



Parks & Recreation Commission

Meeting Minutes – October 16th, 2012

1. Meeting called to order at 7:05pm
2. Roll Call: *Berdo, Bergman, Holtzer, Kallmeyer, Kelly, Machado, Logwood & Young*
3. Approval of Minutes of 9/18/12: Approved.
4. Approval of Agenda: Approved.
5. Open Time for Public Expression: None
6. Recreation Fund Reports:
 - A. Fiscal Year 2011/12: Donery reported that the department ended the fiscal year with a balanced budget for the first time since he started working for the Town. He stated that the sports programs did exceedingly well. Donery reported that some savings were achieved due to an Program Coordinator employee who was out on leave for several months during the year. Bergman asked about the status Program Coordinator's position, Donery responded, stating that it is an essential position, but that the job responsibilities have been being taken on by other staff for the time being. He stated the Coordinator's leave is health related, and that the department should have the employee back on the job by January 2013.
 - B. Period Ending September 30, 2012: Donery reported that the end of the first quarter of the 2012/13 fiscal year showed the numbers way up from previous year. He mentioned the change in the Front Desk position to an Admin. Assist. position is now being paid for out of the General Fund, saving the Rec Fund some money. Referred commissioners to the numbers in the staff report. Kelly asked about Parkside. Donery commented on the positive reports received since the new gates and fencing were installed. Holtzer asked if Camp Kinder-Kool was a revenue booster. Donery explained that it all depends on the demographics. In years when kindergarten enrollment is up, Kinder Kool does very well. This last summer, kindergarten enrollment and therefore Kinder-Kool enrollment, was low. Holtzer also asked how Robson is doing compared to last year. Donery explained that now that Sandy Videgar, the Admin Assistant, is responsible for billing and collections, it appears that the higher numbers are possibly a result of a more diligent system. In general, the program is very successful at generating revenue. Holtzer inquired about the Snack Shack. Donery gave a very comprehensive accounting of the process by which the revenue is processed, as well as explaining where the money goes and how it is spent, including a bit of the history between SABA and the Town and their partnership. Kelly asked that Snack Shack revenue included in future reports once the leagues start up again in the spring. Kallmeyer acknowledged the Tumbling and Soccer programs as being the big money makers; inquired as to how the other sports programs do. Donery explained how we adjust the budget based on the history of all of the programs and is amazed at how accurate the numbers are because of the consistency of the programs. The fact that department has a million dollar budget is pretty impressive for such a small town. Holtzer asked if we are developing any new sports programs such as Archery or Fencing. Donery explained that recently we have offered British Sports and Lacrosse. British Sports didn't really take off. There is a small outfit that we are checking into that would like to run a fencing program. Generally if a great need is

displayed for an activity, the department is proactive in finding the right person to lead the program.

7. **Commission Projects & Goals:**

- A. Country Fair Day Review: Donery reported that many citizens commented that this was 'the best year ever', acknowledged that the 'Beer Booth' and ZipLine were extremely successful and thanked the Commission for their contribution. It was agreed that the high bar tables were a great component of the booth, as well as the 'Beer Garden Lounge Area' and would like to carry those over to next year's booth. It was noted that a thank you should go to Marin Brew Co. – Kelly volunteered to do that. Events Fund revenue was discussed with a focus on how it is used. Holtzer initiated a discussion about shifting the timeline of the event to create more ease of flow from one attraction to another. It was agreed that The Kid's Music & Entertainment in Creek Park from 9 to 11am could fill the gap between Breakfast at the Fire House and the Parade. Next year Youth Commissioners will be in charge of running the 'Non-Alcoholic Beverage Booth'.
- B. Oct 20th ICC Painting Party – Finalizing Plan: Donery reported the building was power washed on Monday. The color scheme has been set. Redhill Church has a large group of volunteers coming with ten or so who have called to sign up. Teams of volunteers will paint in 'zones' predetermined and mapped out by Donery. They will paint from the ground up as far as they can. Trim will be painted by volunteers as well. On Monday, the professional painters will complete the job, painting the doors and transition paint from the roof down into the area painted on Saturday. After much animated discussion, it was agreed that the Commissioners would take care of feeding the volunteers. Kallmeyer will organize breakfast; Kelly and Machado will move H2O from ICC to snack shack Friday night. Kelly will get dogs and buns. Holtzer will bring potato salad (or equivalent side dish) chips & apples. Machado will take care of Snack Shack prep. Dave will organize childcare. Bergman will engage sign guy in discussion about creating new four signs.
- C. Commissioner's Message – Winter/Spring 2013 Rec Guide: Kallmeyer requested a list of donors (to date) for purposes of thanks and acknowledgement. Message to cover issues discussed at previous meeting (passed out copies to commissioners for review). Kelly suggested using a page to recognize donors and volunteers. Bergman is going to take photos of the finished Painting Party product for publication.
- D. Future Projects:
- MP Detention Basin Project** – Donery reported that monitoring wells are being installed at Memorial Park to measure the ground water levels and that this would inform a lot about how the fields would be configured. He stated that Abey/Arnold Landscape Architects is working on preliminary drawings. Two meetings have already been planned. The first, the week of November 5th, is the stakeholder's meeting to get feedback and suggestions from groups who will be using the facilities most. The 2nd, held the week after Thanksgiving, will be the Public meeting where all citizens will be welcomed to learn about and give input on the project. It was agreed, after some discussion, that it would be important for all of the commissioners to attend both meetings.

8. **Staff Update:**

- A. Holiday Events:
- All-Commission Holiday Party – Sub-Committee: Bergman and Kelly will report at November 20th meeting

- Monday, Oct. 29th – Goblin’s Parade 5:30-6:30pm – need volunteers, Mitch has spoken to Drake students about volunteering, Kelly will ‘place volunteers’
- Saturday, Dec. 1st – Holiday Lighting Ceremony 5-6:30pm
- Friday, Dec. 7th – Merchants Holiday Open House
- Saturday, Dec. 8th – Breakfast w/Santa

- B. Vista Room Improvements: Donery discussed plan to renovate the space by eliminating the back office and laying floor covering. It is postponed until funds can be procured – most likely after the 2013 Summer Camp ends.
- C. Speaker Series update: The next production in the “Hooked on Marin” Speaker Series next Wednesday night in the Drake High Little Theater – ‘The Mountain Bike Revolution’, has done well in pre-sales. The last in the Fall Series, ‘Rock n’ Roll in Marin’, will be November 28th.

9. **Commissioners Comments**: none

Adjourned: 9:10pm