CITY OF MILL VALLEY
PARKS AND RECREATION COMMISSION

MINUTES

COUNCIL CHAMBERS, CITY HALL
26 CORTE MADERA AVENUE, MILL VALLEY
December 5, 2012
7:00pm

Joan Murray, Chair
Douglas Nelson, Vice Chair
Sally Baker
Lonnie Fogel
Ricardo Capretta

CALL TO ORDER

Present: Chair Murray, Vice Chair Nelson, Commissioner Fogel, Commissioner Capretta,
Absent: Commissioner Baker
Staff: Jenny Rogers, Recreation Director, Rick Misuraca, Operations Superintendent, Lauren Buchholz, Administrative Aide, Seth Allingham, Facilities Supervisor

PUBLIC OPEN TIME

Chair Murray open public open time
No one present to speak
Chair Murray closed public open time

APPROVAL OF THE AGENDA ORDER

Agenda

It was **MOVED** by **Commissioner Fogel** and **SECONDED** by **Commissioner Capretta** to Approve the agenda order. The Motion was carried by a 4 - 0 vote with **None** dissenting.

COMMISSION AND STAFF ANNOUNCEMENTS

Dir Rogers announced that staff is currently getting bids to replace the carpet in the Community Center and the wet lobby of the Aquatics building, this CIP should be completed by early 2013. Dir Rogers reviewed some of the CIPs coming up in 2013/2014: Repair of the Aquatics building retractable roof, re-plastering the pool and repair of the water slide will occur during the annual closure in August. The roof repair and re-plastering of the pool will require an increase in closure from 10 days to upwards of 4 to 6 weeks.

Dir Rogers announced that Com Fogel has come to the end of his second term and his last meeting with the Commission will be in February. Com Nelson will be ending his first term and Dir Rogers encourages Com Nelson to apply for a second term.
Commission vacancies will be announced in January with interviews by the Council being held in February and appointments made prior to the March meeting.
Dir Rogers announced that Winterfest has been rescheduled from December 2 to December 9 due the weather.
Dir Rogers continues to investigate the possibility of creating a "Friends of the Center" organizations, she will be reaching out to many of the people who were involved in raising the money for the building of the Center.
Chair Murray announced that she and City Manager McCann held interviews last Thursday for the Golf Course Advisory Committee and four people were selected to serve alongside herself and Commissioner Capretta. They are: David Mak, Todd Lieman, Bill Higgins, and Jim Revoir. The first meeting of the Committee will be held in January.
Ops Sup Misruaca stated that the Boyle Park Tennis Court Renovation project is moving along; the survey and Geotech work is done and Abey Arnold has finished the initial layout and design work. He will be meeting with them to finalize 40-50% of the design soon. The project Committee meeting will be held just before or just following the holidays for an update.
Ops Sup Misuraca announced that the re-powder-coated trash receptacles for the downtown area came in today. Some of the businesses are concerned with the removal of "excess" receptacles. Rick has formed an ad-hoc committee consisting of a representative from the Chamber of Commerce, Jill Young from Bloomathon, himself and Chair Murray to meet next week and analyze this.
Ops Sup Misuraca will announce a public hearing for the February meeting to hear public input regarding naming Sycamore Park as the test location for the Carry in – Carry out program and intended action for March by Commission.

CONSENT CALENDAR

Recommended Action: : The following items listed on the Consent Calendar to be considered routine and are approved by a single motion without discussion. The Chair or any member of the Commission or the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event that an item is removed from the Consent Calendar, it shall be considered in its numerical order.

1. Consideration of the Minutes of the November 7, 2012 Regular Commission Meeting.
   Recommended Action: Approve the November 7, 2012 Regular Commission Meeting minutes.

Item 1 Supporting Documents

2. Consideration of use request of Area East of Pedestrian Bridge in Bayfront Park (9/28 & 9/29/13) by Avon Foundation for Women for Avon Walk for Breast Cancer Rest Stops.
   Recommended Action: Approve use request with stipulations.

