

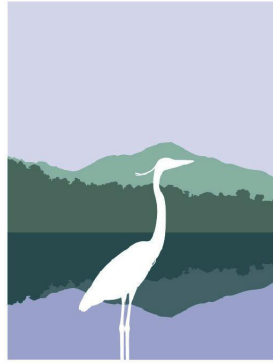
**Town of Corte Madera Regular Meeting
Park and Recreation Commission**

**Fred Casissa
Commission Chair**

**Emily Janowsky
Commission Vice Chair**

**Nathan Blomgren
Commissioner**

**Sarah Elsen
Commissioner**



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

**Eric Engstrom
Commissioner**

**Alden Miles
Commissioner**

**Eilen Phipps
Commissioner**

**Cambry Weingart
Commissioner**

Monday, March 25, 2019, 6:30pm

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

2. OPEN TIME FOR PUBLIC COMMENT

At the beginning of each regular Commission meeting, any member of the public may address the Commission concerning any item not on the Commission's agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Chair or the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The 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

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. BUSINESS ITEMS

5.A. Re-introduction and Discussion of Future Dog Park in Corte Madera

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5. BUSINESS ITEMS CONT.

5 B. Discussion of Commission and Staff Work plan for Skunk Hollow Mini Park

5 C. Approval of February 25th Meeting Minutes

6. DIRECTOR OF RECREATION AND LEISURE SERVICES AND COMMISSIONER REPORTS

- Director of Recreation and Leisure Services
 - Recreation Center
 - Outdoor
 - Neil Cummins Gym
 - Summer Playground
 - Special Events
 - Capital Projects
 - Corte Madera Ager Friendly Intergenerational Center

- Commissioner Reports
 - March: Town Council Update
 - Executive Advisory Committee
 - CMPR / IGC Programming Ad-Hoc Committee
 - Individual Commissioner Updates

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.A. FUTURE AGENDA ITEMS

- Skate Park Rules

7.B. ITEMS FOR YEARLY REVIEW

Month	Agenda Items
January	
February	<ul style="list-style-type: none"> • Commission Capital Improvement Wish List • Summer Brochure Preview • Capital Improvements: Director Public works
March	<ul style="list-style-type: none"> • Budget
April	
May	<ul style="list-style-type: none"> • Volunteer of the Year • Summer Playground Presentation
June	<ul style="list-style-type: none"> • Fall Brochure Preview • Reorganize Commission (Select Chair and Vice-Chair)

**Town of Corte Madera Regular Meeting
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	<ul style="list-style-type: none"> • Commission Goals
July	
August	
September	<ul style="list-style-type: none"> • Summer Playground Re-Cap • Review Corte Madera Age Friendly Intergenerational Center • Capital Improvements: Director Public Works • Annual Programming Report
October	<ul style="list-style-type: none"> • Fee Resolution
November	<ul style="list-style-type: none"> • Commission Goals • Annual Programming Report • Commission Meeting Schedule
December	

7 C. TOWN COUNCIL MEETINGS

MONTH	COMMISSIONER	MONTH	COMMISSIONER
January	Blomgren	July	Janowsky
February	Phipps	August	Blomgren
March	Engstrom	September	Phipps
April	Weingart	October	Engstrom
May	Miles	November	Casissa
June	Elsen	December	Miles

8. ADJOURNMENT

Next regular meeting will be on April 22, 2019

DOCUMENTS: 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.

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.

AMERICANS WITH DISABILITIES ACT: 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.

NOTIFICATION LIST: To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town's website at <https://www.townofcortemadera.org> and click on "Notify Me" to register, or email the Town Clerk at: rvaghn@tcmmail.org.

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
FEBRUARY 25, 2019
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Eric Engstrom
Elein Phipps
Cambry Weingart, Youth Commissioner

Commissioners: Emily Janowsky

Absent: Alden Miles

Staff Present: Mario Fiorentini, Recreation Director
R. J. Suokko, Senior Engineer
Jamie King, Public Works Superintendent

1. CALL TO ORDER, 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

A. Skunk Hollow Playground Improvement Options

Recreation Director Fiorentini presented a staff report. He introduced Mr. Nick Philbin, President of Ross Recreation, distributors for parks and recreation equipment. He stated staff was planning on budgeting this project in Fiscal Year 2019-20.

Mr. Philbin presented a PowerPoint presentation that included a design that was done in 2015. Playground equipment is broken down into two age groups- 2 to 5, and 5 to 12. This design was done for the latter age group. The approach is design driven and is a modular system.

