



City of Red Bluff

Parks and Recreation Commission

Regular Meeting Agenda

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

Tuesday, May 12, 2026

5:30 PM

Council Chambers

**THIS HYBRID MEETING WILL BE CONDUCTED VIA TELECONFERENCE AND
IN-PERSON**

Note: To make a virtual public comment on Zoom, you must raise your hand

- Live audio is available on the City's website at:
<https://cityofredbluff.legistar.com/Calendar.aspx>
- Use this URL to join an interactive Zoom Meeting:
[https://us02web.zoom.us/j/86098833730?
pwd=YjNWR3NqWDUvNld3TDhrWGdVNFk3dz09](https://us02web.zoom.us/j/86098833730?pwd=YjNWR3NqWDUvNld3TDhrWGdVNFk3dz09)
- Or join by phone:
Dial 1 (669) 900-6833 or +1 (669) 444-9171
Webinar ID: 836 5864 5833
Passcode: 388955

The City of Red Bluff welcomes you to their Parks and Recreation Advisory Commission meetings, which are regularly scheduled for the second Tuesday of each month. Your participation and interest are encouraged and appreciated. Meeting notices are available in appropriate alternative formats upon request of a person with a disability. If accommodation is needed for individuals with disabilities, please contact the Deputy City Clerk's office at (530) 527-2605 at least 72 hours prior to the day of the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (for items that are not on the agenda and are within the City's jurisdiction)

This time is set-aside for citizens to address the Parks & Recreation Advisory Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairperson reserves the right to limit each speaker to three (3) minutes.

The Chairperson also may limit or prohibit multiple presentations by the same individual(s) on the same topic. Please understand that by law, the Parks and Recreation Commission cannot consider matters that are not on the agenda and matters of concern will be referred to the City Manager's Office.

Pursuant to the Brown Act (GC 54954(3)), no action or discussion shall be undertaken on any item not appearing on the posted agenda.

Public Comment may also be provided in writing by 3 p.m. the day of the meeting, either by email at arice@cityofredbluff.org, or by mail to City Hall, Attn. Deputy City Clerk, 555 Washington Street, Red Bluff, CA 96080.

ANNOUNCEMENTS OF AGENDA CORRECTIONS

STAFF ITEMS

CONFLICT OF INTEREST DECLARATION

APPROVAL OF DRAFT MINUTES

Approve Minutes

[0149](#)

Recommended Action:

Approve the March 10, 2026 Minutes

REGULAR AGENDA ITEMS

These items include financial and administrative recommendations of special interest that are usually approved individually by a majority vote of the Commission. The Regular Agenda also includes noticed hearings and public hearings. The deadline for staff to place items on the Planning Commission agenda is 5:00 p.m. on the preceding Tuesday, unless a holiday intervenes. . Items not listed on the Agenda can only be added and considered by the City Council if they qualify under Government Code Section 54954.3(b)1-4 (typically this applies to items meeting the criteria as an off-agenda emergency).

ADDITIONAL COMMISSIONER COMMENTS

FUTURE AGENDA ITEMS BY CONSENSUS OF THE COMMISSION

ADJOURNMENT

This meeting is adjourned until the next regularly scheduled meeting. Parks & Recreation Commission meetings are scheduled on the second Tuesdays of the month beginning at 5:30 p.m. in the City Council Chambers at 555 Washington Street, Red Bluff, California. Agenda packets, minutes, and audio are available on the City's website at <https://cityofredbluff.legistar.com>. Contact the Deputy City Clerk's office for assistance at (530) 527-2605 x 3057.

CAMPAIGN CONTRIBUTION DISCLOSURE PURSUANT TO THE LEVINE ACT (Govt. Code Section §84308)

Members of the City Council are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Councilmember received more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the City's decision on the agenda item since January 1, 2023. Members of the City Council who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Councilmember since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Councilmember and may be made either in writing to the City Clerk's Department before the subject hearing or by verbal disclosure at the time of the hearing.