Item 2 Supporting Documents

4. Consideration of 2013 annual use request for the Mill Valley Golf Course Clubhouse by Mill Valley Women's Golf Club. Recommended Action: Approve use request with stipulations.

Item 4 Supporting Documents

5. Consideration of 2013 annual use request for the Mill Valley Golf Course Clubhouse by Mill Valley Golf Club. Recommended Action: Approve use request with stipulations.

Item 5 Supporting Documents

6. Consideration of 2013 annual use request for the Mill Valley Athletic Fields by Tamalpais High School Athletic Department. Recommended Action: Approve use request with stipulations.

Item 6 Supporting Documents

7. Consideration of 2013 annual use request for the Mill Valley Athletic Fields by Mill Valley Girls Softball. Recommended Action: Approve use request with stipulations.

Item 7 Supporting Documents

8. Consideration of 2013 annual use request for the Mill Valley Athletic Fields by Southern Marin Youth Football. Recommended Action: Approve use request with stipulations.

Item 8 Supporting Documents

9. Consideration of the 2013 annual use request for the Mill Valley Athletic Fields by Mill Valley Little League. Recommended Action: Approve use request with stipulations.

Item 9 Supporting Documents

It was **MOVED** by **Commissioner Fogel** and **SECONDED** by **Vice Chair Nelson** to Approve items 1 and 2 and 4 through 9 with stipulations. The Motion was carried by a 4 - 0 vote with **None** dissenting.

3. Consideration of 2013 annual use request for Mill Valley Golf Course Clubhouse by Mill Valley Rotary Club. Recommended Action: Approve use request with stipulations.

Recommended Action:

Item 3 Supporting Documents

Burnett Tregoning – N. Ferndale, President of Mill Valley Rotary, introduced new Rotary President, Susan Reiss; she will take over in January. B. Tregoning thanked Commission, staff and the City for the use of the Clubhouse. Visiting Rotarians are always amazed by how nice and comfortable the space is. The rotary promises to continue to do their part in maintaining the Clubhouse to the best of their ability. The rotary is looking forward to working with the City on Mill Valley Beautification Day.

It was **MOVED** by **Commissioner Capretta** and **SECONDED** by **Vice Chair Nelson** to Approve use request with stipulations. The Motion was carried by a 4 - 0 vote with **None** dissenting.

NEW BUSINESS

10. Consideration of the 2013 annual use request for the Mill Valley Athletic Fields by Southern Marin Lacrosse. Recommended Action: Approve use request with stipulations.

Item 10 Supporting Documents

11. Consideration of the 2013 annual use request for the Mill Valley Athletic Fields by Mill Valley Soccer Club. Recommended Action: Approve use request with stipulations.

Item 11 Supporting Documents

Dir Rogers thanked Seth Allingham, Facilities Supervisor, for attending the meeting to be available to answer any questions regarding these use requests. She also thanked the representatives from Southern Martin Lacrosse and Mill Valley Soccer Club for being present. Field space continues to be impacted by the closure of the Edna field due to school renovation project. All leagues worked together during the field scheduling process, not everyone got everything they wanted, but an equitable division was achieved. Mill Valley Soccer Club gave back some time they requested in the first round of scheduling.

John Porter – Southern Marin Lacrosse, new member to the board. He was extremely impressed with Dir Rogers and Seth's efforts and communication to all the leagues and ability to meet the league's needs. He is very happy with the outcome.

Jon Bontz – Director of Operations, Mill Valley Soccer Club, presented Club membership history and Club fact sheet. Thanked staff and the Club gladly accepts the proposed field use schedule.

Com Capretta asked what the Club uses the fields for in the spring since this is traditionally the off-season for Soccer.
J. Bontz stated that the Club uses the fields in the spring for skills clinics to provide training opportunities to close to 600 participants.

