

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION REGULAR MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
JANUARY 27, 2020
APPROVED MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Emily Janowsky
Elein Phipps
Pat Ravasio
Cambry Weingart, Youth Commissioner

Commissioners Alden Miles

Absent:

Staff David Wilkinson, Interim Recreation Director
Present: Rebecca Vaughn, Town Clerk

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 public comments.

3. PRESENTATIONS

There were no presentations.

4. CONSENT CALENDAR

- A. Approval of Draft Minutes of the November 18, 2019 Special Commission Meeting

M/S, Ravasio/Janowsky and approved unanimously (Alden absent) to approve the November 18, 2019 minutes as corrected.

5. BUSINESS ITEM

- A. Discussion and Direction to Staff Regarding Recruitment for a Parks and Recreation Youth Commissioner for a New Two Year Term Beginning July 1, 2020 and Expiring June 30, 2022

Town Clerk Vaughn presented a staff report. Staff would like to start advertising for the position in February. She asked the Commission to comment on what should be included in the recruitment notice.

Commissioner Blomgren had a question about replacing the Parks and Recreation Chair position and the timing of the upcoming Council election. Town Clerk stated the election is March 3rd and the new Councilmembers will be seated at the April 7th meeting.

Chair Casissa opened the meeting to public comments.

Lucy McPherson, Corte Madera Avenue, stated she was interested in the Youth Commissioner position. She stated it might be a good idea to have more than one Youth Commissioner. She wanted to encourage collaboration.

Chair Casissa closed the meeting to public comments.

Commissioner Ravasio stated the recruitment notice should point out that the individual would help create programs for other kids/teens. Serving in this capacity is a great “resume builder” and gives the individual experience as a community leader. There are some direct benefits.

Youth Commissioner Weingart stated the notice should be posted at all the high schools but should be modified- it should be more concise (“short and sweet”).

Commissioner Janowsky suggested that staff reach out to the leadership teachers and the college counselors at Redwood High School.

Youth Commissioner Weingart suggested getting in touch with the ASB President.

Commissioner Elsen suggested notifying the Pathways Program through the Tamalpais Union High School District.

Commissioner Blomgren stated he liked the idea of looking at the position in a different way- the individual would focus on being the spokesperson for students and coordinate the wants, needs and desires of teens/tweens. He supported the idea of more than one Youth Commissioner and would like to see monthly presentations to the Commission.

Chair Casissa asked when the revised notification would be released. Town Clerk Vaughn stated staff wants to start the recruitment process next week.

B. Discussion and Direction to Staff Regarding Possible Changes to Nomination Process for Volunteers of the Year Awards

Town Clerk Vaughn presented a staff report. She stated staff wants to get the nomination process started earlier. There is a Town Council appointed Citizen of the Year and a Volunteer of the Year and Youth Volunteer of the Year. She asked if the Commission wanted to see any changes in who was eligible for nomination.

Chair Casissa asked if the Volunteer of the Year had to be over the age of 65. Town Clerk Vaughn stated not any longer. The Youth Volunteer has to be under the age of 18. Both volunteers have to be a resident of Corte Madera.

Commissioner Janowsky stated she supported opening the award up to Twin Cities residents. It makes sense.

Commissioner Phipps asked if the City of Larkspur had a Volunteer of the Year Award. Interim Director Wilkinson stated he did not think so.

Commissioner Ravasio asked about plans for outreach. She suggested staff contact the Lions Club, the Women’s Club, and other civic organizations. Town Clerk Vaughn stated she was not sure how it was done in the past but that was a good suggestion. Commissioner Ravasio stated she liked the idea of opening it up to Larkspur residents but that would increase the outreach efforts.

Chair Casissa asked if a Larkspur resident would have to do volunteer work in Corte Madera. Town Clerk Vaughn stated it could be done on a case-by-case basis. Commissioner Elsen stated they should take out where the person lives and stipulate that the volunteer work is done in Corte Madera. The Commission agreed.

Youth Commissioner Weingart asked staff to reach out to the Redwood High School Principal about the Youth Volunteer nominations.

Commissioner Blomgren stated it would be wonderful to have a lot of Youth Volunteer nominations. Town Clerk Vaughn stated staff would expand the outreach.

Commissioner Elsen stated the Youth Volunteer age restriction (under the age of 18) precludes a lot of high school seniors. Town Clerk Vaughn stated the restriction could be high school seniors and younger.

Chair Casissa opened the meeting to public comments.

There were no comments.

Chair Casissa closed the meeting to public comments.

Chair Casissa thanked staff for bringing this to the Commission earlier in the year.

C. Discussion and Possible Action to Set Meeting Calendar for 2020

Town Clerk Vaughn presented a staff report. She discussed the possible conflicts during the holidays.

Chair Casissa noted the following conflicts/issues: May 25th was Memorial Day; there were five Mondays in June; November and December meetings conflict with the holidays. Town Clerk Vaughn stated the Commission could discuss this in June when they have a better idea about vacation plans. The Commission decided to cancel the December meeting and hold a meeting on November 30th.

Chair Casissa opened the meeting to public comments.

