



SHASTA LAKE PARKS AND RECREATION COMMISSION MEETING AGENDA

February 13, 2025
4:30 P.M.

Shasta Lake City Council Chamber
4488 Red Bluff Street ■ Shasta Lake, CA 96019

COMMISSIONERS

Rose Smith, Chair
Dave Thompson, Vice Chair
Jeffrey Bowman
Cheryle Yednak
Tina Zeller
Bradley Hewitt (Alternate)

1.0 CALL TO ORDER –

1.1 Statement for the record of Commissioners present and/or absent.

2.0 PUBLIC COMMENT PERIOD:

(Please limit your comments to three minutes).

3.0 REGULAR AGENDA:

3.1 Approval of Minutes for the October 10, 2024 Meeting

3.2 Approval of Minutes for the November 14, 2024 Meeting

3.3 Discussion and direction on the process for naming the new Shasta Lake Skateboard Park

3.4 Update and Discussion on ARPA Funded Park Projects

4.0 REPORTS AND COMMENTS:

4.1 Staff Comments

4.2 Commission Comments

5.0 ADJOURNMENT

Meeting is open to the public and public participation is encouraged.

The Parks and Recreation Commission is Advisory to the City Council and therefore makes recommendations that City Council will take final action on.



**SHASTA LAKE PARKS AND RECREATION
COMMISSION MEETING MINUTES**

**OCTOBER 10, 2024
4:30 P.M.**

**Shasta Lake City Council Chambers
4488 Red Bluff Street ■ Shasta Lake, CA 96019**

COMMISSIONERS

Rose Smith, Chair

Dave Thompson, Vice Chair

Commissioners: Jeffrey Bowman, Cheryle Yednak, Tina Zeller, Bradley Hewitt (Alternate)

1.0 CALL TO ORDER –

1.1 Vice Chair Thompson called the meeting to order at 4:30 PM and stated for the record that Chair Smith was not in attendance.

2.0 PUBLIC COMMENT PERIOD:

Public Comment:

None

3.0 REGULAR AGENDA:

3.1 Approval of Meeting Minutes for the August 8, 2024 Meeting

Public Comment:

None

By a motion made/seconded (Bowman/Yednak) and passed to approve the Minutes for the August 8, 2024 Parks and Recreation Commission Meeting.

3.2 Update and Discussion on ARPA Funded Park Projects.

Public Comment:

Rick Hargrave

No action was required on this item.

4.0 REPORTS AND COMMENTS:

4.1 Staff Comments

4.2 Commission Comments

5.0 ADJOURNMENT

With no further business Vice Chair Thompson adjourned the meeting at 4:52 PM.

Prepared by: Charity Tatlow, Deputy City Clerk



**SHASTA LAKE PARKS AND RECREATION
COMMISSION MEETING MINUTES**

NOVEMBER 14, 2024

4:30 P.M.

Shasta Lake City Council Chambers
4488 Red Bluff Street ■ Shasta Lake, CA 96019

COMMISSIONERS

Rose Smith, Chair

Dave Thompson, Vice Chair

Commissioners: Jeffrey Bowman, Cheryle Yednak, Tina Zeller, Bradley Hewitt (Alternate)

1.0 CALL TO ORDER –

1.1 Chair Smith called the meeting to order at 4:30 PM and stated for the record that all Commissioners were present.

2.0 PUBLIC COMMENT PERIOD:

Public Comment:

Rick Hargrave, Flightpath Disc Golf

3.0 REGULAR AGENDA:

3.1 Update and Discussion on ARPA Funded Park Projects.

Public Comment:

None

No action was required on this item.

4.0 REPORTS AND COMMENTS:

4.1 Staff Comments

4.2 Commission Comments

5.0 ADJOURNMENT

With no further business Chair Smith adjourned the meeting at 5:18 PM.

Prepared by: _____
Charity Tatlow, Deputy City Clerk



Report and Recommendations
Reviewed and Approved

3.3



City Manager

AGENDA ITEM City Council

TO: Parks and Recreation Advisory Commissioners

FROM: Whitney Zeller, Community and Economic Development Manager

DATE: February 13, 2025

SUBJECT: NAMING PROCESS FOR THE NEW SHASTA LAKE SKATEPARK

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission discuss and provide guidance to initiate a public process for naming the new Shasta Lake skatepark, in accordance with the City's Facility Naming Policy.

BACKGROUND

The City of Shasta Lake is in the final stages of developing a new skatepark, a highly anticipated addition to the community's recreational offerings. To align with the City's Facility Naming Policy, the naming process should ensure public engagement and reflect the cultural, historical, and geographical significance of the community.

