



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

AGENDA

TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION
Corte Madera Town Council Chambers
300 Tamalpais Dr.

MONDAY, February 26, 2018
6:30 P.M.

**PLEASE NOTE
CHANGE IN TIME**

1. OPENING

Call to Order, Roll Call, and Salute to the Flag

2. OPEN TIME FOR PUBLIC DISCUSSION

The public is invited to address the Parks and Recreation Commission on any matter in the Commission's jurisdiction, except for items scheduled for Continued or New Hearings. Comments are limited to three minutes per speaker.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Parks and Recreation Commission may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Commission, no further comment from the public will be permitted unless authorized by the Chair or the commission and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Commission or as otherwise limited by order of the Chair or Commission.

3. PRESENTATIONS

- Basketball Court Renovations in Town Park – Sean McCormick
 - o In the presentation I will discuss why it will benefit the community to revitalize the basketball court at Town Park. I will also discuss aspects of the Court revitalization including resurfacing, new hoops, lighting, and art that will make the basketball court at Town Park a more attractive place to play for all members of the community.

4. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Commission, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Chair and Commission.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

5.1 COMISSIONERS' REPORTS

- February
 - Commissioner – Town Council
 - Individual Commissioner Updates
- Executive Advisory Committee

5.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATES

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Budget Status

6. BUSINESS ITEMS

6.1 Discussion and Possible Action of FY 2018-2019 Fee Resolution – ADMIN Edits

6.2 Review of Ordinance 8.04.025 – Prohibiting Animals in Public Parks

6.3 Approve Minutes of January 2017 Meeting

7. ROUTINE AND OTHER MATTERS

The following items do not require a formal hearing, although the Chair and staff will indicate why each item is on the agenda. Commission may decide to reschedule the item as a public hearing.

7.1 FUTURE AGENDA ITEMS

- Instructors Pay Schedule
- Program Pricing Policy
- Review Roberts Rules of Order and Commissioner Responsibilities

7.2 ITEMS FOR YEARLY REVIEW

Month	Items
January	Review of Fee Resolution / Mid-Year Budget Review
February	Review of Roberts Rules of Order, Brown Act; Commissioner's Responsibilities, Review of Summer Brochure
March	
April	Kids Club Mid-Year Review, Summer Playground Presentation for Upcoming Year
May	Volunteer of the Year

June	Capital Improvement Discussion; Measure “A” Money, Review of Fall Brochure
July	Reorganize Commission (Select Chair and Vice-Chair); Annual Programming Report,
August	
September	Summer Playground Re-Cap - Kids Club Presentation for Upcoming Year
October	
November	Capital Improvement Update; Review of Winter Brochure
December	Commission Wish List Review

7.3 TOWN COUNCIL MEETINGS

January – Ahern	February – Phipps	March – Engstrom	April - Casissa
May – Fong	June – Elson	July – Janowsky	August – Blomgren
September -	October – Phipps	November – Engstrom	December - Casissa

8. ADJOURNMENT

Next regular meeting will be on March 26, 2018

9. PROCEDURAL NOTES

- All documents relating to agenda items are available for the public review in the Parks and Recreation Departments of the Town of Corte Madera Offices at 498 Tamalpais Dr., between the hours of 8am – 5pm Monday – Thursday. Staff reports are normally available on Thursday afternoon preceding the Monday meeting. It is recommended that you contact the Parks and Recreation Department for availability.
- Each person desiring to speak on an item will be given an opportunity at the appropriate time. Please state your name and address as the meeting is being recorded.
- **APPEAL** – Following the actions by the Parks and Recreation Commission at a public hearing or meeting, any decision of the Commission may be appealed to the Town Council within TEN (10) calendar days.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Recreation Department at (415) 927-5072. For auxiliary aids or services or other reasonable accommodations to be provide by Town at or before the meeting, please notify the Parks and Recreation Department at least 3 business days (the Wednesday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable request, the Town may not be able to make the necessary arrangements by the time of the meeting.

