



# Parks & Recreation Commission

Meeting Minutes, September 16, 2014

1. Meeting called to order at 7:08pm
2. Roll Call: *Bergman, Burdo, Gibson-Reber, Holtzer, Leary, Levenson, Machado*
3. Approval of Minutes of 8/25/14: M-Bergman/S-Leary /Ayes = 5; Noes = 0 - Approved
4. Open Time for Public Expression: None
5. **Community Facilities Master Plan Update:**

Donery reported that we are entering Phase II of the process and offered a review for newly appointed commissioner, Anabel Gibson-Reber. The results of the first phase of the process have been applied to Phase II, which will contribute to conceptual images of possible facilities options. Gibson-Reber requested information explaining the involvement of the Affordable Housing Authority and how it would be effected. Donery explained that the current affordable housing residents are being kept informed as the Housing Authority explores a new, sustainable plan for the future. Residents understand that there will be change, regardless of what the Town of San Anselmo chooses to do. Donery reported that this coming Saturday there will be a field trip to the peninsula south of San Francisco to view several facilities that contain aspects that have been expressed as important by our community. Kay Coleman and Doug Kelly will attend as representatives of the council. Park & Rec Commissioner Burdo, as well as several members of CAC and Park and Rec staff will also be going. Feedback resulting from this trip will also be applied to the process of creating the conceptual facility images in Phase II. A series of public kiosk viewing opportunities have been scheduled, including an afternoon on the Plaza followed by a Town Meeting in the Council Chambers, as well as a booth at Country Fair Day. We will also be returning to Drake High, the Ross Valley Seniors and the elementary school children attending our Robson After Care program. Holtzer asked what kind of advertising is in place. Donery responded, explaining that there is a paragraph in the new Fall Recreation Guide, email blasts, banners and Debbie Stutsman's weekly News letter from the Town Manager. There will be a separate opportunity for the neighbors of our Robson Facility. Holtzer asked how the ICC neighborhood has responded. Donery stated that only the artist tenants have expressed any concern and he has assured them that, if there are any major changes, it will probably be several years before they are implemented. Bergman asked when the results will posted online to which Donery responded that the consultants of Group 4 are exploring ways to do so on Survey Monkey and/or the website and Facebook site. Gibson-Reber shared information regarding interfacing with the community using ipads as a most effective tool to which Leary added that classroom use of this tool has been very popular. Donery finished by explaining that, once we've completed all outreach, we'll have community consensus regarding site options. Bergman enquired about cost to which Donery replied that there is a per-square-footage cost used by the industry.
6. **Commission Projects and Goals:**
  - A. Summer Events:
    - i. Picnics on the Plaza Review - Holtzer reported that it was a great success. Our past experience is paying off. The Bubble Pool was a hit. Donery reported that the Economic Development Committee is reclaiming responsibility for this program after years of Park & Rec and the Arts Commission working to get it established. Holtzer suggested that perhaps it might be time for us to bow out and let someone else sponsor. Donery responded, offering that, although the EDC will be taking on the coordination of the events, maybe we could participate in some fashion without assuming responsibility for the setup.
    - ii. Country Fair Day - Donery gave a rundown of the day's schedule. There will be a food truck parked at the SA Ave Creek Park entrance, Buck from True North has committed to

providing BBQ burgers and dogs. Holtzer initiated discussion about the commission's beverage booth, explaining their role at the event. Machado reported that he and Doug Kelly have been communicating and the donations form has been completed. He committed to, making sure that the inventory is provided and will be at the booth all day. He and Levenson will provide set-up support from 10 to 11am. At 11:30am the kegs will be tapped and the booth opened for business. Burdo will work the booth from 12:30 to 2pm. Holtzer committed to 2 to 3:30pm including teardown. Leary expressed interest in having a float. Donery asked him if there was anyone who would like to volunteer to help with different aspects of the event. Leary said he would check into it. Levenson offered to check into popcicles.

- B. Millenium Playground Project Update: Donery reported that we have received a \$1000 donation to help fund this work project and twenty high school students from Sleepy Hollow have volunteered to help. Levenson said that he has ten volunteers lined up. Donery stated that the start time will be 9am and that Public Works will be setting up for the volunteers. Bergman volunteered to work with Donery regarding the details (i.e. coffee, refreshments, etc). Holtzer suggested a Costco run for these items. Burdo stated that he will be there early. Machado and Leary (with Leadership volunteers) will be there as well.
- C. Pizzalina Give-Back Night: Levenson has volunteered to speak with Louise about setting something up with us.
- D. Future Projects: none

#### 7. Staff Updates:

- A. Dogs in Parks Ordinance: Donery gave a brief recounting of the history that has led to establishing a Municipal Code that includes a citation component that will allow the Police Department to enforce the park rules. Sean Smith of the PD, Donery and the Town lawyer have been working together to address a request for a change to the town's resolution to include ALL park rules, including playground rules and those involving dogs. Next Tuesday there will be a first reading of the ordinance to the council. Levenson inquired as to where the funds from citations will be applied. Donery explained that all but \$15 would go to cover court fees. The \$15 portion will go to the Police Dept.
- B. Skate Plaza Project: Donery reported that the fundraising effort has currently peaked at \$18,500. We are allowing Lisa Graham to continue her efforts to lead the fundraising. Holtzer suggested that she may want to take on the BINGO event as a fundraising vehicle. Machado recommended a Hit-A-Thon type event explaining that it is a very easy way to raise a lot of money. Burdo said he'd be happy to reach out to Lisa.
- C. Facilities Improvements: Donery reported that the Tam Room has been scheduled for remodeling over the upcoming Winter Break and has left a message with Tom Graves about providing design support. ICC Facilities Signage has taken a positive turn with an agreement from Michael Schwab to provide design support. A new foam roof on ICC will provide energy efficiency. Three of five boilers have been replaced on warranty.
- D. Memorial Park Detention Basin: The folks at the County will have a basic information piece to include at the Country Fair Day booth. Burdo suggested a separate Flood Mitigation booth and Levenson agreed.

#### 8. Commission comments and questions, requests for future agenda items:

- Levenson would like to add an agenda item to address weddings and receptions at Creek Park and Robson Harrington and has volunteered to head a committee, stating that there is a Marin Art & Garden Center person who has expressed interest in partnering with us. He is hoping to see some revenue generated.