



**AGENDA**  
**RECREATION AND PARKS COMMISSION**

**MONDAY**  
**October 20, 2025**  
**5:00 PM**

**TOWN HALL**  
**549 MAIN STREET**  
**PLACERVILLE, CA 95667**

**PUBLIC PARTICIPATION INFORMATION**

**You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Comments on items not on the agenda will be taken under Item 6. Comments must not be slanderous and must relate to business within the roles and responsibilities of the appointed Recreation Commission. Advance Correspondence/Written Comments:** You may submit your comments by e-mail to [placervillerecreationandparks@gmail.com](mailto:placervillerecreationandparks@gmail.com), or you may submit your comments to the DEPARTMENT OF COMMUNITY SERVICES, 549 MAIN STREET, PLACERVILLE 95667 by 10:00 a.m. the day of the meeting. Written Comments received the day of the meeting will be provided to the Recreation Commission during the meeting. These comments may not be read aloud but will be acknowledged. All comments will be available for review in the office of the Department of Community Services.

**The Brown Act:** Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a public meeting. The Department of Community Services shall post the Agenda on Town Hall windows, and on the City's website: [www.cityofplacerville.org](http://www.cityofplacerville.org).

**Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, please contact the Department of Community Services Office at (530) 642-5232, or [placervillerecreationandparks@gmail.com](mailto:placervillerecreationandparks@gmail.com). Requests must be made as early as possible and at least two full business days before the start of the meeting. Some requests may be accommodated closer to the meeting.

**RECREATION COMMISSION MEMBERS**

**TONY WINDLE, CHAIR**  
**LYNNE SPENCER, VICE-CHAIR**  
**ANDRE PICHLY, COMMISSIONER**  
**LARISSA LUJAN, COMMISSIONER**  
**MICHAEL POTTER, COMMISSIONER**  
**LEAH ZIMMERMAN, YOUTH COMMISSIONER**

**DENIS Y. NISHIHARA II**  
**DIRECTOR OF**  
**COMMUNITY SERVICES**

**MATT LISHMAN**  
**ASSISTANT DIRECTOR OF**  
**COMMUNITY SERVICES**

**JULIE BURNSIDES**  
**COMMUNITY SERVICES**  
**SPECIALIST**

## 5:00 P.M. OPEN SESSION

### 1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE TO THE FLAG**

2. **ROLL CALL:** TONY WINDLE, CHAIR  
LYNNE SPENCER, VICE-CHAIR  
ANDRE PICHLY, COMMISSIONER  
LARISSA LUJAN, COMMISSIONER  
MICHAEL POTTER, COMMISSIONER  
LEAH ZIMMERMAN, YOUTH COMMISSIONER

### 3. **ADOPTION OF AGENDA**

### 4. **PUBLIC COMMENT – NON-AGENDA ITEMS**

This portion of the meeting is reserved for person(s) wishing to address the Recreation Commission **on any matter not on the agenda** that is within the subject matter jurisdiction of the City Council. The Commission Chair reserves the right to limit the speaker's time to **three minutes**. You are not allowed to make personal attacks on individuals or make comments which are slanderous, or which may invade an individual's personal privacy.

#### 4.1 Oral Communication

#### 4.2 Written Communication

### 5. **DISCUSSION TOPICS**

#### 5.1 Approve Recreation and Parks Commission Meeting Minutes – September 15, 2025

#### 5.2 Welcome New Youth Commissioner (Leah Zimmerman) – Director Nishihara

#### 5.3 Halloween Event Update – Assistant Director Lishman & Chairperson Windle

#### 5.4 Community Survey – Director Nishihara

#### 5.5 Holiday Tree Lighting Event Update – Director Nishihara & Commissioner Potter

#### 5.6 Department Update – Director Nishihara

### 6. **ADJOURNMENT**

The next meeting scheduled for Monday, November 17<sup>th</sup> shall be canceled.

**CITY OF PLACERVILLE**  
**RECREATION & PARKS COMMISSION**  
**September 15, 2025**  
**MINUTES**

**PRESENT:**

**Recreation & Parks Commission:** Chair Tony Windle, Vice-Chair Lynne Spencer (Delayed Arrival), Commissioners Larissa Lujan, and Andre Pichly.