RESOLUTION NO. ~~16/2017~~

A RESOLUTION OF THE TOWN OF CORTE MADERA SETTING THE FY 2017/2018 FEES FOR RESERVED USES OF TOWN'S OUTDOOR FIELDS AND FACILITIES, COMMUNITY CENTER, NEIL CUMMINS GYMNASIUM, AND FEES FOR SPORTS, CLASSES, AND ACTIVITIES

WHEREAS, the Town of Corte Madera (hereinafter referred to as "TOWN") provides facilities which may, by permit, be reserved for use at Corte Madera Town Park, The Cove Park, Menke Park, Piccolo Pavilion, Granada Park, Corte Madera Community Center, Community Center Readerboard, and Neil Cummins School Gymnasium; and

WHEREAS, the TOWN also provides facilities for annual and seasonal use by permit at Corte Madera Town Park, The Cove Park and Neil Cummins Gymnasium for organized groups such as the Mill Valley Soccer Club, Twin Cities Little League, and St. Patrick's CYO Basketball; and

WHEREAS, the TOWN provides sports leagues, classes and activities at reasonable fees, and augments its recreation programs with fees charged toward covering the costs of providing said programs; and

WHEREAS, it is in the public's best interest for the Council to review fees from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section I. Resolution ~~5/2015~~ is hereby rescinded. The FY ~~2015-2016~~ Parks and Recreation Fee Resolution is hereby repealed and superseded by this Resolution.

Section II. For the purposes of this resolution, "Residents" shall mean, the following:

- A) for the use of facilities and programs located on property owned by the Larkspur School District (Neil Cummins Gymnasium, The Cove Park, Town Park Summer Playground Program, Softball and Soccer fields at Town Park (this soccer field is located in the north east portion of Town Park and the south east portion of Neil Cummins School), Tennis Courts at Granada School, and Sand Volleyball Court at The Cove School), "residents" shall mean individuals who reside in or groups and organizations which have their principal place of business located within the County of Marin;
- B) For the use of all other facilities and programs (Picnic Areas, Piccolo Pavilion, Town Park other than the areas mentioned in (a) above, Community Center, Community Center Reader Board and Tennis Courts at Town Park) "residents" shall mean individuals who reside in or groups and organizations which have their principal place of business located within the Town of Corte Madera **and The City of Larkspur.**

C) For the purpose of this resolution, all fees will be assessed at those amounts which are in effect during the fiscal year of the scheduled activity, subject to the following exception: the summer playground program shall be assessed at the amount of the fee set by resolution, regardless of the fiscal year in which the program may begin.

Section III.

COMMUNITY CENTER FACILITIES

The hourly use fees/charges applicable to users of the TOWN'S Recreation Center shall be:

A. <u>COMMUNITY CENTER</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Main Hall/	\$175.00 /\$215	hour (4 hour minimum) \$235.00 /\$275 hour
Bar Area / Patio / Kitchen		
Classrooms (Individual Room A, B, C or D)	\$25 / HR	\$35 / HR
Combination of Classrooms (A – D)	\$75 / HR	\$85 / HR

B. ADDITIONAL FEES

Cleaning and Damage Deposit: depending upon type of activity
\$500.00 - \$2000.00

Overtime: Any time used over contracted time will be billed at double the rate per hour.

Security: The cost of necessary contracted security, plus 10% for overhead, will be borne by the renter.

C. READER BOARD

The use fees/charges applicable to users of the TOWN'S Reader board shall be:

	<u>GENERAL USE</u>	<u>COMMERCIAL USE</u>
Reader Board	\$25.00/ message	\$130.00/day

D. OTHERFEES

Filming Fee

1-3 People on Crew - \$150/Day

4-6 People on Crew - \$200/Day

7-9 People on Crew - \$300/Day

10+ People on Crew - \$700/Day

(fees already adopted in 2016)

(Town of Corte Madera Business License also required.)

Special Events Permit

RESIDENTS

NON-RESIDENTS

Special Events Application \$100.00 / per application \$200.00 / per application

Section IV.