Chair Casissa asked what changes could be made to accommodate the 2-5 year old age group. Mr. Philbin stated the design could include more elements that are no higher than four feet off the ground. The design shown on one of the slides takes up the entire space and for the younger age group it would include more independent pieces. Chair Casissa asked if this would include expanding the footprint or leaving it as is. Mr. Philbin stated "a little of both"- the access coming into the site is challenging. The picnic area to the west could also be expanded. In addition, there should be a six foot buffer to any curb, bench, or tree.

Chair Casissa stated the current surface is sand and he asked what they would recommend. Mr. Philbin stated the priority for their designs are safety and ADA compliance. They would recommend an engineered wood fiber (chip) or a rubberized surface. They are also doing more tiles and artificial turf. These four surfaces meet safety and ADA standards. They all have different price points and maintenance needs.

Chair Casissa asked if this company would handle the replacement of picnic benches. Recreation Director Fiorentini stated that would depend on the design. It would probably be handled by the Public Works Department.

Commissioner Elsen stated kids would outgrow any 2-5 age group equipment quickly. There should be some higher level stuff. She asked about community meetings. Recreation Director Fiorentini stated this is

the initial step in the process. Staff plans on holding several informational and outreach meetings with the community.

Commissioner Blomgren asked if they would take into consideration the fact that there is a playground 100 yards to the south for younger children. Recreation Director Fiorentini stated “yes”.

Commissioner Phipps stated she likes the idea of combining both age groups at one park to keep the family together.

Recreation Director Fiorentini stated he and Mr. Philbin have talked about expanding the site as much as possible and bringing in some other elements. It is a unique piece of property that was deeded to the Town. It took a community effort to build the park.

Chair Casissa stated they could phase elements into the project and put in the infrastructure for future expansion. Mr. Philbin stated they do that a lot of with schools. They can create a full-blown design to give the entity a “roadmap” of where they are going.

Chair Casissa asked if the design would include landscaping (trees, bushes, etc.). Mr. Philbin stated “no”- that is outside their scope of expertise. Ross Recreation would focus on the playground equipment.

Chair Casissa opened the meeting to public comment.

There were no comments. Chair Casissa closed the meeting to public comments.

Mr. Philbin stated the cost estimate in 2015 was around \$34,000- today it would cost around \$40,000 (materials only). The installation, surfacing, and infrastructure work would need to be added. Three factors come into play when looking at a playground project- the site, the budget, and the vision.

The Commission thanked Mr. Philbin for his presentation.

4. CONSENT CALENDAR

There were no Consent Calendar items.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- 5.1 Commissioners’ Reports
 - February Town Council Meeting

Commissioner Phipps stated she did not have a report. Recreation Director Fiorentini stated there was nothing on the Council agenda that was Parks and Recreation related. Commissioner Engstrom asked someone to cover his assignment for the next Council meeting. Commission Phipps stated she could cover it.

- Executive Advisory Committee

Chair Casissa stated the committee met last Friday and discussed the Fee Resolution and Skunk Hollow Park.

- CMPR/IGC Programming Ad-Hoc Committee

Recreation Director Fiorentini stated the committee would be meeting this Thursday.

- Individual Commissioner Updates

There were no updates.

- 5.2 Park and Recreation Director’s Report- Update
 - Community Center
 - Outdoor
 - Neil Cummins Gym
 - Summer Playground
 - Special Events
 - Capital Projects- Pubic Works Staff Update

Recreation Director Fiorentini reported staff has received a lot of request for events in the Community Center including community outreach events, private events, commercial events, fundraisers, etc. The recent Lion's Club Crab Feed was well attended. The Women's Club Rummage Sale will be held this coming weekend and the Redwood Night of Blues will be held in several weeks. The Daddy/Daughter and Mother/Son Dances are scheduled for the spring along with Breakfast with Bunny, the Mother's Day Tea, and the Father's BBQ. Spring is a very active time for the Community Center. Use of the Neal Cummins Gymnasium starts to wind down during the month of March. Summer Playground Program Director Rodriguez will be making a presentation to the Commission in April or May

5.3 Public Works Director's Report- Update on Projects and Maintenance

Public Works Superintendent King reported in July, 2018 the department installed a device from Hydropoint in the Town Park fields that consists of a satellite-based irrigation system. The system takes into account weather information and applies it to a data system for the next watering cycle. Staff learned that the special climate in Corte Madera (fog and coolness in the morning then hot afternoons) was not factored in. Staff decided to go on a manual system and made changes on how they were cutting the grass. They went from a 2 ½" to 3" cut and found that established a stronger root base. This allowed the fields to recover more quickly. The Public Works Department staff has been working closely with the Recreation Department staff to understand the unique needs of these fields. Staff sent some soils samples for testing and found that they need to change the type of fertilizer they have been using. In addition, staff is getting more training on the Hydropoint system.