**Recreation & Parks Staff:** Denis Nishihara, Director of Community Services

**ABSENT:** Commissioner Michael Potter and Department Staff Matt Lishman, Assistant Superintendent

**GUESTS:** None

**ADOPTION OF AGENDA:** Commissioner Pichly made a motion to adopt the agenda with revisions. Commissioner Lujan seconded the motion. Motion approved unanimously with quorum.  
3-Yes / 2-Absent

**PUBLIC COMMENT:** None.

**DISCUSSION TOPICS:**

**5.1 July 21, 2025: Recreation and Parks Commission Meeting Minutes:** Commissioner Pichly made a motion to approve minutes. Commissioner Lujan seconded the motion. Motion approved unanimously with quorum. 3-Yes / 2-Absent

**5.2 Youth Commission Position –** Director Nishihara  
Prospective candidate and El Dorado High School student Leah Zimmerman presented her experience and perspective as to her potential involvement with the Recreation and Parks Commission. Chairperson Windle referenced Ms. Zimmerman’s letter to the Commission. Commission recommends next steps for presentation to City Council.

**5.3 Halloween Event Update –** Assistant Director Lishman & Chairperson Windle  
Update provided, no action taken.

**5.4 Parks & Recreation Master Plan Discussion –** Director Nishihara  
Director requested feedback as to pivoting the focus with the aim targeted at an intentional survey and designing intentional questions as the baseline for building the foundation for a community needs assessment in preparation of the Master Plan revision. Feedback was discussed with the Commission. Commissioner Pichly and Commissioner Lujan volunteered to work with Director Nishihara on developing a set of effective questions. No action taken, Staff will return with proposed community survey in October.

Commissioner Spencer arrived to participate in the meeting and engaged with discussion.

**5.5 Holiday Tree Lighting Event Update – Director Nishihara & Commissioner Potter**

Director Nishihara and Chairperson Windle provided a general scope of activities for the event. No actions were taken.

**5.6 Department Update – Director Nishihara**

Director Nishihara provided a general scope of department actions, and current projects. No actions were taken.

Chairperson Windle made a motion to adjourn at 6:24 pm. Commissioner Potter seconded the motion. Motion approved unanimously. 4-Yes / 1-Absent

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foothill community built on California's rich gold rush history.*



**Directors Report**

**October 20, 2025 Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, Director of Community Services

**Item#: 5.2**

**Subject:** Welcome New Youth Commissioner – Leah Zimmerman

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**Recommendation:** Informational Item.

**Purpose:** None

**Strategic Plan Strategy:** Strategy – Develop Relationships; outreach to enhance community engagement and positive interactions. Support programs for all generations/stages of life.

**Background:** The City of Placerville Department of Community Services with the aim of creating programs and services for the entire community by increasing opportunities for residents of all ages launched recruitment efforts for a Youth Commissioner. Involving young people in planning conversations and the development of priorities provides added venues for generations of individuals to actively contribute. It has been established by City Council for one student to occupy one seat on the Recreation and Parks Commission. It is estimated that since 2020 this position has been vacant. Staff have actively researched and attempted recruitment of a young person to volunteer. Ms. Leah Zimmerman who attends El Dorado High School.

At the conclusion of the recruitment Ms. Zimmerman submitted a letter of interest to Assistant Director Lishman, presented her proposal to the Recreation and Parks Commission and was formally welcomed by the City Council of the City of Placerville.

**Discussion:** Please join me in welcoming Ms. Leah Zimmerman, a dedicated junior at El Dorado High School. As a talented athlete, Leah excels in volleyball and soccer, showcasing her teamwork and determination. Beyond sports, she's deeply committed to her school and community, volunteering with Hands for Hope, Key Club, and AVID—pronounced "ah-VID"—where she inspires her peers through leadership and service. With a passionate vision to boost teen involvement in meaningful causes, Leah dreams of empowering more young people to make a difference and get involved. In her spare time, she channels her compassion into fostering kittens, giving them a loving start in life. Leah, we're excited to hear from you!

A handwritten signature in black ink, reading "Denis Nishihara", is written over a horizontal line.

Denis Nishihara, Director

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**Directors Report**

**October 20, 2025 Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, Director of Community Services

**Item#: 5.3**

**Subject:** Halloween Event 2025 Update

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**Recommendation:** Recreation and Parks Commission Receive Report and Provide Feedback.

**Purpose:** Assistant Director Lishman and Chairperson Windle shall provide Recreation and Parks Commission with a verbal update of the status of the event. Items shall pertain to a call for candy donations collected by the El Dorado Community Foundation, a call for volunteers and a timeline of the event.

**Strategic Plan Strategy:** Informative Dialog

**Background:** The Recreation and Parks Commission regularly receives updates from staff regarding departmental activities, projects, and strategic planning efforts.

**Discussion:** Time permitted for recommendations, inquiries and requests as resources permit.

A handwritten signature in black ink, reading "Denis Nishihara", is written on a white rectangular background that is slightly tilted to the right.