OUTDOOR FACILITIES

The one-day use fees/charges applicable to users of the TOWN'S outdoor fields and facilities shall be:

A.	<u>PICNIC AREAS PER SITE</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Area A - G Town Park	\$30 / Hour	\$40 / hour
	Area 1 - 2 The Cove	\$30 / Hour	\$40 / hour
	(4 hour segments)		
	Cleaning and Damage Deposit	\$200.00	\$200.00
	(fully refundable)		
B.	<u>MENKE PARK:</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>

A Special Events Permit is also required

Piccolo Pavilion	\$55.00/ hour	\$65.00/ hour
Cleaning and Damage Deposit (fully refundable)	\$ 300.00	\$300.00

C. ATHLETIC FIELDS RESIDENTS NON-RESIDENTS

Town Park West Field, East Field, Softball Field and The Cove Field	\$95.00 / hour	\$110.00 / hour
Twin Cities Little League/ Twin Cities Softball	\$15.00 / hour	
Tiburon/ Mill Valley Fall Kick Off Tournament	\$55.00/ hour	

D. COURTS RESIDENTS NON-RESIDENTS

Town Park and Granada Tennis Courts

Annual Tennis Court Key (available July 1)	\$40.00	\$50.00
½ Year Tennis Court Key (available Jan 1)	\$25.00	\$35.00
Daily Tennis Court Key	\$5.00	\$10.00
The Cove Sand Volleyball Court	\$20.00 / hour	\$25.00 / hour

E. GRAVEL LOT: RESIDENTS / NON-RESIDENTS

Overflow Parking Lot (by Nordstrom)	\$1000.00 - \$2500.00 / day
Cleaning and Damage Deposit (may be fully refundable)	\$ 5000.00

Section V.

NEIL CUMMINS FACILITIES

The use fees/charges applicable to users of the Neil Cummins Gymnasium shall be:

A. NEIL CUMMINS GYM RESIDENT NON-RESIDENT

Gymnasium	\$65.00 / \$70 hour	\$80.00 / \$85 hour
St. Patrick's CYO	\$55.00 / \$60 hour	
St. Patrick's CYO Volleyball	\$25.00 / \$27.50 hour	

Section VI.

KIDS CLUB AFTERSCHOOL PROGRAM

,The After school Program use fees shall be applicable to users of the Town's before and after school program at the rate of:

A. **KIDS CLUB**

School Days

Kindergarten students	\$36.00/day
Grades 1-6	\$25.00/day

Non-School Days

Ages 5-12	\$47.00/day
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Section VII.

SUMMERPLAYGROUNDPROGRAM

The Summer Playground Program registration fees shall be applicable to users of the Town Park and The Cove School programs, and shall be the annual one-time registration fee for the publicized program, or for any part thereof:

<u>A.</u>	<u>SUMMER PLAYGROUND</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Summer Playground Participant (8 Weeks)	\$650 per child	\$850 per child
	1 st Sibling	\$550 per child	\$750 per child
	2 nd Sibling	\$485 per child	\$685 per child
	Drop in Daily Fee		\$50 per day
	Weekly Fee		\$175 per week
	Summer Playground CIT		
	Year 1	\$300/per child	\$400/per child
	Year2	\$200/per child	\$300/ per child
	Year3	\$100/per child	\$200/ per child
	Town of Corte Madera Employees		Registration fees exempted

Section VIII.

RECREATION DEPARTMENT PROGRAM FACILITY RATES

The cost recovery goal applicable to the TOWN'S recreation programs, excluding the subsidized senior programs, shall be to eventually achieve a balance between revenue and expenses that reflects a 100% cost recovery, providers of classes, activities or events at which fees are charged to participants shall pay the following fees for use of town facilities:

A. Main Hall	\$40.00 /hour
B. Classroom	\$30.00 /hour
C. Backroom	\$15.00 /hour
D. Kitchen	\$20.00 /hour
E. Athletic Fields	\$95.00/hour

F. Tennis Courts	\$45.00 /hour
G. Menke Park	\$45.00 /hour
H. Picnic Sites	\$20.00 /hour
I. Neil Cummins Gym	\$60.00 /hour
J. Offsite / Non Town Facilities	\$25.00/ per participant

Programs rates will be in accordance to the Parks and Recreation Department Instructor Pay Schedule and Program Policy Pricing Policy.

Section IX.

The use fees/charges, excluding duty staff, applicable to users of the TOWN'S parks and recreational facilities shall not be applied to:

A. TOWN SPONSORED PROGRAMS

Town Council, Boards/Commissions, Town Departments, Central Marin Police Authority and Corte Madera Volunteer Firefighters Association

B. TOWN HOMEOWNERS' ASSOCIATIONS

Annual meetings of TOWN'S bonafide Homeowners' Associations held in the Community Center shall be charged \$35 per hour for proactive costs. Charges for the use of other Town facilities shall be at standard resident rates.