It was **MOVED** by **Commissioner Fogel** and **SECONDED** by **Commissioner Capretta** to Approve the 2013 annual use request for the Mill Valley Athletic Fields by Southern Marin Lacrosse with stipulations. . The Motion was carried by a 4 - 0 vote with **None** dissenting.

It was **MOVED** by **Vice Chair Nelson** and **SECONDED** by **Commissioner Capretta** to Approve the 2013 annual use request for the Mill Valley Athletic Fields by Mill Valley Soccer Club with stipulations. . The Motion was carried by a 4 - 0 vote with **None** dissenting.

RECREATION DIRECTOR AND OPERATIONS SUPERINTENDENT REPORTS

a. Review and Discussion of Parks & Recreation Commission Duties & Responsibilities (Rogers)

Item a Supporting Documents

Com Capretta thanked Dir Rogers for a very comprehensive staff report and supporting documents. He feels this is a very good time for the Commission to review the Parks & Recreation Commission's Duties and Responsibilities and report to the Council with possible recommendations to make changes to these to reflect what the Commission is currently doing.
Dir Rogers agrees with this; she would like to work with the Commissioners to update these along with the Plaza Ordinance.
Com Nelson stated he feels that the Commission's duties and responsibilities should be spelled out in one place. Having these in multiple documents runs the risk of inconsistencies. He suggested removing them from the Plaza Ordinance.
Com Capretta would like to see section 2.40.030 C of Ordinance 546 from 1963 added back into the current duties and responsibilities; he also agrees that all authority should be included in these. He asked that a word version of the Plaza Ordinance and the Commission Duties and Responsibilities be sent to each Commissioner for their comments and then provided to staff.
Dir Rogers will take these comments and work on a draft to present to Commission at the February meeting.
Com Capretta asked if the Commission would be reviewing the facility use fees soon.
Dir Rogers stated that she anticipates that these will come in front of the Commission within the next few months; staff is working on fee comparisons to present to Commission with recommendations.
Com Fogel suggested staff do a presentation to the Commission to review the Field Use MOU since it will be expiring soon and new agreements may be requested by the sports leagues.
Com Capretta asked if appeals can be filed after the Parks & Recreation Commission approves requests or permits.
Ops Sup Misuraca stated that most decisions or approvals can be appealed to Council with the exception of tree removal permits.

Dir Rogers announced that she is working with a representative from Earth Day Marin to possibly bring this event to the Mill Valley Community Center in April. Past Earth Day Marin events have attracted upwards of 2,500 attendees at the Marin Civic Center. She is hoping to encompass Mill Valley Beautification Day into this event.
Com Fogel asked if there is staff capacity to handle both events.

Dir Rogers stated that Earth Day Marin would be responsible to provide staffing, funding and production for this event.
Com Nelson asked how the parking would be handled for this event.
Dir Rogers stated that coordination between all city departments would need to occur and the details are still being worked out. She will be meeting with Hannah from Earth Day Marin soon to review specifications and resources.

COMMISSION REQUESTS AND IDEAS FOR DISCUSSION

Chair Murray has been involved in the Mill Valley Steps, Lanes & Paths Map since its inception and the SLP program is one of the reasons why she was attracted to serving on the Parks & Recreation Commission. The current supply of SLP maps is running very low; this is a very important resource for the community.
Dir Rogers stated that she has acquired a digital copy of the 2nd edition of the SLP map in anticipation of doing an update prior to the next printing. Approximately $10K will be needed to do another printing and DPW is interested in helping fund this. She is also talking with the Fire Department to see about getting funding through the City's Emergency Evacuation Plan; she is confident that staff will be able to come up with the funding.
Com Capretta suggested reaching out to the Mill Valley Historical Society as well; they are an unbelievable resource.

ADJOURNMENT - To the next Regular Commission meeting, which will be held on Wednesday, January 9, 2013.

It was **MOVED** by **Chair Murray** to Adjourn at 8:26pm. The Motion was carried by a 4 - 0 vote with a **None** dissenting.