Chair Casissa asked if the fields could be open longer during the year. Public Works Superintendent King stated it depends on the amount of use and the weather.

Commissioner Blomgren asked if there was any technology for in-ground vs. aerial moisture sensors. Public Works Superintendent King stated that is what the Hydropoint system does- it takes into account the types of soil, slopes, weather, and other factors. There are sensors that can be put into the ground but they are expensive.

Chair Casissa asked if the geese were a problem. Public Works Superintendent King stated "yes" and he is working with Recreation Director Fiorentini on a solution. Chair Casissa asked if the department has a problem with dogs in the park (picking up after them, etc.). Public Works Superintendent King stated "no"- residents are pro-active and use the bags that are provided.

Senior Engineer Suokko gave an update on projects, procurement procedures, thresholds for bidding purposes, water quality requirements, and the possibility of a turf field in Town Park. There are three tiers for hiring a contractor: 1) \$60,000 or less- staff can negotiate with a contractor and move forward; 2) Informal bidding- \$60,000 to \$200,000- this requires specifications and plans defining the project with a formal opening of bids with selection of the lowest bid; 3) Projects over \$200,000 are similar to the informal bidding process but includes the Town Council in the decision making process. He referred to the Basketball Court Project and noted Recreation Director Fiorentini has been talking with the company that resurfaced the tennis courts. There are several options for improving the courts, each around \$60,000, including different hoop options, and slight differences in the overall area of the court. Staff will make sure the Commission and community members remain involved in this project. Keeping the project under \$60,000 will streamline the process and the schedule. He stated that Recreation Director Fiorentini brought some drainage issues to his attention and these need to be fixed prior to installing a new surface.

Commissioner Blomgren asked if the Town was bound by law to accept the lowest bidder. Senior Engineer Suokko stated for projects over \$60,000 they have to go with the lowest responsible bidder. Commissioner Blomgren asked if they ever go with time and materials. Senior Engineer Suokko stated typically it is broken into specific line items or lump sum. This allows for flexibility and makes the change orders easier.

Senior Engineer Suokko stated the Commission has had discussion about the possibility of a turf field at Town Park. He noted there were requirements from the State Regional Water Quality Control Board including obtaining a "Construction General Permit". Projects that are greater than one acre require the preparation of a Stormwater Pollution Prevention Plan. A professional would need to be hired to plan how stormwater would be handled during construction. A "Phase II General Permit" applies to projects over 5,000 square feet that add or replace impermeable surfaces. There are different directions an entity could

go with a turf field- fully permeable, or water draining into a bioswale. A bioswale would have to be 4% of the size of the field. Commissioner Blomgren asked if CEQA would come into play. Senior Engineer Suokko stated “yes” but he did not see any major challenges. Commissioner Blomgren had questions about drainage of the field and the bioswale.

Chair Casissa stated an artificial turf field would require less maintenance. Public Works Superintendent King agreed but stated it had to be “fluffed” with a Zamboni-type machine.

Chair Casissa opened the meeting to public comments.

A resident spoke in favor of a turf field in Town Park. He referred to the Basketball Court Project and stated they need to make sure that the pole is a goose-neck design. It is safer for the kids.

Chair Casissa closed the meeting to public comments.

The Commissioner thanked Senior Engineer Suokko and Public Works Superintendent King for their reports.

6 BUSINESS ITEMS

6.1 Summer Program Review

Recreation Director Fiorentini presented a staff report. He noted staff is still working on the brochure and it should be coming out in the second week of March. Staff is planning on lots of summer activities. The Kinder Readiness Camp offered last year at Neal Cummins was a huge success and staff plans to extend it to The Cove School. Other programs include Tennis Camps, Techsplosion, AARP classes, Skateboarding Camp, Super Soccer Stars, Aikido, Sky Hawks, and dance classes. The Chili Cook-Off will be held in August. Staff is planning on two movie nights in conjunction with the Larkspur Recreation Department along with the Speaker Series in conjunction with Age Friendly Corte Madera. Staff is also looking at the programming that will occur in the Intergenerational Center. He stated the Town was looking at taking over the operations of a small dance/yoga studio at the Park Madera Center. Staff is working with the Town Manager and the current tenants to provide programming at this location. This additional facility could become available in the late spring and would add a lot of dimension to the department’s offerings.