Per the policy, proposed names should:

- Align with the values and identity of the City of Shasta Lake
- Evoke a strong, positive image
- Be respectful and inclusive of the community
- Avoid duplication of existing facility names
- Have broad public support

To encourage meaningful public participation in the naming process, staff proposes utilizing flyers and social media outreach efforts. This would include creating an online name suggestion form that can be distributed via the City's website, social media, and notification center. Hard copies, as well as flyers with a link to the online form would be distributed at City Hall, local schools, and bulletin boards.

After gathering input, staff would compile the top recommendations and present them at a Parks and Recreation Advisory Commission meeting for discussion and recommendation to the City Council. The City Council would have the final authority to approve the name in accordance with the Naming Policy.

The anticipated timeline would be to advertise the name suggestion form through the end of March and bring it back to the Commission at their March 10th meeting for a recommendation to City Council.

FISCAL IMPACTS:

No fiscal Impact

ATTACHMENTS

City of Shasta Lake Facility Naming Policy
Draft Skatepark Name Suggestion Form

DISTRIBUTION

Parks and Recreation Advisory Commission

City of Shasta Lake Facility Naming Policy

Background

The purpose of this policy is to establish guidelines for the naming of City facilities, including, but not limited to: parks, recreational areas, recreation facilities, and City buildings to ensure consistency and reflection of the community's values and heritage.

Objectives

1. To provide a clear and consistent framework for the naming process.
2. To ensure that names reflect the cultural, historical, and geographical significance of the City.
3. To encourage community involvement in the naming process.
4. To honor individuals, organizations, and events that have made significant contributions to the community.
5. To select names that are appropriate to the location and remain relevant as the community grows and changes.

Guidelines for Naming

1. Cultural and Historical Significance: Names should reflect the cultural, historical, or geographical significance of the area that will endure for future generations.
2. Community Values: Names should align with the values and identity of the City of Shasta Lake and its residents.
3. Positive Imagery: Evoke a strong positive image.
4. Respect: Names should be respectful of the diverse community and its community members.
5. Community Support: Have broad public support.
6. Avoidance of Duplication: Names should be unique within the City to avoid confusion.
7. The City reserves the right to change the name to maintain consistency with these policies.

Categories for Naming

1. Geographical Features: Names that reflect the natural features of the area, such as mountains, lakes, rivers, and other prominent landmarks.
2. Historical Significance: Names that honor the historical events, people, or periods significant to the City of Shasta Lake.

3. Extraordinary Individuals: Names that honor an outstanding individual are allowed posthumously (at least three years from the date of passing) and where that person's significance and good reputation have been reviewed and acknowledged in the City's history. Naming facilities after individuals is not recommended, but will be given consideration when:
 - a. The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, or City;
 - b. The person volunteered and gave extraordinary help or care to individuals, families, groups, or support to the community for a minimum of 10 years; or
 - c. The person risked his or her life to save or protect others.
4. Naming for Donations: A significant donation made to the City of Shasta Lake that adds considerable value to the City may be recognized through naming. As a guideline, the threshold for consideration will include one or more of the following:
 - a. Land for the majority of the facility was deeded to the City by the donor without fee credit.
 - b. Contribution of a minimum of 60% of the capital construction costs associated with developing the facility
 - c. Provision of a minimum 20-year endowment for the continued maintenance, operation, and/or programming of the facility asset.

Naming facilities with a company name is prohibited. Corporate logos, insignias, brands, or direct advertising text shall not be used in the City of Shasta Lake naming. Corporate sponsorship and naming rights may be negotiated outside of this policy.
5. Renaming: The renaming of City facilities is discouraged. Name changes will be subject to an examination that includes consideration of the original justification for the current name, the value of prior contributors, and the rationale for changing the name.

Naming Conventions

1. Names that are currently in use in the City of Shasta Lake will not be considered.
2. Names that are discriminatory or derogatory will not be considered.
3. City Council has the authority to make exceptions to the Naming Policy under special circumstances.

Naming Application Process

Any person, group, or organization may submit an application to name or rename a City facility. The application should be submitted to the City Clerk, or designee.

Applications should contain the following minimum information:

1. Name of applicant
2. Proposed name for the City facility
3. Background/support for the proposed name
4. Demonstrated community support for the proposed name
5. Identification of interested/impacted stakeholders
6. Description/map showing the location
7. If proposing to name a facility within a larger City-owned area, include a description/map showing the location of the facility within the larger area
8. If proposing to name an asset after an outstanding person, documentation of that person's contribution to the City
9. If proposing to rename a facility, the application should also include background information on the current name and rationale for requesting a new name.

Naming Approval Process

Upon receipt of a naming application, City staff will review for compliance with the Facility Naming Policy.

City staff may suggest modification of the name proposed by an applicant, with the agreement of the applicant.