C. TOWN CIVIC ORGANIZATIONS

Fee waiver is contingent upon current Building Use Agreement between TOWN and Organization.

- a. Corte Madera Lions Club
- b. Corte Madera Women's Improvement Club
- c. Corte Madera-Larkspur Mothers Club
- d. Friends of the Corte Madera Library
- e. Corte Madera Beautification Committee
- f. Corte Madera Town Band
- g. Corte Madera Community Foundation
- h. Non-Political Informal Community Groups (at Staffs discretion)

D. LARKSPUR SCHOOL DISTRICT

Fee waiver is contingent upon current Joint Powers Agreement and Joint Use Agreement between TOWN and District.

Section X. In those instances where the Town has sole authority to grant permission to persons ("permittee") wishing to use a Town-owned facility or a facility the use of which is controlled by the Town, the permittee shall not charge those participating in the permittee's activities conducted at the facility a fee or other charge that differentiates between the participants based on the participants' residency or place of business.

Section XL The Town Manager, his duly authorized officers and agents, be and the same hereby are, directed to carry out the purposes and intent of the Resolution. This resolution shall take effect on July 1, 2017.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Corte Madera on March 7, 2017 by the following vote:

AYES:	COUNCIL MEMBERS:	ANDREWS, CONDON, FURST, RAVASIO
NOES:	COUNCIL MEMBERS:	-NONE-
ABSENT:	COUNCIL MEMBERS:	BAILEY

ATTEST,:

TOWN CLERK

MAYOR

- **8.04.010 - Adoption of county code.**

Pursuant to Section 50022.9 of the California Government Code, the Marin County Animal Control Code, as set forth in [Title 8, Chapter 8.04](#) (Sections [8.04.010](#) to 8.04.255), and as amended from time to time, is adopted by reference, and same shall be in full force and effect within the town.

(Ord. 830 § 1, 1998; Ord. 816 § 1, 1997; Ord. 779 § 2, 1993; Ord. 769 § 1, 1992; Ord. 721 § 2, 1984; Ord. 696 § 1 (part), 1981)

- **8.04.020 - Control of dogs—Leash requirement.**

It is unlawful for the owner or person having custody or control of any dog to suffer or permit the same upon any street, sidewalk or other public place, unless such dog is restrained by a leash of sufficient length to enable such person to maintain constant control of such dog.

(Ord. 696 § 1 (part), 1981)

- **8.04.025 - Prohibiting animals in public parks.**

It is unlawful for the owner or person having ownership, custody or control of any animal (amphibian, bird, mammal or reptile—Civil Code Section 3504) to permit the same to be in any public park.

(Ord. 706 § 1 (part), 1981)

- **8.04.026 - Designation of public parks/areas.**

The public parks and areas where animals will be prohibited shall be established and amended from time to time by resolution.

(Ord. 706 § 1 (part), 1981)

- **8.04.027 - Penalty for violation of Section 8.04.025.**

Any person violating the provisions of [Section 8.04.025](#) is guilty of an infraction and upon conviction shall be punished by a fine as established and amended from time to time by resolution.

(Ord. 706 § 1 (part), 1981)

- **8.04.028 - Dog feces.**

No owner or person having charge, custody or control of any dog shall permit such dog, either wilfully or through failure to exercise due care to control, to do any of the following:

(1)

Defecate or urinate on private properties in the neighborhood or community, other than of the owner or the person having control of the animal;

(2)

Defecate on public property without immediately cleaning or removing the excrement to a proper receptacle.

(Ord. 784 § 1, 1994)

- **8.04.030 - Penalty for violation.**

Any person violating any of the provisions of Sections 8.04.130, 8.04.180, 8.04.181, 8.04.240, 8.04.245 and 8.04.246 of [Title 8, Chapter 8.04](#) of the Marin County Animal Control Code is guilty of a misdemeanor and upon conviction thereof shall be subject to punishment by a fine of not more than one thousand dollars, or by imprisonment in the county jail for a period not exceeding six months, or by both such fine and imprisonment. Any person violating within the town any other provisions of [Title 8](#) of the Marin County Code, and/or [Section 8.04.025](#) and/or [Section 8.04.028](#) of the town's code is guilty of an infraction and upon conviction thereof shall be punished in accordance with California Government Code Section 36900(b), as it may be amended from time to time.

