

## San Anselmo Parks and Recreation Commission Meeting Minutes – 08/16/2011

1. **Meeting called to order 7:11pm**
2. **Roll Call:** Commissioners present: Bergman, Holtzer, Kelly, Lopin, Logwood, Community Services Director David Donery.
3. **Approval of Agenda:** Agenda approved.
4. **Approval of Minutes of June 21, 2011:** Minutes approved.
5. **Open Time for Public Expression:** None
6. **Recreation Fund:** Donery reported that the Town is in the process of converting to a new software system and that July revenue and expenditure reports are not yet available.

### 7. Discussion Items –

A. Facilities Project – Update: Donery reported that Commissioner Colardo had planned to be in attendance to talk about the Isabel Cook Community Center work that was being planned. Donery reminded the Commission that during the joint meeting with the Town Council that the Commission committed to developing a plan for making some cosmetic improvements to ICC, as well as exploring the possibilities of converting the downstairs at ICC into usable recreation space. Kelly stated that upper floors of the ICC school building currently houses art studios as well as the Recreation offices. Donery stated that a renovation of the lower floor at ICC could include moving the offices downstairs. Bergman asked if this would be the proper time to conduct a community need assessment or survey to find out what people would want to see happen. Donery stated that this will definitely need to happen, but that the improvements to ICC are fairly basic and will consist of renovations to update the facility and make it more usable. He stated that a community process will be an integral part of the process once an effort is launched to plan a new facility.

Donery stated that he and Colardo will be meeting with a local designer to look at potential paint colors for the exterior of the GYM building at ICC, and to look at other potential design elements that might be added to the building to make it more attractive. Kelly stated that there are two local architects who may be willing to help with the design of the lower floor. Holtzer asked if the renovations will include improved signage. She stated that both street signage and directional signage around the buildings are in desperate need of improvement. Donery stated that this would be part of the improvements.

Donery reminded the Commission that there has been a discussion about developing a non-profit organization for use in fundraising. He stated that the discussion at the Commission level included whether this should be a foundation that could be used for Town projects which would include parks and recreation facilities (Friends of San Anselmo), or a foundation that is only for use with parks and recreation projects only (Friends of San Anselmo Parks & Recreation). Kelly recommended that this item be brought back to the Commission when everyone is in attendance.

B. Picnics on the Plaza event – August 26, 2011: Kelly stated that the event is coming up in 10 days. Donery stated that the entertainment will include a Ukelele band and Hula dancers. He stated that as host for the event, the Commission will be in charge of setting up and taking down the event, as well as deciding what types of refreshments and/or activities will be offered. He stated that in addition, the Police and Fire Departments will be on-hand with safety vehicles for kids to explore along with some child-oriented giveaways.

### 8. Action Items –

- A. Picnics on the Plaza event – Assignments: Donery stated that the assignments include who will be there for set-up, who will staff the information table, who will bring items, and who will stay for clean-up. Kelly suggested that this coordination be done via email. Lopin asked about the raffle and the donation of a week in the condominium in Hawaii. Logwood stated that he will donate this. Lopin volunteered to create a poster. Donery offered to provide tickets to use in the raffle. The Commission agreed to continue the raffle at the Country Fair Day event in order to generate additional revenue.
- B. Country Fair Day – Assignments: Donery stated that the Country fair Day event would take place on Sunday, September 25<sup>th</sup>. He stated that Creek Park will be where the food, music and drink area rather than the young children’s area. He confirmed that the Parks and Recreation Commission will operate the Beer, Wine and Beverage booth at the Country fair Day event on Sunday, September 25<sup>th</sup>. Kelly stated that Iron Springs has donated two kegs of beer, and that the wine is being donated by Casey Logwood. Donery stated that this year the Commission will also be selling non-alcoholic drinks. Donery stated that the Town has an unofficial ban on selling water in plastic bottles. Holtzer stated that last year it was difficult to find water and suggested that the Commission obtain drink coolers and provide cold water for people. Kelly stated that he would approach Drake High School about borrowing drink coolers to have at the booth. Donery asked if the Commission would be willing to help at the Ticket booth. Lopin stated that she would. Kelly stated that he would set-up the booth but would need to go to his candidates booth. Logwood agreed to be at the booth the whole time.

The Commission agreed to finalize the details for the booth at their September meeting.

9. **Monthly Commissioner Reports**: The Commission decided that this item would no longer appear on the monthly agenda.

**10. Staff Updates:**

- A. Soccer Parade and Festival: Donery reported that an event is being planned for Sunday, August 28<sup>th</sup> to celebrate the kick-off of the youth soccer season. The event will begin with a 9am parade down San Anselmo Avenue from Woodland to Tamalpais Avenues. The “SoccerFest” will be held at Memorial Park from 10:30 am to 4:00 pm. The event will include a small-sided tournament, a fun zone, a skill zone, food and music.
- B. Dog Park Steering Committee: Donery described the Committee to the new members of the Commission. He stated that their primary focus is in the development of the Red Hill Dog Park. He stated that the Committee is currently exploring growing a 40’x40’ “test patch” of grass grown from dog-resistant seed.
- C. Fall Programs Update: Donery stated that the Fall programs are slated to begin after Labor Day. New programs include Fall Ball Bambino and Farm League baseball along with a new series of prenatal classes. The StayNPlay after school programs are offering kindergarten-only classes
- D. Department Reorganization – Update: Donery stated that the reorganization is complete. The final step was the promotion of one of the existing Town staff to a newly-created Recreation Supervisor position.
- E. Country Fair Day: Discussed previously.
- F. Review of Dog-Oriented Rules at Parks – Update: Donery stated that in July, the Town Council heard a review of the rule changes related to use of Robson and Memorial Parks by dogs and their owners. The Council did not take any action and have asked that staff bring back the items separately in the fall.

11. **Commission comments and questions, requests for future agenda items** – Country Fair Day, Goblin’s Parade, Snack Shack report.

**Meeting adjourned at 8:48PM**