There were no comments.

Chair Casissa closed the meeting to public comments.

D. Discussion and Direction to Staff Regarding Exploration of a Possible Partnership between the Lions Club and Redwood High School to Design and Install a Mural on the Walls of the Wornum Drive Overpass

Town Clerk Vaughn presented a staff report. This is a CalTrans right-of-way and they would need to issue an Encroachment Permit for the work. She is waiting to hear back from CalTrans about the permit process. The Commission could move forward and create an exploratory committee

Commissioner Blomgren noted there were no anticipated costs to the Town- it is a great idea and he supports moving forward.

Commissioner Phipps asked what materials would be used- paint, mosaics, etc. Town Clerk Vaughn stated it was open for discussion.

Commissioner Ravasio asked if there was a theme for the mural. Chair Casissa stated the Redwood High School Art Department would come back with a design. Commissioner Ravasio suggested the theme of parks, recreation, nature, or wildlife.

Commissioner Elsen described a mural at Hamilton School in Novato. It is a mosaic, tile mural with native flowers. There is also a mural under 4th Street in San Rafael which is probably CalTrans property. Town Clerk Vaughn stated she would contact the City of San Rafael for information on a better CalTrans contact.

Chair Casissa stated the first step was to find out the process through CalTrans. He asked who would be responsible for the maintenance. Town Clerk Vaughn stated probably the Town.

Chair Casissa opened the meeting to public comments.

There were no comments.

Chair Casissa closed the meeting to public comments.

Chair Casissa asked staff to keep this on the agenda and report back at the next meeting.

6. Director of Recreation and Leisure Services and Commissioner Reports

- Interim Director Update
 - Recreation Director Recruitment
 - Timeline for Completion of Town Park Dog Park
 - Timeline for Skunk Hollow Park Renovation Project
 - Office Remodel

Interim Director Wilkinson reported the interview process for the Recreation Director position started today. Six very qualified candidates were interviewed. The top two or three candidates will be interviewed again with the Town Manager in attendance. An offer will occur soon after that and he anticipates the new Recreation Director starting in the middle of February or early March. Commissioner Janowsky stated she participated in the interview process and it was very well done. The candidates were very impressive. Interim Director Wilkinson reported he spoke to the Public Works Department and work on the Dog Park will start in the spring (weather permitting). It will be done in phases but should be completed by the end of spring. Chair Casissa asked if the area has been heavily impacted by the rain. Commissioner Blomgren stated he has been out there and it did not look too bad. Commissioner Ravasio asked about the fence line- she is concerned about the gap between the fence and the big trees on the west side. It creates a “no person’s land”. Interim Director Wilkinson stated the crew was still figuring out the details. The site plan for the Skunk Hollow Park renovation is almost complete and will go out to bid (playground manufacturers) in the middle of February. Chair Casissa asked if the Commission would review the site plan. Interim Director Wilkinson stated he could present it at the February meeting. The office remodel plans are complete and will be submitted to the Building Department on Thursday. Work will begin soon. He has been working on staffing levels and responsibilities. Recreation Coordinator Duggan is working on ideas for youth programming including sword play, gymnastics, beefing up the ballot program in the new studio, and more! Summer Playground Director Rodriguez is making plans for the upcoming summer and the brochure should be out next month. Staff has met with the representatives of the Age Friendly Intergenerational Center and is waiting for the signed agreement to come back. The program will be revamped with respect to fees. This will be coming to the Commission soon. He noted this will probably be his last Commission meeting and he stated it was a very enjoyable experience!

- Commissioner Reports
 - December and January: Town Council Update
 - Executive Advisory Committee
 - CMPR/IGC Programming Ad-Hoc Committee- On hiatus
 - Individual Commissioner Updates

Commissioner Blomgren stated there were no Recreation Department or Commission items on the December Council agenda. The Council did discuss the grant for the Climate Adaptation Plan that would fund flood and sea level rise mitigation programs. Some of the parks that the Commission oversees are very close to the bay. Low lying public parcels/parks could come into play very soon.

Chair Casissa stated the Executive Advisory Committee did not meet.

Commissioner Ravasio stated she is looking forward to continuing the Town Park Master Plan assignment and she would like to see this item on an upcoming agenda.

Commissioner Ravasio stated she thought the idea for a bay side dog park should be explored. The road where the CHP facility is located needs something to slow cars down. Parking should be allowed along this road with better bike lanes, etc.

Commissioner Ravasio thanked staff for replacing the interpretive sign at the marsh. It is an exact replica of what was there before!

Commissioner Phipps asked about the status of the new Menke Park sign. Town Clerk Vaughn stated the committee is taking another look at the final version. It will be on the next Commission agenda.

7. ROUTINE AND OTHER MATTERS
 - A. Discussion of Potential Future Agenda Items
 - B. Items for Yearly Review

8. ADJOURNMENT

The meeting was adjourned at 7:31 p.m. Chair Casissa stated the next Regular Meeting was scheduled for February 24, 2020 in the Council Chambers.

Respectfully submitted

Toni DeFrancis
Recording Secretary