**MINUTES OF THE**
**OPEN SPACE ADVISORY COMMITTEE**
**MEETING**

The Open Space Advisory Committee of American Canyon met in regular session on **Wednesday, November 3, 2010** at City Hall, 4381 Broadway Street, American Canyon, California. The Agenda for this meeting was posted at the City Hall Office and the Parks and Recreation/Aquatic Center Office on Friday, October 29, 2010. Vice Chair Novak called the meeting to order at 6:31 p.m.

## Call To Order

1. Pledge of Allegiance - The Pledge of Allegiance was recited.

2. Roll Call – Vice Chair Novak, Committee Members Christian, and Stanfield. Chair Matson and Committee Member Myers were absent.

3. Approval of the Meeting Minutes of October 6, 2010 – The minutes of October 6, 2010 were amended on page 2, item 3, paragraph 3, strike "the" replace with "a" and put "of" after review; Paragraph 4, first sentence should read "options" not "option"; On page 3, Paragraph 1, add "of" after connection and then approved on a 3-0 vote. (Stanfield/Christian).

4. Confirmation of Agenda – On a motion made by Committee Member Christian and seconded by Committee Member Stanfield, the agenda was approved on a 3-0 vote. (Christian/Stanfield).

## Public Comment

None.

## General Announcements

The General Announcements were read.

## Committee Business

1. **Committee determination to excuse or not excuse absences from Open Space Advisory Committee meetings.**

Director Davis noted that Committee Member Myers was out of town and Chair Matson was absent due to an illness.

On a motion made by Committee Member Stanfield, seconded by Committee Member Christian, the absence of Chair Matson and Committee Member Myers on November 3, 2010 were excused by a unanimous voice-vote (3-0).

**2. Napa River Bay Trail Maintenance.**

Director Davis gave a brief introduction and turned the item over to Jeff Peters, Questa Engineering. Mr. Peters went over how the trails were built and the materials that are used. There were different conditions in a number of trail segments so the entire trail is not constructed in exactly the same manner.

Mr. Peters discussed how potholes should be repaired and how the cracks can be repaired. The Committee discussed cracks and potholes and how the repairs could be accomplished. Mr. Peters recommended using a square pointed shovel to cut out the materials down to firm or the stabilizer blanket, spraying the area with the water/stabilizer mix, packing in the quarry fines into the cut out area, spraying in lifts, and tamping the material down. The ratio of water to stabilizer (SoilShield) is 20:1.

Mr. Peters suggested staying on top of weed growth, particularly along the side backing.

Committee Member Christian and Vice Chair Novak volunteered to work on the trail repairs.

**3. Continued discussion and possible action regarding the proposed location of the Vine Trail through American Canyon.**

Director Davis met with Brent Cooper, Community Development Director, regarding the proposed location of the Vine Trail through American Canyon. Director Cooper suggested that the next step in the Vine Trail route selection process would be to set up a series of meetings with property owners and stakeholders. The sub-committee and Staff will be meeting with Chuck McMinn, Vine Trail Coalition Executive Director, and Director Cooper on Friday, November 5. The meeting will be to identify the various property owners and stakeholders and develop a strategy regarding who will meet with them.

**4. Discussion and possible action regarding the Parks and Community Services Master Plan.**

Director Davis gave an update to the Committee regarding the Parks and Community Services Master Plan.

Vice Chair Novak noted that the Bicycle and Pedestrian Circulation System chapter should be consistent with the County Bicycle Plan work. He noted that once he reformats the chapter, he will forward it to Committee Member Stanfield for review.

Committee Member Christian received the Open Space and Trails chapter from Committee Member Myers and is hoping that it will be reformatted by the next meeting.

**5. Discussion regarding Newell Open Space.**

Committee Member Christian noted that there was nothing new to report. He mentioned that the Star Thistle is taking over the trails.

**6. Discussion and possible recommendation regarding the Open Space Advisory Committee's meeting schedule during the holidays.**

Director Davis presented the report regarding the Open Space Advisory Committee's meeting schedule during the holidays.

Director Davis mentioned that Chair Matson may not be available the week of January 5th meeting and that neither Chair Matson or Committee Member Myers had any preference regarding changes to the meeting schedule.

The Committee had a brief discussion regarding the meeting schedule for December and January.

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| On a motion made by Committee Member Stanfield, seconded by Committee Member Christian, to cancel the December 2010 meeting (3-0) |

**<u>Public Comment</u>**

None.

**<u>Parks and Recreation Director Comments</u>**

Director Davis reported that the Veterans Day ceremony will be held at the Veterans Memorial Park on November 11, 2010 at 11:00 a.m.

The Open Space Advisory Committee work plan and the proposed designation of the Committee as the City's Bicycle Advisory Committee will go to City Council on November 16, 2010.

## Committee Member Comments

Committee Member Christian mentioned the Napa Valley Vintners will be having a Wine Tasting at the Holiday Inn Express. The Napa County Regional Parks and Open Space District will be doing some work on Skyline this Saturday.

Committee Member Stanfield asked who residents should contact regarding a problem with trees or a maintenance issue in the Landscaping and Lighting District. Director Davis reported that residents could contact Parks Supervisor George DeOcampo. Other options would be calling the Parks and Recreation Department office or the Parks and Recreation Director.

Vice Chair Novak complimented the City Police Department for getting rid of the boat at the end of the Napa River Bay Trail.

## Items for Future Consideration

Future agenda items suggested included the Vine Trail route through American Canyon, the Parks and Community Services Master Plan and an update on the annexation and planning status of Clarke Ranch.

Committee Member Stanfield asked if it was possible to have the new Council Members attend an Open Space Advisory Committee to discuss the Committee's work.

## Adjournment

On a motion made by Committee Member Christian, seconded by Committee Member Stanfield, the meeting was adjourned at 7:56 p.m. to the regular meeting on January 5, 2010 by a unanimous voice-vote (3-0).

**Minutes Prepared By:**

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**Sherri Cassidy**
**Administrative Assistant**

**Minutes Approved By:**

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**Todd Novak, Vice Chair**
**Open Space Advisory Committee**