

San Anselmo Parks and Recreation Commission

Meeting Minutes - 05/19/09

1. **Meeting called to order** – 7:00pm.
2. **Roll Call:** Commissioners present: McInerney, Kelly, Coleman, Childs, Logwood, and Young. Staff present: Dave Donery - Community Services Director, Dana Gibson, Leisure Services Coordinator.
3. **Agenda Approved**
4. **Minutes Approved** – with the following clarifications:
 - Request to change Master Plan consultant from being from Arizona to Albuquerque. Minutes approved with changes.
5. **Open Time for Public Expression:** Donery introduced the new Public Works Director Steve Myrter. The Commission asked what kind of participation the Public Works Department will have in the Parks & Recreation Commission. Myrter stated that he would attend as much or as little as the Commission felt that he was needed.
6. **Subcommittee Report – Master Plan Update**
 - Master Plan Subcommittee met to discuss potential update of existing master plan. Although some of the recommendations within the plan have been achieved, the plan has not been implemented by the Town.
 - Plan contains useful information regarding national standards for parks and programs for the size of the town.
 - It was agreed that the plan would not be updated, but that the Commission would undertake a community-based needs assessment process. This would most likely take the form of a series of focus group meetings, a written and an online survey. All of these would contain the same basic questions regarding the needs and desires of San Anselmo residents regarding park and recreation services.
 - The focus groups would be designed to target specific demographic grouping (parents, youth, seniors, etc).
 - The entire effort would be sponsored and led by the San Anselmo Park & Recreation Commission but staff would be in charge of designing the process and following through on most logistical items.
 - Childs recommended that when this process is completed, the Commission prepare a report for Town Council.
 - Logwood reiterated that we need to use all of our existing contact lists (Debbie's newsletter, Dog Park donors, current customers of the Recreation Department, etc) in order to reach the most people.
 - Sullivan asked about how this process ties in with the discussions around alternate sources of revenue. Donery stated that although it is not directly related, this process could produce a

renewed interest in the Town's programs. This may be underscored when people feel that they were able to take part in developing the new offerings.

- Logwood used the example of the new Dog Park, where people felt included in its development, and have contributed financially to its growth and continue to do so.
- McInerney asked how the Commission would "brand" these meetings. It was agreed that the subcommittee will continue to meet, and will discuss this topic.
- The subcommittee committed to meeting again prior to the next Commission meeting.

7. Selection of Vice Chair

- Childs nominated Commissioner Doug Kelly, Sullivan seconded the nomination. The Commission voted unanimously to appoint Kelly as the new Vice Chair of the San Anselmo Parks & Recreation Commission.

8. Staff Update Staff Update:

A. Memorial Park Tennis Courts –

DPW Director Steve Myrter was brought up to speed on the situation with tennis courts #3 & #4 at Memorial Park. He suggested that we dispense with the idea of bringing in a tennis court contractor to inspect the work. Commissioners suggested Steve contact Tennis staff at local tennis clubs (Marin Tennis, Rafael Racquet, Mt. Tam Tennis and Canyon Tennis Clubs) to help in the evaluation. Steve will follow-up on this and report back to the commission.

B. Red Hill Community Park –

Donery passed out a rendering of the P & R Commission 12x12 tile for the Dog Park. Commissioners agreed to pay \$50 per commissioner to fund the tile. Grand Opening of Dog Park on May 9th was successful. Several thousand dollars were collected. Commissioner Logwood stated that the users of the dog park are extremely appreciative of the park. A discussion about recognition options for the volunteers at the dog park concluded that the commission should nominate the group for recognition at the Town Council level. Chairperson McInerney will attend a meeting of representatives from all of the Town's Boards and Commissions to discuss a recognition process for Town volunteers. Sullivan asked whether or not the priority use issues have been resolved as per our previous meeting. Donery stated that it has not. This information is contained in the 3rd amendment of the JPA, which has not been approved yet. The JPA board will reconvene in early July.

C. Youth Representative for Parks & Recreation Commission –

Donery stated that he and Commissioner Kelly visited Drake. The applications were available with Roberta Dossick. Donery talked to Dossick and she stated that at least two students will be applying. McInerney asked if we should delay the selection until we have more qualified candidate. Long and Logwood stated that if applications come in and the applicants meet the requirements, that the students should be interviewed and a selection should be made. It was agreed that the applications should be kept somewhat confidential. It was agreed that the applications should be handed out prior to the interviews for review.

D. Robson House -

Community Facilities Ordinance was repealed until an acceptable alternative could be determined. A public meeting was held to address the issue of private use of the downstairs at the house. A meeting will be held on Thursday, May 21st to adjust the rental policies in order to address parking, traffic and noise issues.

E. Community/Country Fair Day

Donery stated that there is a lot of interest in bringing back the Country Fair Day & Parade. Donery has been meeting with groups and individuals in order to determine how this event can be pulled together. The current format would be to hold an open house at the Fire Station and at Town Hall, and have a street fair in between. Town staff is looking for an individual who might want to Chair an event committee. Donery will keep the commission updated on the progress.

F. Staff Presentation: Dana Gibson

Leisure Coordinator provided a presentation on several program areas; Summer Shorts, Ross Valley Seniors and Adult Enrichment programming at ICC.

11. Future Agenda Items:

- Subcommittee Master Plan report
- Community Fair and Parade
- Selection of the Youth Commissioner

Meeting adjourned at 8:35pm.