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Denis Nishihara, Director

*This is a non-action item*

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## **Directors Report**

**October 20, 2025 Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, Director of Community Services

**Item#: 5.4**

**Subject:** Community Survey – DRAFT REVIEW

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**Recommendation:** Recreation and Parks Commission Receive Report and provide feedback regarding specific survey questions.

**Purpose:** Present Recreation and Parks Commission with a DRAFT of survey questions for Community Survey.

**Strategic Plan Strategy:** Strategy – Expand and Improve Public Facilities and Recreation Programs.

**Background:** Following the Department Director's recommendations, the initial and most critical phase of the revision process will prioritize building authentic connections with Placerville residents to gather meaningful feedback and collect essential data. During the September meeting, it was suggested that two Commissioners meet with staff to discuss the survey questions, with the goal of creating a realistic and effective survey that captures the community's priorities and establishes a baseline for revising the Master Plan. Commissioners Pitchly and Lujan subsequently met with Director Nishihara to define the scope of focus. The Ad-Hoc Committee identified key focal points for the survey, emphasizing questions that explore residents' needs, wants, and reasons for valuing specific services. The survey's primary aim is to offer City residents a simple, accessible platform to express their priorities. The resulting data will equip the Recreation and Parks Commission with critical insights into residents' perceptions of existing department services, their essential priorities, and desired potential offerings.

It is important to note currently the Department of Community Services oversees a plethora of areas including, but not limited to recreation programs, parks, trails, facilities, creek sustainability, permitting, special events and community engagement. All aspects of the Department are pivotal components of city services. The City's General Fund supports 100% of the Department's resources totaling approximately 24% of the City's allocation.

**Discussion:** The Recreation and Parks Commission is tasked with delivering comprehensive analytical insights into the context, impacts, and underlying rationale of the following questions. This process will enhance the robustness of the associated outcomes and data, empowering staff to more effectively prioritize objectives and implement the information in operational contexts. Furthermore, the gathered data will be systematically quantified to delineate departmental priorities and formulate strategic goals.

## REVIEW REVISED PROPOSED COMMUNITY SURVEY QUESTIONS:

1. Which Community Services are you most interested in? *Circle 3*

|                            |                               |                             |                                    |                              |                                |                               |
|----------------------------|-------------------------------|-----------------------------|------------------------------------|------------------------------|--------------------------------|-------------------------------|
| <i>Park<br/>Use</i>        | <i>Clean<br/>Trail Access</i> | <i>Special<br/>Events</i>   | <i>Volunteer<br/>Opportunities</i> | <i>Aquatics<br/>Programs</i> | <i>Creek<br/>Beatification</i> | <i>Public<br/>Gardens</i>     |
| <i>Sports<br/>Programs</i> | <i>Specialty<br/>Camps</i>    | <i>Safe<br/>Playgrounds</i> | <i>Facility<br/>Rentals</i>        | <i>Sports<br/>Courts</i>     | <i>Quality Field<br/>Usage</i> | <i>Enrichment<br/>Classes</i> |

2. Rank the following potential improvements to parks and recreation in order of priority for your community (1 being highest priority, 5 being lowest priority):

- Keeping Trail Clean (Clear of debris and graffiti)
- Developing New Amenities (i.e. Dog Park and Splash Pads)
- Upgrading playgrounds (Repair or Replace)
- Maintaining sports fields (Upgrade or Increase Maintenance)
- Building additional community centers or indoor facilities
- Expanding trails and paths for connectivity
- Enhancing accessibility for people with disabilities
- Upkeeping Trees in public spaces
- Expanding Recreation Programs (New)
- Weed abatement
- Fire Mitigation
- Public Restroom Maintenance
- Special Events
- Other - please specify: \_\_\_\_\_

3. In your opinion, why is it important for the Department of Community Services to focus on the aforementioned items of recreation, parks, trails, events, creeks and public spaces?

4. What is your preferred method of receiving information about our services?

- Marketing (Flyers, Banners and Ads)
- Seasonal Activity Guide
- Social Media
- Email
- Text
- Website

5. Rate each on a scale of 1 to 5 (1 not important, 5 very important):

- Recreation programs for residents of all ages and abilities.
- Activities for Active Adults 50+.
- Family-oriented Special Events.
- Environmental conservation for parks, trails, creeks, open spaces and facilities.
- Affordable access for low-income households.

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Denis Nishihara, Director

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**Directors Report**

**October 20, 2025 Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, Director of Community Services

**Item#: 5.5**

**Subject:** Hometown Holidays Christmas Tree Lighting Event 2025 Update

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**Recommendation:** Recreation and Parks Commission Receive Report and Provide Feedback.