Parks and Recreation Commission

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

Staff Report

File #: 0149

Agenda Date: 5/12/2026

Agenda #:

TO: Parks and Recreation Commission

FROM: Karen Shaffer

SUBJECT:
Approve Minutes

RECOMMENDED COUNCIL ACTION:
Approve the March 10, 2026 Minutes

ATTACHMENTS:
1. March 10, 2026, Minutes



CITY OF RED BLUFF

555 Washington Street, Red Bluff, California 96080
(530) 527-2605; Fax (530) 529-6878
www.cityofredbluff.org

PARKS AND REC COMMISSION MINUTES

Tuesday, March 10, 2026
Council Chambers, City Hall

Attendee Name	Title	Status	Arrived
Jennifer Torres	Commissioner	Present	5:30 PM
Matthew Stinson	Commissioner	Present	5:30 PM
Vici Miranda	Commissioner	Present	5:30 PM
Tara Snider	Commissioner	Present	5:30 PM
Regan Olivarez	Student Commissioner	Present	5:30 PM

STAFF PRESENT

Tom Westbrook, City Manager
Anita Rice, Deputy City Clerk/Exec. Asst. to City Manager
Pat Hurton, Pro Tem Mayor
Scott Miller, Public Works Director
Kaci Blaser, Lead Recreation Coordinator
Rick Lara, Parks and Streets Maintenance Supervisor
Karen Shaffer, Parks, and Recreation Supervisor
Lance Bickford, Red Bluff Little League President

Pledge of Allegiance

Chair Torres led the assembly in the pledge of allegiance.

Conflict of Interest Declaration

None.

Citizen Comment

None.

Approval of Draft Minutes

1. Parks and Rec Commission - Regular Meeting - Dec 9, 2025 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Vici Miranda, Commissioner
SECONDER:	Matthew Stinson, Commissioner
AYES:	Torres, Stinson, Miranda, Snider, Olivarez

Regular Agenda

These items include significant financial and administrative actions of special interest that are usually approved individually by a majority vote. The Regular Agenda also includes noticed hearings and public hearings. The deadline for items to be placed on the City’s agenda is 5:00 p.m. on the preceding Tuesday, unless a holiday intervenes.

2. Little League Memorandum of Understanding (MOU)

Parks and Recreation Supervisor Shaffer asked that the commissioners approve the attached Memorandum of Understanding (MOU) between the City and Red Bluff Little League.

Red Bluff Little League President, Lance Bickford stated that this memorandum would allow over 500 kids to use Diamond Field. Little League is agreeing to maintain the field, locked restroom and storage sheds with their own locks. The MOU will be from March 15, 2026, to July 25, 2026, for three years.

Public Works Director Scott Miller had a concern about the payment of \$500 for lights. It was agreed that last year’s usage of electricity couldn't be verified to a specific amount for just lights during Diamond Field usage. Miller also stated that it would be Little Leagues responsibility to post a sign, approved by staff stating that the field would be reserved and who to contact if any questions.

Park Maintenance Supervisor Rick Lara stated that the sprinklers run about 5 hours a week to water the outside field. He asked about the league cutting back the grass to make a bigger playing field. Bickford stated that the purpose of cutting the grass back is to make the field look more professional and groomed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tara Snider, Commissioner
SECONDER:	Matthew Stinson, Commissioner
AYES:	Torres, Stinson, Miranda, Snider, Olivarez

Commissioner's Report to City Council

- March 17, 2026 , Matt Stinson
- April 21, 2026 , Chair Jennifer Torres
- May 19, 2026, Tara Snider
- June 16, 2026, Vici Miranda

Updates from Staff

Shaffer reported that the city is recruiting for lifeguards and pool manager/assistant manager positions.

Recreation Coordinator Kaci Blaser reported that basketball is still playing. The Rodeo Cool Club Dance is on April 9th and softball registration will be opening March 30th. City Manager Tom Westbrook stated that Cassie Pope was appointed to City Council to replace Cody Strock who resigned. She will be a council member through December 1st. The positions up for reelection next term are Cassie Pope, Kris Deiters, and Pat Hurton.

Miller gave an update on park maintenance lawn and tree projects that are starting now that spring is here. He thanked Division Chief Justin Kingsley for the fire mitigation work at Dog Island/Samuel Ayers Park. He stated that the old restroom in the park has been removed. Rio Street sewer project will be started later this month and should be completed by the beginning of June. This project will take out the old restroom by the pool at River Park There is no update on the Splash Park Project at this time. Grant writer Emmy Westlake secured a \$5,000 grant from the Paskenta Nomlaki Foundation for the Splash Pad construction installation of the slowing circle and art piece.

Torres asked if the sewer repair project would impact NCCDI's pickup and drop off for kids? Miller stated he wasn't sure of the impact until he saw the plans. He said notices will go out once his department knows of any road closures.

Snider asked if disk golf is still playing at Dog Island. Miller stated that yes, disk golf is still using Dog Island and the Diversion Dam.

Parks and Recreation Commission Comments

None.

Future Agenda Items By Consensus

None.

Adjournment

6:10 PM