantstore.com/images/products/large/577497/2144516.jpg>

- Purchasing one work table for registers and storage

<https://cdnimg.webstaurantstore.com/images/products/large/66779/2292580.jpg>

- Purchasing one rollable storage shelf

<https://cdnimg.webstaurantstore.com/images/products/large/624827/2415933.jpg>

- Purchase one stainless steel storage rack

<https://cdnimg.webstaurantstore.com/images/products/large/407185/2649317.jpg>

- Purchasing two rollaway storage racks

<https://cdnimg.webstaurantstore.com/images/products/large/405769/2612326.jpg>

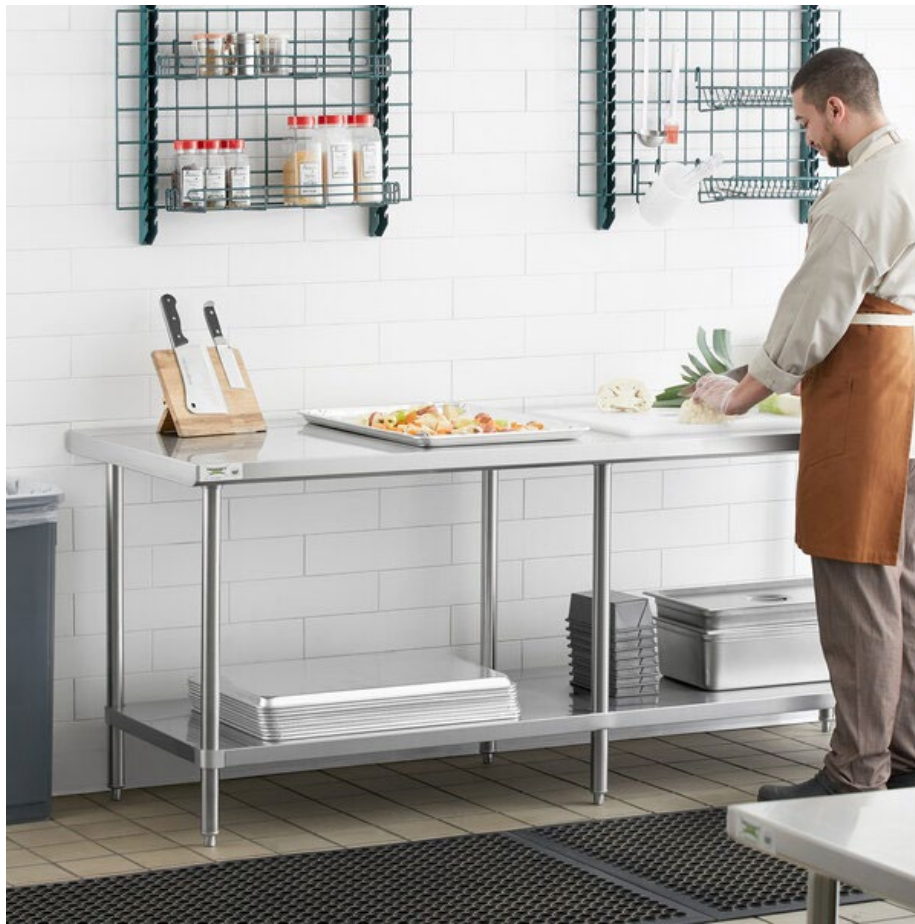
- Purchase stainless steel wall mounted storage shelf for over sink

<https://cdnimg.webstaurantstore.com/images/products/large/565891/2112131.jpg>

Estimated price \$5,300













**CITY OF HUGHSON
DONATION ACCEPTANCE FORM**

Name of Donor: Hughson Youth Baseball and Softball (HYBS)

Address: P.O. Box 1654 City: Hughson State: CA Zip: 95326

Description of donation: See attached "Project Proposal"

Donor estimate of current value: \$5,300.00

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost:
N/A

Intended use: Improvements to the Lebright Fields Concession Stand by HYBS for all future leases.

Conditions of acceptance or donor designation: See attached "Donation Agreement".

Remarks: _____

Please Circle One:

ACCEPTED / DENIED

Date

MARCH 25, 2024

Date Submitted to Council

Merry Mayhew
City Manager's Signature

Date Approved/Denied by Council

Date

Mayor's Signature (if applicable)

cc: City Council, Finance Department, City Clerk

Resolution No. 2022-17 Approved by the Hughson City Council on June 13, 2022



CITY OF HUGHSON STANDARD DONATION AGREEMENT

The undersigned Donor wishes to make a donation to the City of Hughson as described in more detail below.

Donor is (check and complete all that apply):

- ☐ Donating \$ _____ in a lump sum.
- ☐ Donating \$ _____ in _____ (monthly, quarterly, annually, etc.) payments of \$ _____ in _____ installments.
- ☒ Donating the following (describe products, services, real property, etc.):

"Project Proposal" attached.
(Estimated cost \$5,300-)

Check the following boxes if applicable:

- ☐ The City's acceptance of the donation described above is subject to the conditions specified on Attachment 1.
- ☒ This donation is designated to the following use(s):
By all future leasees of Lebright Fields
Concession Stand.
- ☐ This donation is being made at the request of Councilmember/City Staff Member.

