

MINUTES  
COMMUNITY ACTIVITIES & CULTURAL COMMISSION  
CITY OF CARMEL-BY-THE-SEA

APRIL 9, 2013

**I. CALL TO ORDER AND ROLL CALL** Meeting began at **9:40 a.m.**

PRESENT: Commission Members Dixon, Jett, Downing, Refuerzo  
ABSENT: NONE  
STAFF PRESENT: Cindi Lopez-Frincke, Community Services Assistant  
Heidi Burch, Assistant City Administrator

**II. PLEDGE OF ALLEGIANCE**

Members of the audience joined Commission Members in the pledge of allegiance.

**III. APPEARANCES**

None

**IV. APPROVAL OF MINUTES**

Chair DIXON moved **ratification of the minutes from the March 12, 2013**, and seconded by Commissioner JETT and **carried** by the following roll call vote:

AYES: Dixon, Jett, Downing, Rachel  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**V. ORDERS OF BUSINESS**

**A. Swearing in of new Commissioner, Judy Refuerzo**

Assistant City Administrator, Heidi Burch gave the oath of office to Commissioner, Judy Refuerzo.

**B. Develop budget recommendations regarding City facilities**

Sharon Fredrichsen, Public Services Administrator, gave a general overview of budgeted money in the Capital Improvement Plan to address upgrades/repairs at various city facilities. Mrs. Fredrichsen will provide the Commission as to what the yearly maintenance costs are for various city facilities. **9:45**

Following a discussion, a motion was made by Chair Dixon, seconded by Commissioner Refuerzo, to request from the Council funding up to \$5,000, to assist in developing Phase 1 for restoration to the Forest Theater. **The motion passed unanimously.**

**C. Establish guidelines for the weekly farmers market**

Jerry Lami, Market Manager, addressed the Commission advising that he did not have a contract and, therefore, has not yet contacted farmers or various businesses in the city with his invitation

to join the farmers market. Participation in the market will be by invitation only and will target organic growers invited first followed by non-organic farmers. Jan Taylor presented the Commissioners with the date of the market, June 20, 2012, starting at 10:00 a.m. and ending at 2:00 p.m.

Barbara Davison, Development Manager from the Sunset Center, reviewed dates and discussed performance times that may present a conflict with the farmers market. **10:15**

**VI. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS**

None

**VII. ANNOUNCEMENTS FROM THE ASSISTANT CITY ADMINISTRATOR-RECEIVE AND DISCUSS REPORTS, PROVIDE DIRECTION AS NECESSARY.**

None

**VIII. FUTURE AGENDA ITEMS**

- A. Finalize farmers market guidelines**
- B. Establish a volunteer program**

**IX. ADJOURNMENT**

There being no further business to come before the Commission, Chair Dixon adjourned the meeting at 11:30 a.m.

Respectfully submitted,

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Cindi Lopez-Frincke, Community Services Assistant

ATTEST:

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Dixie Dixon, Chair CA&CC