

**Town of Corte Madera
Parks and Recreation Commission**

**Nathan Blomgren
Commission Chair**

**Emily Janowsky
Commission Vice-Chair**

**Louise Brown
Commissioner**

**Sarah Elsen
Commissioner**



**Alden Miles
Commissioner**

**Elein Phipps
Commissioner**

**Pat Ravasio
Commissioner**

**Lucy MacPherson
Youth Commissioner**

**Monday, December 7, 2020 6:30PM
SPECIAL MEETING
(Via Videoconference Only)**

NOTICE TO PUBLIC: Due to Coronavirus (COVID-19), the December 7, 2020, meeting of the Parks and Recreation Commission will occur via videoconference only. All Commission members will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend.

Members of the public may view and participate in the meeting remotely through the following link:

<https://tinyurl.com/yanl69rx>

(No Pre-Registration Needed- Click on Link at Meeting Start Time)

You can also call in using: 1 (408) 638-0968 (Zoom webinar ID: 916-0411-9216)

Or iPhone one-tap: +14086380968,,91604119216#

Submit public comment remotely by:

1. Emailing PublicComment@tcmmail.org prior to 3:00 P.M. on the day of the meeting.
2. Emailing PublicComment@tcmmail.org during the meeting.
3. Joining the meeting using the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by staff at the appointed time. If you have called in to the meeting, press *9 to add yourself to the speaker queue during the meeting.

Anyone with a disability needing further assistance with public comment should contact the Town Clerk at least 3 hours before the beginning of the meeting to make alternative arrangements at rvaughn@tcmmail.org or 415-927-5050.

Click [here](#) for more information on how view the meeting and submit public comment remotely.

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

3 A. Annual Programming Report By Ashley Howe, Parks And Recreation Director

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.

4 A. Approval of Draft Minutes of the October 26, 2020 Commission Meeting

5. BUSINESS ITEMS- NONE

6. STAFF UPDATE AND COMMISSIONER REPORTS

- Director Update
 - Weekly Community Outreach
 - CM Day Camp
 - Dogs & Town Park- Feedback Received from Community
 - Town Bark- Feedback on Mulch & Winter Operational Plan
 - Skunk Hollow Mini Park- Ribbon Cutting & Feedback from Users
 - Holiday Activities
 - Digital Activity Guide- Dec to Jan
 - Update on Proposed Template for Park Signage
 - Volunteer of the Year- summary of recognition
 - 2021 Department Goals

- Commissioner Reports
 - Updates from Recent Town Council Meetings
 - November- Commissioner Brown
 - December- Commissioner Miles
 - Executive Advisory Committee
 - Town Park Master Plan Committee
 - Progress Update
 - 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. DISCUSSION OF POTENTIAL FUTURE AGENDA ITEMS

7 B. ITEMS FOR YEARLY REVIEW

- November- incorporated in presentation and earlier discussion.

Month	Agenda Items
January	<ul style="list-style-type: none"> • Commission meeting schedule
February	<ul style="list-style-type: none"> • Capital Improvements: Director Public Works • Commission Strategic Planning/Goals
March	<ul style="list-style-type: none"> • Budget • Summer Brochure Preview • Reorganize Commission (Select Chair & Vice Chair at end of meeting)
April	<ul style="list-style-type: none"> • Commission Capital Improvement Wish List
May	<ul style="list-style-type: none"> • Volunteer of the Year • Summer Camp Presentation
June	<ul style="list-style-type: none"> • Commission Capital Improvement Wish List
July	
August	<ul style="list-style-type: none"> • Update: Commission Goals
September	<ul style="list-style-type: none"> • Summer Camp Re-Cap • Capital Improvements: Director Public Works
October	<ul style="list-style-type: none"> • Fee Resolution Discussion
November	<ul style="list-style-type: none"> • Commission Goals • Annual Programming Report
December	

7 C. TOWN COUNCIL MEETINGS

MONTH	COMMISSIONER	MONTH	COMMISSIONER
January	Blomgren	July	Janowsky
February	Phipps	August	Blomgren
March	Ravasio	September	Phipps
April	Macpherson	October	Ravasio
May	Miles	November	Brown
June	Elsen	December	Miles

8. ADJOURNMENT

Next regular meeting is scheduled for January 25, 2021

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: vaughn@tcmail.org

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**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION SPECIAL MEETING
VIA VIDEOCONFERENCE DUE TO COVID-19
OCTOBER 26, 2020
DRAFT MINUTES**

Link to meeting video [here](#).