Name: _____

In connection with administering this agreement, Donor and City shall work through the following primary representatives:

	City of Hughson	Donor
Primary Representative:	Jose Vasquez	Jenny Wells
Address:		7860 E. Whitmore Hughson CA 95326
Telephone:	209 505 3049	209 606 9279
Email:	jvasquez@hughson.org	Hybs accounting@yahoo.com

Attachment A

In addition to the foregoing, Donor and City understand and agree that:

1. The City will provide Donor with a donation receipt indicating the amount of the donation or estimated value of goods or services donated within 30 days of receiving the donation.
2. Except as provided above, the City may use the donation in any manner at its sole discretion and Donor has no right or obligation to control the City's use of the donation.
3. Donor has not and will not receive any goods or services in exchange for the donation and the City will not grant any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City.
4. Donor confirms that unless indicated otherwise above this donation is not made at the behest of a City Councilmember, or any City staff member.

IN WITNESS WHEREOF, The parties hereto have executed this agreement.

Donor

[Signature]
Name
Hybs treasurer
Title
3.5.2024
Date

City of Hughson

[Signature]
City Manager
3.6.2024
Date

ATTEST:

[Signature]
Ashton Gose, City Clerk
3.6.2024
Date

AS APPROVED TO FORM:

[Signature]
Andy Pinasco, City Attorney

Date

PROJECT PROPOSAL



Snack Shack

02.23.2024

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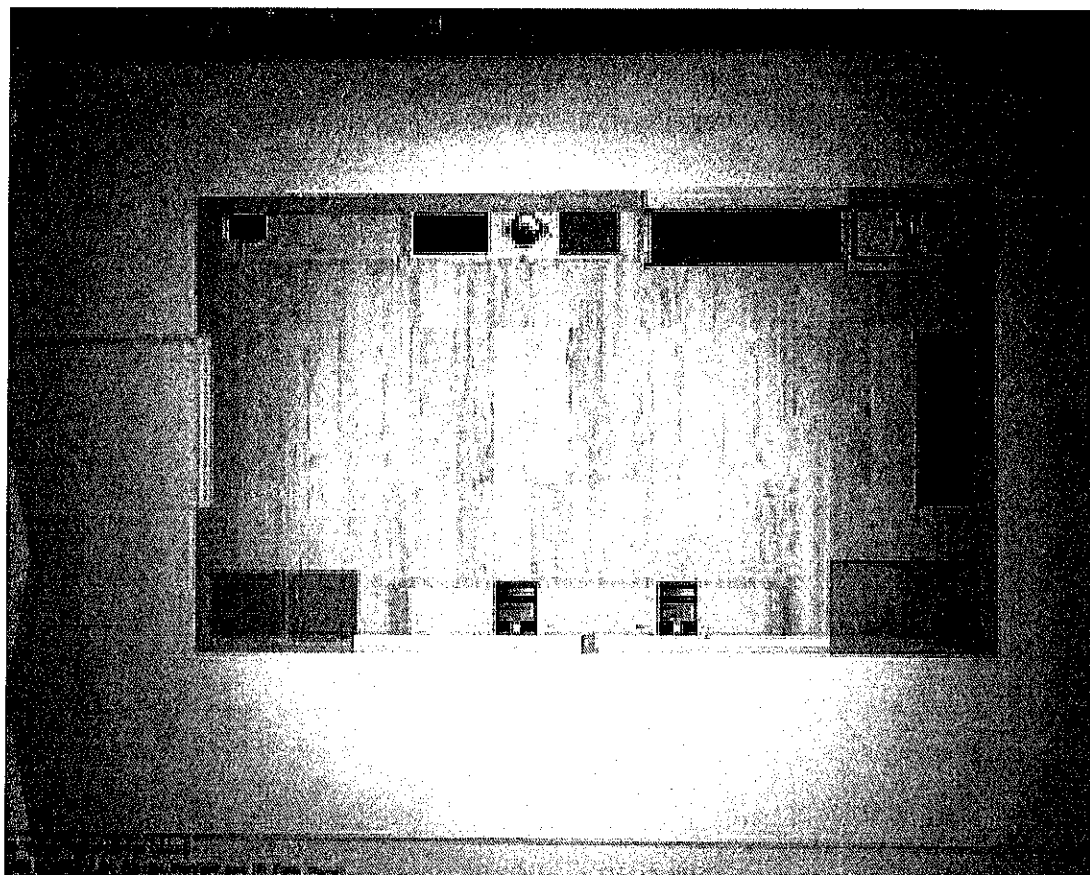
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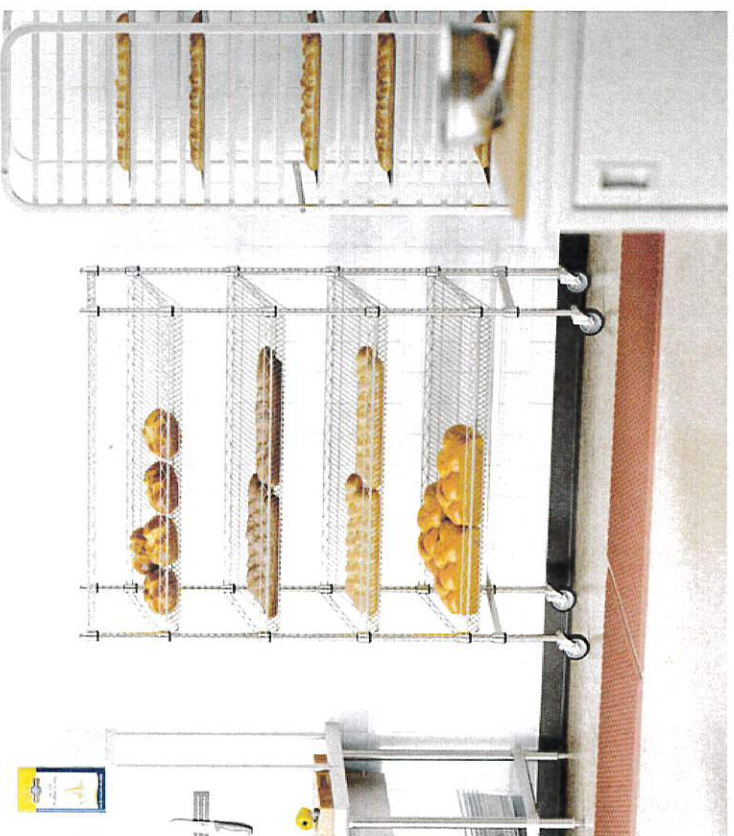
Estimated price \$5,300

