



# Parks & Recreation Commission

Meeting Minutes, April 19, 2016

1. Meeting called to order at 7:05pm. Rod Kerr and Jackie Olson introduced as new commissioners.
2. Roll Call: *Barberich, Brown, Holtzer, Kerr, Olson*
3. Approval of 3/25/16 Minutes tabled due to lack of quorum.
4. Open Time for Public Expression: None
5. Interviews - Applicants for Memorial Park Basketball & Skate Park Steering Committee: Donery stated that there would be no interviews this evening. It was agreed that this shall remain a line item to accommodate applications as they are submitted. Donery took opportunity to give new commissioners Kerr and Olson an overview of the Skate Plaza from inception to current status.
6. Financial Report:
  - A. Review Recreation Fund Report for periods ending March 31, 2016: Before presenting his report, Donery explained the reporting process to Kerr and Olsen. He then reported that, as of March 31, 2016, 75% of the fiscal year has elapsed and the Recreation Fund is listed at 100% of projected revenues and 79% of projected expenditures. The expenditure total includes a lump sum payment to PERS for \$32,341, a transfer out of \$60,000 designated to cover the cost of a Community Facilities Funding Assessment, and \$50,000 in one-time expenditures for facility improvements. Calculating the actual operational, year-to-date expenditures for the Recreation Fund without the inclusion of these three, one-time expenditures, the fund shows a positive balance of \$323,833. Holter observed that it looks like Parkside revenue is down. Donery stated that it is on target and expects an end-of-year report to reflect \$190,000 in revenue and \$160,000 in expenditures. He then gave Kerr and Olsen an overview of Parkside's history, including the downturn in business in 2011 and what was done to bring it back to the success that it was pre-recession. Holtzer asked why the expenditures were so high for the softball program. Donery stated that he suspects that Greg Mihan, program coordinator, may have used the wrong account and will follow up with him about that.
7. Discussion Items:
  - A. Memorial Park Master Plan: Donery started by giving Kerr and Olson an overview of the project and how it developed as a result of the last election where the community voted to discontinue any further development of Marin County's Flood Mitigation Plan that included the transformation of Memorial Park into a detention basin which, if approved would have allowed for a complete renovation of the park. He explained that there are some major issues that need to be addressed, including drainage, irrigation, tennis courts and playground. He explained that a proposal was submitted to Council for a Master Plan similar to the one created for Community Facilities. The Council then requested a fix-in-place park repair/replacement budget. He then drew attention to the March 15th staff report with the MEMORIAL PARK-RENOVATION COSTS attachment outlining the budget for site preparation, playground, paving and lighting at bike path, site furnishings, turf and irrigation renovation, renovation of two tennis courts, spectator seating and shade structures for three fields, ADA improvements and the replacement of the Snack Shack, totaling three million dollars. Council agreed that a project coordinator would need to be hired to lead staff in the community outreach portion of the Memorial Park improvements project. Council feels strongly that it should be a staff driven process with minimal hired help. Olson asked if any of the detention basin grant money would be used. Donery said that as long as a project is flood related, it may be used and cited our bridge replacement project as an example.

B. Commission Projects and Goals: Holtzer gave an overview of this ongoing line item, citing past projects such as the painting of the gym building, staining the playground equipment with help from the community and BINGO night as a fundraiser. She invited the commissioners to bring to future meetings, ideas of possible projects, explaining that family oriented projects are historically fun and successful. She also reminded the commission that Sean Condry, Director of Public Works, was going to supply it with a list of possible projects. Kerr offered the suggestion of a running race event, to which Donery expressed encouragement, emphasizing that partnership with another organization is key to success. The idea of a small Spring event to fill the void between Egg Hunt and Creekside Q was revisited.

8. **Staff Updates:**

A. Egg Hunt Events Review: Donery gave a brief overview of these events for the benefit of the new commissioners. He reported that, once again, this event was a great success.

B. Creekside Q: Donery gave a brief overview of this event for the benefit of the new commissioners, explaining that the proceeds go to the Special Events fund to subsidize all Town sponsored events raising \$5,000 last year.

C. Summer Programs: Donery gave a brief description of the in-house program, Camp KidMarin Mini and Mighty camps stating its success as an affordable option, reaching capacity every year. The Counselor in Training (CIT) program was cited as a possible reason for its popularity, as well. He also gave a nod to Camp Kinder-Kool, expressing his fondness for this 'bridge' program for pre-K graduates entering Kindergarten in the Fall. It was acknowledged that enrollment is down this year and, after some discussion, it was agreed that, in addition to kindergarten enrollment being down, the fact that Hidden Valley will be closed for renovation this summer has probably played a role, as well. Donery reported that the soccer program has really done well, citing a figure of 420 enrollees in 2010 to that of 500 in 2015.

D. Youth Commissioner Project: Donery shared a bit of history, explaining that, in 2009 he decided to add a single youth commissioner who surpassed all expectations, exhibiting a youthful perspective and enthusiasm that greatly enhanced the commission. As a result, he approach the other Town Commissions, Boards and Committees to propose that they also invite youth to join their organizations. The program has become very popular with six groups now participating.

9. **Action Items:**

A. Monthly Meeting Date Change: Tabled until more commissioners are present.

10. **Commission comments and questions, requests for future agenda items:**

- Add action item to approve skate park steering committee members
- Donery to conduct Doodle poll regarding rescheduling next meeting currently scheduled for Tuesday, May 17th.

Meeting adjourned at 8:27pm

SSV