Commissioners

Present: Chair Nathan Blomgren
Vice Chair Emily Janowsky
Louise Brown
Sarah Elsen
Alden Miles
Elein Phipps
Pat Ravasio
Lucy Macpherson, Youth Commissioner

Absent: None

Staff Present: Ashley Howe, Parks & Recreation Director
Rebecca Vaughn, Town Clerk/Asst. Town Manager
Erin Duggan, Parks & Recreation Coordinator

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

Chair Blomberg opened the Regular Meeting at 6:32 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

Rebecca Vaughn read a public comment that had been previously emailed in. “Hi Ashley and Emily, in general things have been better with the dogs off leash in the park. If the town is paying for enforcement then I wanted to make sure you receive some data points. The added enforcement should try to extend the edges of the park. This couple and their three dogs are often here in the late afternoon. I have also included a video that was ironic. The police sitting in the car while a woman threw her dog the ball. We are seeing a lot of off-leash dog traffic on the east canal path behind the homes on mohawk. Some enforcement may be needed here as well.” That it is. Signed Jolie DeVilbiss.

3. PRESENTATIONS

3 A. Introduction Of Rec Inc From Erin Duggan, Parks And Recreation Coordinator

With the consent of Todd and Rebecca, the Town of Corte Madera is absorbing Rec Inc since Larkspur is moving away from hosting programming.

1 Rec Inc is a 501c3 booster organization. It's mission is to bring the maximum number of people
2 with developmental disabilities into recreational activities local events and philanthropic services
3 thereby allowing them to find a place in the larger community. Rec Inc supports 580 people
4 including 180 adults with disabilities each year. It includes 9 programs: Champions Lions Club,
5 3rd Friday Dances (Monthly Special Dance Theme), Sports Night, Basketball for Winners, Be
6 Healthy Class, Party Night, Movie/Mall Night and Sing-A-Long Movies. REC Inc Partnerships
7 have many benefits to the program and its volunteers and members.

8
9 Commissioner Brown asked Mrs. Duggan to expand on the volunteer needs. Commissioner
10 Ravasio asked what it means for Corte Madera to host the program.

11
12 No public comment was received regarding this item.

13 Recreation Coordinator Duggan answered questions from the Commissioners.
14
15

16 **4. CONSENT CALENDAR**

17 **4 A. Approval of Draft Minutes of the September 28, 2020 Regular Commission Meeting**

18
19 Chair Blomgren called for any public comment. No public comment was received regarding this
20 item.

21
22 Vice Chair Janowsky approved the September 27, 2020 minutes.

23 Ravasio seconded.
24

25 **5. BUSINESS ITEMS**

26 **5 A. Discussion And Possible Direction To Staff Regarding A Winter 2020-21 Operational 27 Plan For Town Bark (Dog Park)**

28 Parks and Recreation Director Howe [introduced the item](#). Discussion of whether or not Dog Park
29 should be kept open during the winter due to rain. Discussing community concerns regarding the
30 entrance to Town Bark. The options are as followed:

- 31 1. Mulch applied to small area. Most cost effective. Can remain open. Limited staff and
32 maintenance. Common in other dog parks in Marin County cities.
- 33 2. Close after the first rain for a small amount of time
- 34 3. Close portions of the park to allow for drainage
- 35 4. Keep the park open as is
- 36 5. Request more information about synthetic mulch installation for spring 2021.
- 37 6. Provide additional direction as needed

38
39 Chair Blomgren thanked Ashley for her research on the topic. Vice Chair Janowsky stated that
40 people appreciate the dog park and pushes to leave it open with the minimal maintenance costs.
41 Commissioner Ravasio agrees with all above statements. Chair Blomgren recommended to
42 attempt to keep the dog park open for the winter, minimizing mud or standing water by using bark
43 mulch or fencing as needed and at the discretion of the Park Maintenance Staff's discretion.
44

45 There was no public comment on this item.
46
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48 **5 B. Discussion And Possible Action and Direction to Staff Regarding A Park Sign Template**

1
2 Parks and Recreation Director Howe [introduced the item](#). The Park Sign Template options were
3 designed by Allison Bricker. Director Howe proposed a template modeled after the most recent
4 sign installed at Old Corte Madera Square for future park signs. The template includes the addition
5 of “open of sunrise to sunset” below the park name and includes “Town of Corte Madera” on the
6 bottom. This is response to staff wishing for a unified sign look. Cove Park and Skunk Hollow
7 Mini-Park are in need of signage. Director Howe noted that the action requested of the commission
8 is to recommend Town Council review and approve the proposed template as well as permitting
9 staff to determine placement, dimensions, and material.

10
11 Commissioner Ravasio recommended increasing the font and placement of “Town of Corte
12 Madera”, to which Commissioner Phipps agreed. Director Howe agreed that the name of the town
13 should be added for patrons to know who to contact if there is an issue in the park. The
14 Commission agrees to recommend the proposed template to Council with the modification to
15 increase the font size of “Town of Corte Madera”.

