

**Park Advisory Board
Meeting Minutes
February 5, 2026
Meeting called to order 5:02 PM**



1. ATTENDANCE:

A. Park Board Members Present:

Board Member, Jacob Powers
Board Member, Gregory Webb
Board Member, Don Mitchell
Board Member, Michelle Musgrave

B. Staff Present: J.C. Kennedy, Parks & Recreation Director

- 2. Agenda Approval:** A Motion to approve the Agenda was made by Mr. Mitchell. Second by Mrs. Musgrave. Agenda Approved.
- 3. November 6, 2025 Minutes:** Motion to approve the minutes was made by Mr. Mitchell. Second by Mr. Webb. Minutes approved.
- 4. Election of Officers:** A motion to keep the same structure for officers for 2026 was made by Mr. Webb. Second by Mr. Mitchell.
- Park Advisory Board President - Mr. Jacob Powers
 - Park Advisory Board Secretary - Mrs. Michelle Musgrave
- 5. AHRC Phase 2 Update:** Mr. Kennedy shared that permits were submitted to Building & Planning Department on September 29, 2025, Review comments were provided by the public works department on January 30th, SPVV Landscape Architects sent the review comments to the Civil Engineer to make the corrections to the plans so we are moving closer to being able to publish the project for bid.

Comments that needed to be addressed to move forward:

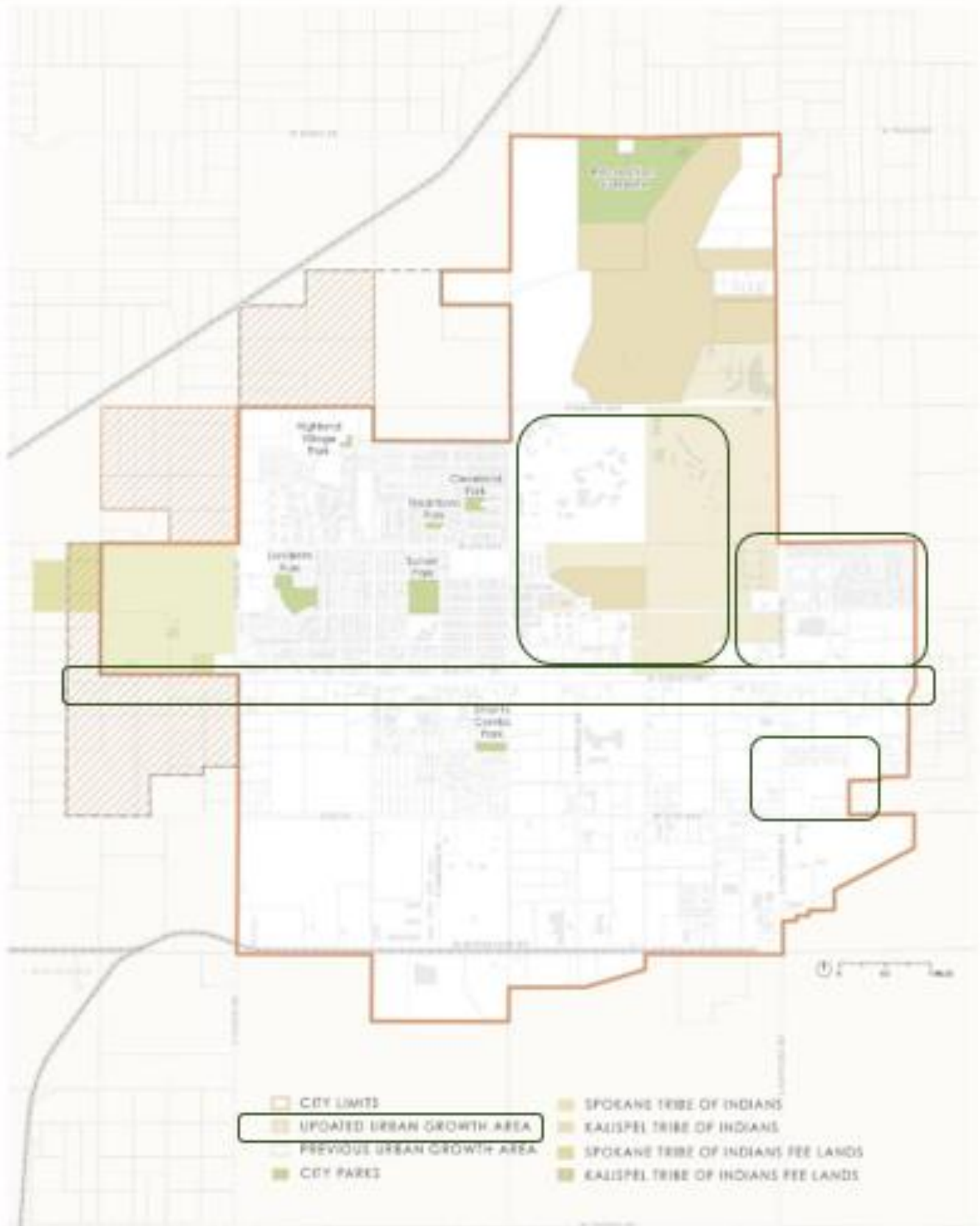
The plans must reference CAWH standard plan 8-04-C (included in the email delivery of this letter) for 'sidewalk joints + finish/traffic curb'. This includes for the "Type A curb detail" shown on the plans. Please include the detail on the plans and remove the incorrect detail(s) as needed. (8-04-C can also be found on the Public Works Permitting webpage for the 2025 Public Works Standards.)

- Please indicate the bottom F.S. elevation of the Upper Pond to ensure that there is 6" between the pond bottom and the New Berm.
- The Upper Pond Treatment Calc in Appendix 3 of the Drainage Report notes the dimensions of the upper basin are 25' wide and 100' long. Plan measurement show the actual pond bottom to have dimensions of 10'17' wide and 175' long. Please include the true pond size in the calculations.
- Please include a note on the civil plans indicating specifically what is to be planted in the bio-swale.
- Please remove or relocate any trees on the bio-swale side slopes that are to be planted at an elevation below the berm, or include them in the stormwater calculations.

6. Comprehensive Plan Parks Element & Park Master Plan Updates

- Service Areas
The map below identifies areas of the community where gaps exist that should be strategically targeted for the location of a future park site in accordance with the goal of

FIGURE 14. PARK SYSTEM MAP



- Level of Service

Mr. Kennedy shared a Level of Service document that the department has been working on with the consultant that is working on the cities comprehensive plan Framework. This document focuses on planned capital improvements that will improve existing parks and how the planned new park additions affect the cities level of service for parks as they are added including the types of amenities planned in the new locations.

7. Adjourn: Meeting adjourned at 5:34 pm.