



Parks & Recreation Commission

Meeting Minutes, March 1, 2017

1. Meeting called to order at 7:03pm.
2. Roll Call: Bemis, Burdo, Corr, Holtzer, Kerr, Olson, Reber
3. Approval of 12/15/16 Minutes: M = Kerr, S = Olson Ayes: 7 Noes: 0 Motion approved with change to item #7, removing the word "exciting" to keep minutes factual.
4. Open Time for Public Expression: Holtzer will move item number 4 to the end in the event that someone arrives later.
5. Financial Report:
 - A. Review of Recreation Fund Report for period ending December 31, 2016:

Donery reported that, as of January 31, 2017, 58% of the fiscal year has elapsed and the Recreation Fund is listed at 78% of projected revenues and 54% of projected expenditures. He reported another year of surplus, adding that capital improvement projects are on hold until bids can be submitted by 'prevailing wage' contractors.
6. Parks Report:

AJ reported that the fence surrounding the Memorial Park athletic field has been removed after a period where it was seeded, top dressed and fertilized, adding that was nice to have the field vacated while that work was happening. Three sets of bleachers and shade structures are in the process of being installed, with a deadline of March 19th when the baseball season starts. Reber asked if the hole below the bathroom had been filled. AJ said he was not aware of it but will check into it tomorrow. Olson asked about the overflowing trash issue. AJ reported that he had spoken with Marin Sanitary and Condry will be looking for more funds to buy more cans. Olson asked about the exposed poles in the playground. AJ explained that failing slides had been removed, exposing the poles and that barricades had been placed around them until replacement slides are installed. He said that he would make sure that the barricades were put back.
7. Discussion Items:
 - A. Staff Presentation - Special Events: Carla Overberger introduced herself and explained that she was speaking in Mattie O'Grady's absence. She reported that the Recreation Department produces twelve to thirteen events annually and shared that Mattie has structured by line budgets to provide numbers. She explained that it is very challenging to get volunteers so an "A" team has been created to coordinate events. It is the desire of the team to expand the help base to include commissioners to volunteer for 'short but sweet' shifts, particularly for Picnics on the Plaza and Creekside Q. They are also looking for an announcer for the Spring Egg Hunts, which is often a challenge. She reminded the youth commissioners that these events are a great way for students to fulfill community service requirements. She invited the commissioners to call on the "A" team for support with the Country Fair Day Beer Garden. Burdo asked if the Beer Garden at other Town events might be considered. Donery explained that, because San Anselmo is very involved in the Healthy Community Collaborative, it would be counter to their mission. Holtzer wrapped up the report by responding to Carla's invitation with affirmation that the commission would love to support them and Carla stated that they would be back at the April meeting with specific requests.
 - B. Coordination of the Memorial Park restroom painting project Saturday, April 22nd:
 - i. **Commissioner responsibilities:** Burdo will contact Rohana regarding Elder Garden projects; Reber will arrange for two or three urns of coffee and donuts - it was suggested she check with United Markets; Holtzer will coordinate lunch of Subway sandwiches and chips.

- ii. **Town responsibilities:** AJ will provide, to Donery, a list of additional low-skill tasks within the next week and will provide equipment for the day of; Sandy will design outreach materials; AJ and Donery will be a presence the day of.
- iii. **Potential partners:** Burdo will contact Cub Scout Pack 50 and Peets; Donery will check in with Sleepy Hollow Presbyterian Church; Bemis and Corr will recruit from ASB Drake Leadership, Holtzer will contact Log Cabin and Safeway Community Market; Reber will contact United Markets and SABA. Will have results by next meeting.
- iv. **Community outreach planning:** Kerr will partner with Sandy regarding the designing of the flier/poster/banner and will have a draft to review at next meeting.

C. Commission goals and projects: Good for now.

8. **Staff Updates:**

A. Memorial Park Master Plan: Donery reported Phase 2 has begun and handed out a post card that was mailed to everyone in the 94960 zip code area, to each of the commissioners, announcing specific meeting dates and explained what each round of meetings is meant to accomplish. He informed them of five additional meetings that will take place that are not on the post card because there are no set dates yet. There will be follow-up meetings with the Ross Valley Seniors, ASB Leadership at Drake High, Robson After Care elementary children, and two mobile kiosks, one at SABA's Opening Day and one at Imagination Park. By the time the master plan process is completed, we will have conducted twenty-five public outreach meetings. Donery encouraged the commissioners to attend these meetings either as a representative of the Commission or as an interested citizen.

B. Summer Program Guide: Donery reported that the Summer Rec Guide has been mailed and that within twenty-four hours the 9 week Super Saver Camp KidMarin had sold out. He shared that the camps are popular and basically, a larger facility is needed in order to expand.

C. Director Recruitment: Donery briefly reported that eight candidates have been invited to interview next Wednesday, with the intention of choosing a couple to come back for the next step. We are hoping to make a decision by mid to late March.

Holtzer asked if there has been any interest in the vacant commissioner's seat, to which Donery responded that there is some.

Donery announced that the next commission meeting will be held in the Mt. Tam Room at ICCC due to the Flood Zone group needing the Council Chambers that evening.

Kerr talked about the evening of March 30th as a possible date for gathering to celebrate Donery's rise to Town Manager. It was agreed that 6pm on that date would work. He will send out an evite with address, etc.

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

- Discussion Item: Earth Day Project

Meeting adjourned at 8:35pm

SSV