6.2 Discussion and Possible Action on Fiscal Year 2019-20 Fee Resolution

Recreation Director Fiorentini presented a staff report. Staff gets a lot of requests for use of the Community Center from Corte Madera NRG’s. Staff is recommending a 50% reduction in the current resident rate for NRG’s. Staff is also recommending the following: 1) Increase in the rate for use of the Neal Cummins Gymnasium for St. Patrick’s CYO volleyball from \$27.50 to \$35 per hour; 2) Increase in the rate for the use of the outdoor fields for Twin Cities Little League and Twin Cities Girls Softball from \$15 to \$20 per hour. Staff is also recommending changes in the Summer Playground Program fees including a change in the definition of residency. Staff is recommending that Larkspur residents and students of the Larkspur/Corte Madera School District be included in the “resident” category. In the past up to 55% of participants have been non-residents of Corte Madera and Larkspur and staff recommends lowering that rate from \$850 to \$750. Staff is also recommending an increase in the daily drop-in rate from \$50 to \$55 per day, the weekly fee from \$175 to \$185, and including employees of the Central Marin Police Authority and the Central Marin Fire Department in the employee discount category. He noted Town employees would receive a 25% discount on any program or facility rate.

Commissioner Blomgren asked what revenues would look like with the increases in the Summer Playground Program fees. Recreation Director Fiorentini stated staff is anticipating a 20% growth from last year and are expecting a revenue increase of about 10%.

Chair Casissa asked if the daily and weekly fee was for residents and non-residents both. Recreation Director Fiorentini stated “yes”. Chair Casissa made a couple of edits to the document including changing the words “reader board” to “digital marquee”.

Recreation Director Fiorentini stated there have been discussions about a gradual phasing of the fee for Twin Cities Little League and Twin Cities Girls Softball and perhaps doing a fee resolution at a different time of the year.

Chair Casissa asked about the fees for the Intergenerational Center. Recreation Director Fiorentini stated they will be included in the resolution- he did not add them to the spreadsheet. Fees for membership status have not been set yet but the Commission will be involved in this in the future. Chair Casissa stated he would like to invite representatives to a meeting to explain how they operate and provide a budget. He noted they use Parks and Recreation Department staff time with no reimbursement.

Chair Casissa noted there were no public members in attendance.

M/s, Engstrom/Elsen, and approved unanimously (Janowsky, Miles absent) to recommend approval of the Fee Resolution to the Town Council.

6.3 Review of Mid-Year Budget

Recreation Director Fiorentini presented a staff report. He stated the seven-month “snapshot” indicates the General Fund (Recreation Department) is expended at 50% and the Recreational Fund is expended at about 80%. He discussed how these funds are allocated, etc. and noted the latter was supposed to be fully funded and 100% cost recovery. Staff was thinking about presenting this information to the Commission on a quarterly basis. He added this information does not include capital expenditures.

Commissioner Elsen asked about the anticipated expenses. Recreation Director Fiorentini stated he is pretty sure they will exceed the budget figures in both revenue and expenses.

Chair Casissa referred to the Recreational Fund and noted they have five months to go and have expenses at 80%. Recreation Director Fiorentini stated there were seasonal flowing revenues and expenditures- high expenditures during the fall and then it tapers off. Chair Casissa noted the Summer Playground Program spans two fiscal years. Recreation Director Fiorentini stated staff can report accurate figures.

6.4 Parks and Recreation Commission 2019 Meeting Calendar

Recreation Director Fiorentini presented a staff report. He stated the Commission meets on the fourth Monday of each month. He noted Memorial Day falls on this day in May the meeting date falls very close to Thanksgiving and Christmas each year. He asked the Commission if they want to continue to try to meet twelve times a year, as opposed to ten or eleven.

Chair Casissa asked if they want to cancel the May and December meetings but meet in November. Commissioner Engstrom stated it would be better to have one meeting in early December to cover the November and December meetings. Chair Casissa stated he did not want to go two months without a meeting.

Recreation Director Fiorentini stated he would be happy to reschedule a meeting but the Council Chambers are heavily used. He would need to clear any date with the Town Clerk. Commissioner Engstrom stated they have met at the Community Center in the past.

Chair Casissa suggested they cancel the May and December meetings and find another date for November. Commissioner Engstrom stated he would like to try to reschedule the May meeting. Recreation Director Fiorentini stated any Wednesday in May might be available- he would check with the Town Clerk.

Chair Casissa stated they will cancel the December meeting and reschedule the May meeting.

6.5 Approve Minutes of January 28, 2019

M/s, Engstrom/Elsen, and approved unanimously (Janowsky, Miles absent) to approve the January 28, 2019 minutes as corrected.

7. ROUTINE AND OTHER MATTERS

7.1 Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Review of Skate Park Rules; 2) Review of Skunk Hollow Park Improvements; 3) Review of Basketball Court Renovations.

Chair Casissa stated the Commission should contact Recreation Director Fiorentini about upcoming agenda items.

8. ADJOURNMENT

The meeting was adjourned at 8:05 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, March 25, 2019 in the Council Chambers.

Respectfully submitted

Toni DeFrancis
Recording Secretary