



Parks & Recreation Commission

Meeting Minutes, September 20, 2016

1. Meeting called to order at 7:03pm.
2. Roll Call: Bemis, Corr, Holtzer, Kerr, Olson - Reber arrived after approval of minutes
3. Approval of 6/20/16 Minutes: Olson moved to approve the minutes. Kerr seconded. Ayes: 5
Noes: 0 Approved
4. Open Time for Public Expression: John Wright, member of the Town Council, expressed, on Behalf of the Council, thanks to the Parks and Recreation Commission for their work and service.
5. Interviews:
 - A. Applicants for Memorial Park Basketball and Skate Plaza Steering Committee:
 - 1) Lorelei Witte - has been a community member for thirteen years. Her son, Cody Bell, who discovered the skate plaza a few months ago, has enjoyed many hours there, making new connections and friends. She became involved because of concern that the youth using the plaza didn't have anyone to advocate for them when conflict arose with an adult from the neighborhood. She would like to help sustain and improve the quality of the plaza. Kerr asked if she would be available and able to commit to related meetings to which she replied, "Absolutely".
 - 2) Stephan Werba - interested in filling a youth position on the committee. He shared that he has gone to the park every day since it opened and is interested in helping to improve the park. When asked what he thinks the strengths and challenges of the plaza are, he shared that he has become friends with everyone there but, sometimes there are disagreements. Reber, making reference to his application, asked about 'planned events'. Stephan explained that, when Lisa Graham came to the plaza to recruit for the committee, she mentioned planning and participating in events as something they might be interested in. Olson asked what he thought he could add. He said that he would be helpful in getting other youth involved.
Donery explained that of the 12 possible positions on the committee, 4 members have been appointed. There are a minimum of 2 youth positions, of which one will be filled if Stephan is appointed. Appointing Lorelei as well would bring the total committee members appointed to 6.
6. Discussion Items:
 - A. Memorial Park Master Plan: Donery gave a detailed update report that included information about the meetings that have already happened and their degree of success, as well as upcoming meetings and what they hope to achieve. It is hoped that outreach to parents of school aged children will be increased and opportunities are being planned for soccer games at Red Hill Field, the Millennium Playground, Goblins' Spootakular and Country Fair Day. Holtzer asked if there will be any opportunities at Peet's again, to which Donery explained that they are focusing more on group opportunities as opposed to one-on-one, but if any CAB members want to spearhead one, that would be great. He stated that Survey Monkey is a useful tool and there are plans to increase awareness of that opportunity to have input through email blasts, town newsletter, Nextdoor and post cards. There will also be three focus groups, one each for the Ross Valley Seniors, Drake High students and the attendees of Robson Afterschool Care. Kerr and Reber volunteered to help conduct the outreach at the soccer games at Red Hill Field. Donery finished up with information about an open house booth at the Millennium Playground this Saturday from 10am to noon where six CAB members will be working and the Country Fair Day booth on Sunday where he and the architect will be spending most of the day.
 - B. Commission Projects and Goals: It was agreed by all that there was enough to work on moving forward, with the Master Plan process and Country Fair Day. However, a desire was expressed to have a discussion about potential projects following Sean Condry's Parks Report at the October meeting.

7. **Action Items:**

A. Appoint members to the Memorial Park Basketball and Skate Plaza Steering Committee: Holtzer invited discussion followed by a motion from Reber to nominate both interviewees. Olson seconded. Ayes = 6 Noes = 0 Approved.

B. Country Fair Day Assignments Review:

- i. Beverage Booth: Holtzer confirmed that Logwood will bring wine and printed aprons. Olson is picking up the jockey box, beer and ice Sunday morning and will arrive in time for setup. The need for risers for the tables was discussed and Olson agreed to do research for purchase.
- ii. Master Plan Booth: Brandon may be able to. He will check his schedule and report back.

C. Monthly Meeting Date Change: There was some discussion and Dave confirmed every second Wednesday and all Thursdays the Council Chambers were available. Kerr acknowledged that he has already blocked out his calendar for the existing schedule, but would be willing to try to accommodate a date change if everyone else desired one. Reber expressed her desire to keep it the same day. It was agreed to table the item until further notice.

D. October Meeting Date Change: Donery explained that he will be out of town on 10/18/16 but will return and be available for a meeting the following evening. After discussion, Bemis motioned to change the date of the October meeting to Thursday, 10/20/16. Olson seconded. Ayes = 6; Noes = 0; Motion passed.

Donery stated that he will bring AJ Shaw in to join Sean Condry for the Parks Report that evening.

8. **Staff Updates:**

A. Picnics on the Plaza review: Donery reported that this was the most successful year, so far, of the seven years it has been in existence. It has proven to be self-sustaining through sponsorship of the bands and the selling of popcorn and bounce house tickets. This was the first year that we did not sell dinner food. Olson suggested selling donated boxed meals, as Marin Art and Garden Center does at their event. Reber shared that it is one of her favorite memories of Fall.

B. Goblins' SPOOKtacular: Donery explained that this is the Town's annual Trick or Treat event where volunteers supplement the merchants by handing out a variety of treats of a mostly non-candy nature (little toys, rings, pencils, etc). A police presence ensures safety. He added a teaser, saying there was, hopefully going to be a neat little surprise.

C. Memorial Park playing fields work: Donery shared that a chain link fence enclosure will be erected around the playing fields in Memorial Park in October for 12 weeks for a rototilling and reseeding.

D. ICC Downstairs:

- i. Programming: The Doodlebug Program, Mill Valley Coding Club, Carpentry, and other classes are either currently running or being scheduled for future sessions. The Doodlebug program space will continue to be called the Doodlebug Studio and the other space will be referred to as the Makers' Den.
- ii. Renovations: Funds have been allocated for a remodel this December. The funds come from the success of the programs currently utilizing the space. The improvements will perpetuate the success of those and future programs run in the remodeled space.

E. Town Manager Retirement: Debbie Stutsman is retiring. She plans to leave this coming February, giving the Town time to vet the incoming replacement.

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

- Discussion of future projects after the Parks presentation
- Dog Park Steering Committee Annual Report

Kerr asked about median improvements. Donery reported that the Council has approved a Median Master Plan to be carried out by the DPW.

Meeting adjourned at 8:09pm

SSV