(Ord. 784 § 2, 1994: Ord. 779 § 3, 1993: Ord. 769 § 2, 1992: Ord. 730 § 6, 1985: Ord. 696 § 1 (part), 1981)

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
JANUARY 22, 2018
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Eric Engstrom
Emily Janowsky
Elein Phipps

Commissioners Pam Fong

Absent:

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor

1. CALL TO ORDER AND ROLL CALL AND SALUTE TO THE FLAG

Chair Casissa opened the meeting at 6:30 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

There were no comments.

3. PRESENTATIONS

There were no presentations.

4. CONSENT CALENDAR

There were no Consent Calendar items.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

5.1 Commissioners' Reports

- December/January Town Council Meetings

Recreation Director Fiorentini reported there was a presentation and discussion at the December and January Council meetings about the Inter-Generational Center.

Chair Casissa reported the Town Clerk will no longer be mailing the Council packets but they are posted on the Town Website.

- Individual Commissioner Updates

Commissioner Blomgren reported he went to Spaghetti Bingo and it was awesome! There were people of all ages in attendance and everyone had a great time.

- Executive Advisory Committee

Chair Casissa reported the Executive Advisory Committee did not meet.

5.2 Park and Recreation Director's Report- Update

- Community Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Budget Status

Recreation Director Fiorentini reported on the very successful Spaghetti Bingo Event. There were four to five Hall Middle School students working as volunteers. The next special event, Parents Night Out, will be held this coming Friday. Staff is working on some summer events in conjunction with the Larkspur Recreation Department including several Movie Nights and Concerts in the Park. The shade structure project is in full swing- the piers have been poured and it is moving along. Staff is planning on moving forward with the Tennis Court Resurfacing Project and will be working with the Public Works Department and the Town Manager. Bids should go out soon. Ms. Ashley Parrott has been hired as the new Summer Playground Program Director. Ms. Parrott came to the program as a camper and was a Counselor in Training (CIT) and then a Counselor. She will make a presentation to the Commission in the spring.

Commissioner Janowsky asked if there has been any progress on the field project. Recreation Director Fiorentini stated progress was slow- staff is getting information from Field Turf regarding the possibility of installing artificial turf.

Chair Casissa asked about an update on possible collaboration with the Larkspur Recreation Department. Recreation Director Fiorentini stated he met with the director and the supervisor before the holidays to discuss the summer programs. They are discussing a joint summer brochure- this has not been done in the past.

Commissioner Phipps asked about the status of the Tennis Court Lights Project. Recreation Director Fiorentini this project was in the Capital Improvements Budget for Fiscal Year 2018/19. He will be meeting tomorrow with the Public Works Director and the Town Manager about upcoming Capital Projects. The lighting project should go smoothly since they already have the specifications in place.

Chair Casissa asked if there was a timetable with respect to the Inter-Generational Center. Recreation Director Fiorentini stated "not yet". There are a lot of moving parts.

6 BUSINESS ITEMS

6.1 Discussion and Possible Action of Fiscal Year 2018/19 Fee Resolution

Recreation Director Fiorentini presented a staff report. He stated the most important parts of the fee resolution were the rates for programs and the cost recovery model. Staff, along with the Executive Advisory Committee, has discussed creating a pricing policy. He briefly discussed the six recommendations for changes to the fees including the development of an instructor pay schedule. This should be a separate document and not necessarily tied to the fee resolution. The Commission would review this in the near future. The fee to use the Community Center would increase from \$175 to \$250 per hour for Corte Madera/Larkspur residents and from \$235 to \$275 per hour for non-residents. The fee for the Neil Cummins Gymnasium would increase from \$65 to \$70 per hour for Corte Madera/Larkspur residents and from \$80 to \$85 per hour for non-residents. The fee for the St. Patrick's CYO Basketball groups would increase from \$55 to \$60 per hour and the fee for the St. Patrick's CYO Volleyball groups would increase from \$25 to \$27.50 per hour. Staff is not recommending any changes to the fees for the Kids Club, the Summer Playground Program, Twin Cities Little League, or Twin Cities Girls Softball.