**Purpose:** Director Nishihara, Chairperson Windle and Commissioner Potter shall provide Recreation and Parks Commission with a verbal update of the status of the event. Items pertain to the current level of sponsorship collected by the El Dorado Community Foundation (Efforts led by Mrs. Amy Pooley, Executive Director), a timeline for the Christmas Tree Installation, a call for event volunteers, a timeline preceding the event and a progressive outline for the event.

Special Note: Thank you to Paul Ingles from Serria Pacific Industries (SPI) and Doug Veerkamp for their pre-event support with harvesting the Christmas Tree. We look forward to the sneak-peek social media short of the tree hunt adventure, complements of Chairperson Windle.

**Strategic Plan Strategy:** Informative Dialog

**Background:** The Recreation and Parks Commission regularly receives updates from staff regarding departmental activities, projects, and strategic planning efforts.

**Discussion:** Time permitted for recommendations, inquiries and requests as resources permit.

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Denis Nishihara, Director

*This is a non-action item*

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## **Directors Report**

**September 15, 2025 Recreation and Parks Commission Meeting**

**Prepared by:** Denis Nishihara, Director of Community Services

**Item#: 5.6**

**Subject:** Department Update

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**Recommendation:** Recreation and Parks Commission to Receive Report

**Purpose:** Provide Recreation and Parks Commission with a verbal update to the status of the Community Services Department.

**Strategic Plan Strategy:** Informative Dialog

**Background:** The Recreation and Parks Commission regularly receives updates from staff regarding departmental activities, projects, and strategic planning efforts.

Item 1 – Parklet Use: In September, Department Staff requested recommendations as to a location to set the small parklet as its final location for use. It was suggested to present the idea to the Gold Bug Park & Mine team. However, it has been difficult to determine the best location onsite. Staff are still in the planning stages but will present a final proposed location once staff have analyzed all aspects of potential use.

Item 2 – Tree Maintenance: There were several prominent trees in the area requiring maintenance, care and resolution. Removal, treatment and care options were presented to Commission by staff in September 2025. Those areas are listed as follows;

- Mooney Parking Lot,
- Ivy Parking Lot
- The *original* Christmas Tree on Bedford Lane.
- Hangtown Creek Trees Behind County Court House off HWY 50.

Although these were not simple or inexpensive decisions, Staff resolved the following:

- Mooney Parking Lot – Tree Removed
- Ivy Parking Lot – Canopy lifted to provide line of site to trail eliminating unhoused loitering area and tree maintenance surrounding entire lot.
- The *original* Christmas Tree on Bedford Lane – No Action Taken
- Hangtown Creek Trees Behind County Court House – Removal of approx. 10 large volunteer trees obstructing the view of the street signal at Bedford and HWY 50.



**COMPLETED:** *Mooney Parking Lot Tree has a split in two and is eroding / breaking the retaining wall.*



**TREATMENT IN PROCESS:** Ivy Parking Lot Tree has a heavy amount of aphid and white fly infestation, causing honeydew all over pocket garden and parking stalls and sidewalk. Treatment for one cork oak tree is estimated at \$500.

Item 4 – Abatement and Maintenance: Growlersberg Crew has clear approx.  $\frac{3}{4}$  mile of creek and trail clearing starting from KFC and along the trail to Sherwin Williams. Goats were also used for weed mitigation on the Duffy Park site.

Item 5 – Community Clean Up: Successful reoccurring event was conducted on Saturday, October 18, 2025. Thank you to the Department's Maintenance Team (Todd and Luke) and to Assistant Director Lishman for his planning and coordination of the event.

Item 6 – Gold Bug Park and Mine Clean Up Day: Also on Saturday, October 18<sup>th</sup>; Recreation Coordinator Guy Easterling and his team of staff with volunteers launch new efforts to clean the park with a focus on upkeeping the stairs to the Priest Mine for revived tours.

Item 7 – Recreation Program Fees and Minimum Wage Increases (January 2026). In light of the impending minimum wage increase next year and the pressing imperative to enhance revenue for the long-term sustainability of services, staff will present a comprehensive fee assessment in preparation for potential fee adjustments in select programs. COLA is projected to be adjusted by 2.49%, raising the current wage from \$16.50 to \$16.90 starting in January. Immediate program impacts would default to Adult Softball, Aquatics, Gold Bug, Youth Basketball and possibly other services.

It is important to note (*to date*) no administrative costs are associated with recreational programming, whereas in many aspects only direct costs are budgeted. This is a very important aspect to consider in that the primary funding source for a multitude of the Department's services is directly funded by the City's General Fund. Staff anticipate there is a need to review the administrative cost load upon development of upcoming allocations.

**Discussion:** Time permitted for recommendations, inquiries and requests as resources permit.



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Denis Nishihara, Director

*This is a non-action item*