Applications that comply with the Facility Naming Policy will be brought to any appropriate advisory commissions/committees (i.e. Parks and Recreation Advisory Commission, Planning Commission, Public Facilities Commission) for public review and discussion.

The Commission(s) will forward recommended applications to the City Council for further review at a public meeting.

City Council has the final authority to approve/deny naming applications.

SHASTA LAKE SKATEPARK - NAME SUGGESTION FORM

Thank you for your interest in naming the new Shasta Lake Skatepark! Please complete the following form to submit your name suggestion. All submissions will be reviewed in accordance with the City’s Parks and Recreation Facility Naming Policy.

APPLICANT INFORMATION:

- Name: _____
- Phone Number: _____
- Email: _____

PROPOSED FACILITY NAME:

- Suggested Name: _____

BACKGROUND & SUPPORT:

- Reason for the suggested name:

- How does this name align with the cultural, historical, or geographical significance of Shasta Lake?

- How does this name reflect community values and identity?

- Does this name have broad community support? If so, please provide details (e.g., petitions, letters of support, endorsements):

-
-
- Are there any potential conflicts or concerns with this name? If so, please explain:

ADDITIONAL INFORMATION:

If proposing to name the skatepark after an individual, please include the following:

- Name of the individual: _____
 - Contribution to the community:
-
-
-

SUBMISSION:

Please submit this form to the City Clerk’s Office at cityclerk@cityofshastalake.org or in person at City Hall (4477 Main St., Shasta Lake). The Parks and Recreation Advisory Commission will review all submissions before making a recommendation to the City Council for final approval.

Thank you for your participation!



Report and Recommendations
Reviewed and Approved

City Manager

3.4

AGENDA ITEM City Council

TO: Parks and Recreation Advisory Commissioners

FROM: Whitney Zeller, Community and Economic Development Manager

DATE: February 13, 2025

SUBJECT: UPDATE AND DISCUSSION ON PARK PROJECTS

RECOMMENDATION

Receive an update and discuss the status of current park projects.

BACKGROUND

The City of Shasta Lake has received multiple grants to fund various parks and recreation projects, significantly enhancing community amenities. The following is an update on the progress of these projects.

American Rescue Plan Act (ARPA)

The City received \$2.49 million in ARPA funding, with the City Council appropriating \$2.39 million for parks and recreation projects. The following projects were funded through ARPA:

- **New Skatepark Facility at the Civic Center Campus**
 - \$1,636,000 budget
 - Currently under construction
 - Expected completion: Summer 2025
- **Expansion of Lassen Field at Bizz Johnson Park**
 - \$660,000 budget
 - Project included the addition of new lighting
 - Status: Completed
- **New Disc golf Course Behind the Ballfield at Bizz Johnson Park**
 - Remaining ARPA funds will be utilized for this project
 - Status: Planning phase

All ARPA funds have been fully appropriated.

Caltrans Clean California Program

The City was awarded \$1.75 million through Caltrans' Clean California Program. These funds are being used for the following improvements:

- **New Picnic Pavilion and Restrooms at the New Skatepark Facility**
 - Status: Design Phase
 - Anticipated Construction: Summer 2025
- **Replacement of Existing Pit Restrooms at Margaret Polf Park**
 - Upgrading to flush restrooms with a septic system
 - Status: Design Phase
 - Anticipated Construction: Summer 2025
- **New Picnic Pavilion at Margaret Polf Park**
 - Status: Design Phase
 - Anticipated Construction: Summer 2025
- **Community Spirit Parkway on East Side of Civic Center Campus**
 - Status: Project has been put out to bid
 - Expected Completion: Summer 2025

REAP 2.0

Through the Shasta Regional Transportation Agency (SRTA), the City received \$894,175 in REAP 2.0 funding. These funds will be utilized for:

- **Construction of a Multi-Use Path at the East Side of the Civic Center Campus**
 - Project will complete a full walking loop around the campus
 - Expected Completion: End of 2025
- **New Sidewalks in the Downtown Corridor**
 - Status: Planning Phase
 - Expected Completion: End of 2025

Community Development Block Grant (CDBG)

The City received \$2.5 million in CDBG funding to replace playground equipment, amenities, and surfacing at all existing playgrounds in the City.

- **Playground Replacement Project**
 - A community meeting was held in January
 - A survey was conducted, receiving over 300 responses
 - Community feedback will guide the design options
 - Designs will be presented to the Parks and Recreation Commission before final approval and construction
 - Expected Completion: End of 2025/Early 2026

FISCAL IMPACTS:

No fiscal impact related to receiving this update

ATTACHMENTS

No Attachments

DISTRIBUTION

Parks and Recreation Advisory Commission