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PARKS, RECREATION & ENTERTAINMENT COMMISSION

AGENDA ITEM NO. 4.2

SECTION 4: NEW BUSINESS

Meeting Date: March 12, 2024
Subject: Recommendation that City Council Waive the Fees Pertaining to the Use of Rolland Starn Park (Keith Crabtree Field) for Hughson Youth Baseball and Softball for the 2024 Regular Season
Presented By: Jose Vasquez, Public Works Superintendent

Staff Recommendation:

1. Recommend that the City Council waive the fees pertaining to the use of Rolland Starn Park/Keith Crabtree Field for Hughson Youth Baseball/Softball for the 2024 regular season.
2. Find that the waiver of the fees pertaining to the use of Rolland Starn Park/Keith Crabtree Field for Hughson Youth Baseball/Softball for the 2024 regular season is in the public interest.

Discussion:

Starting in 2014, Hughson Youth Baseball and Softball (HYBS) inquired about the use of Keith Crabtree Field to allow HYBS to better accommodate the number of games planned for the season. HYBS also anticipated using the lights at Keith Crabtree Fields a few times during the season to showcase games at night—a unique experience for local youth.

HYBS requested a waiver for their inaugural use of Keith Crabtree Fields in exchange for improvements to the baseball diamond. The City Council approved the waiver in 2014 and has continued to do so each year based on the public interest served and the fact that the planned improvements exceeded what would be generated in usage fees.

Staff met with HYBS representatives this month to discuss the arrangement details for the 2024 season. This season, HYBS would like to waive fees at Starn Park, in exchange for improvements to the diamonds at Lebright Fields and Starn Park. The improvements to the park are scheduled to be completed on March 16, 2024, and the opening day ceremonies for the 2024 season are scheduled for March 30, 2024.

The list of improvements is below:

Starn Park

Replace dirt as needed for the infield;
Replace wood as needed in the dugouts;
Adjust base pegs

Lebright Fields

Reset base pegs in multiple fields;
Lay concrete next to batting cages (for toolbox container);
Infield leveling (sand/clay mix);
T-ball field improvements

Keith Crabtree Field at Starn Park, and Lebright Fields are maintained by the city. The partnership with HYBS will result in added improvements to the baseball diamonds above and beyond what is typically done with existing City resources. Additionally, the completed improvements will be enjoyed by not only HYBS but other park users throughout the year. The improved condition of the baseball diamonds should help generate additional revenue through expanded use of the park and encourage long standing users to continue to use the fields. The estimated cost of the improvements more than covers the cost of the rental fee for the park. As such, it is in the public's interest to waive the park rental fees in exchange for the completed improvements provided by HYBS.

Fiscal Impact:

The revenue that would be generated through the use of Keith Crabtree Field by HYBS for the season is approximately \$3,120, not including usage for lights. This year, the proposed improvements and labor are estimated at \$4000, and exceed the revenue the city would have received without the fee waiver.