16
17 There was no public comment on this item.
18
19

20 **5 C. Discussion And Direction To Staff Regarding Possible Cancellation Or Rescheduling Of** 21 **The November And December 2020 Regular Meetings Of The Parks And Recreation** 22 **Commission Due To Proximity Of Holidays**

23
24 Parks and Recreation Director Howe and Chair Blomberg [introduced the item](#). Chair Blomberg
25 asked Director Howe for the current schedule and proposed changes. Commissioner Janowsky
26 recommended combining the Nov/Dec meeting as has historically been done. Dates in November
27 and December were discussed. Holidays including Pearl Harbor Remembrance Day and
28 Chanukah were acknowledged to avoid. December 7 at 6:30 was decided.
29

30 There was no public comment on this item.
31

32 **6. STAFF UPDATE AND COMMISSIONER REPORTS**

- 33 • **[Director Report:](#)** Parks & Recreation Director Howe reported on the following:
 - 34 ○ Weekly Community Outreach – 70 calls done each week, no request to be removed
 - 35 ○ from list, cards sent out, questions regarding AFIC and connected with Carla, switching
 - 36 ○ from AFIC phone number
 - 37 ○ CM Camp – Portables, max capacity with two cohorts, finding internet, no Holiday
 - 38 ○ camp offered this year due to consistent time on of staff
 - 39 ○ Dogs & Town Park – Feedback received from community regarding goose over-
 - 40 ○ running the park due to dogs now being on leash, public works cleaning a few times a
 - 41 ○ week
 - 42 ○ Ballot Box – In front of community center, signage and FB live to direct citizens
 - 43 ○ DPW Project Updates - Skunk Hollow Opening event in person for specific invitees
 - 44 ○ and videos for greater community
 - 45 ○ Halloween and Day of the Dead Activities
 - 46 ■ Virtual contests for costumes and pumpkin carving
 - 47 ■ Collaboration with library
 - 48 ■ Lobby display

- Decoration in community center lobby
- Digital Activity Guide to replace printed guide to save costs and increase flexibility as things change
- PSPS Preparation – Intern Perry Nalle and Director Howe preparing, layout is pandemic approved, preparing for various options
- Emergency Order on Field Use Permits – unified message with San Anselmo and Larkspur for emergency use regarding field use and permits, in response to those using parks without approval
- Food Truck Day at Menke Park – recommended by Commissioner Ravasio and will be discussed at a future date

Commissioner Ravasio asked for a recommendation on how to calm the geese. Director Howe recommended more time to decide the best step moving forward and consider bringing vests back next Spring. Discussion of use of remote-control cars or drones.

A member of the public asked for a sign near Skunk Hollow Park asking cars to drive slowly due to many children living and playing nearby. This recommendation was forwarded to Public Works.

- **Commissioner Reports**

- **Updates from Recent Town Council Meetings**

Commissioner Ravasio complimented the new bike paths on Redwood Highway. The Skunk Hollow Park Project was also reviewed.

- **Executive Advisory Committee-** Did not meet.

- **Town Park Master Plan Committee - Progress Update**

Commissioner Brown reported that the meeting was very productive. Director Howe and the Committee are in the early stages of new projects. Town Park restroom facilities are going to be a top priority in a new term, along with programming, classroom and storage space. Open to more survey responses about any additional recommendations for park and facility changes. Commissioner Ravasio responded and recommended a company to create larger cabinet areas and additional facility changes. Commissioner Phipps commented that the architect is in the process of consolidating all the information for the master plan to propose.

- **Individual Commissioner Updates**

Commissioner Ravasio reports that some businesses are approaching the Parks and Recreation Department with financial support requests. Café Verde would like the Town to cover costs to refurbish the trellis on Town property. Attachments to prevent harsh sun or rain were discussed. Discussion of a potential fund for outdoor, COVID-safe seating for dining was discussed. This will be re-evaluated at the December meeting.

Chair Blomgren complimented the Halloween decorations at the community center.

Commissioner Elsen compliments the Recreation Department for happily and safely opening the playgrounds.

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7. ROUTINE AND OTHER MATTERS

7 A. Discussion of Potential Future Agenda Items

Chair Blomgren introduced the October Fee Resolution Discussion. There are no proposed changes. Commissioner Brown would like to know as if Skunk Hollow Park picnic fees should be included in the budget. Commissioner Brown would also like to know why the AFIC fees do not include non-Corte Madera residents. Director Howe responded that mini-parks (Skunk Hollow) are excluded from reservations and that the AFIC questions are no longer relevant since AFIC is no longer in the community center. Town Clerk Vaughn also responded regarding the AFIC questions.

8. ADJOURNMENT

The meeting was adjourned at 7:46 pm in memory of Jackie Branch. She passed away on August 29, 2020. This meeting was in honor of her. Chair Blomberg stated that the next meeting will be December 7, 2020.