Commissioner Blomgren asked about increases for the other facilities (picnic sites, fields, tennis courts, etc.). Recreation Director stated the fee for the picnic areas was raised last year and the fee for use of the fields were at market rate.

Commissioner Blomgren briefly discussed trying to close the \$150,000 shortfall in the department's budget and noted that although this is not the mandate coming from the Town Manager, these changes would not significantly impact the shortfall. Recreation Director Fiorentini stated the goal was to make positive strides in closing that gap and it will take more than minor "tweaking" of a couple of elements. They will be able to do some fine-tuning along the way. He noted the recommended changes will work for the user groups.

Chair Casissa asked about the increase in CYO Volleyball. Commissioner Janowsky stated it is roughly 10%- consistent with the other increases. Chair Casissa asked if any of the user groups balked about the increase. Recreation Director Fiorentini stated they understood since the fee has not been increased since 2011.

Chair Casissa referred to the resolution, under the Program Rates, and stated the last sentence should be reworded. He asked about the timing for adoption of the resolution and whether the Council would need the policy for the programs and the resolution submitted at the same time. Recreation Director Fiorentini stated the important part of the timing for the fee resolution has been the Summer Playground Program (release of brochure and marketing). The policy for instructor pay needs to be done by July for classes beginning in the fall. It should not be an issue for the Council.

There were no public comments.

M/s, Janowsky/Engstrom and approved unanimously (Fong absent) to recommend the changes in the Fee Resolution to the Council.

Chair Casissa asked Recreation Director Fiorentini to check with the Town Manager to make sure the Council does not need the instructor fee policy and the Fee Resolution submitted to them at the same time.

6.2 Discussion and Possible Action of Updated Joint Use Agreement (JUA) with Reed School District

Recreation Director Fiorentini presented a staff report. He noted there is a five-year window of time and the document will be updated more frequently. The document will be presented to the Council in February.

Commissioner Engstrom asked if this new JUA would clear the way for the Granada Park Tennis Courts Resurfacing Project. Recreation Director Fiorentini stated "yes".

Commissioner Blomgren referred to the third paragraph of the document regarding the Town's obligation to make improvements and maintenance and wanted to make sure they were not signing up to make a lot of major expensive repairs. He asked if there were any required improvements (a gazebo, bathrooms, etc.). Recreation Director Fiorentini stated ADA improvements would fall in that category. Previous improvements included the parking lot, tennis courts, and park benches.

Chair Casissa referred to paragraph ten and asked if the school district could prohibit improvements in excess of \$10,000. Recreation Director Fiorentini stated "yes, it is their property". The Town would need written consent for any project over \$10,000. Chair Casissa asked if this document was reviewed by the Town Attorney and Town Manager. Recreation Director Fiorentini stated "yes".

There were no public comments.

M/s, Engstrom/Elsen, and approved unanimously (Fong absent) to approve the Revocable License Agreement with the Reed School District for the Granada Park Property.

6.3 Approve Minutes of December 11, 2017 Meeting

M/s, Janowsky/Elsen, and approved unanimously (Fong absent) to approve the December 11, 2017 minutes as corrected.

Chair Casissa reopened the meeting up for public comments.

A resident stated the Recreation Department, in conjunction with Age Friendly Corte Madera, is putting on a Speaker Series that is held every third Wednesday, from 1:00 p.m. to 2:30 p.m., at the Central Marin Police Authority Community Room. It is geared towards Seniors (better known as Active Adults!). The last presentation was on modifications that can be done to the home to make it safer and more age friendly. The next presentation will be on care giving. Commissioner Blomgren asked if the information was advertised on the new digital marquee. The resident stated “yes” and it is included in the brochure.

7. ROUTINE AND OTHER MATTERS

7.1 Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Animals in the Park- Ordinance Review; 2) Instructors Pay Schedule; 3) Program Pricing Policy; 4) Review of Roberts Rules of Order and The Brown Act; 5) Review of Summer Brochure.

7. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, February 26, 2018 at **6:30 p.m.** in the Council Chambers.

Respectfully submitted,

Toni DeFrancis
Recording Secretary