

**CITY OF MILL VALLEY
PARKS AND RECREATION COMMISSION**

MINUTES

**COUNCIL CHAMBERS, CITY HALL
26 CORTE MADERA AVENUE, MILL VALLEY
September 11, 2013
7:00pm**

Doug Nelson, Chair
Suzanne Bohan, Vice Chair
Kirk Knauer
Joan Murray
Loren Quaglieri

CALL TO ORDER

ROLL CALL

Present: Chair Nelson, Commissioner Bohan, Commissioner Knauer, Commissioner Murray,
Commissioner Quaglieri

Absent: None

Staff: Jenny Rogers, Recreation Director, Denise Andrews, Operations Superintendant, Tim
McSorley, Supervising Senior Engineer, Brandon Stewart, Parks Supervisor, Seth
Allingham, Facilities Supervisor, Lauren Buchholz, Administrative Aide

PUBLIC OPEN TIME

Chair Nelson opened public open time

No one present

Chair Nelson closed public open time

APPROVAL OF THE AGENDA ORDER

Agenda

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Knauer** to
Approve the Agenda Order. The Motion was carried by a 5 - 0 vote with **None** dissenting.

COMMISSION AND STAFF ANNOUNCEMENTS

Dir Rogers thanked Bruce Pratt and Denise Andrews for the VIP tour of the Aquatics & Fitness Building they led prior to tonight's meeting.

Park Sup Stewart stated that the SLP Greenwood to Hillside project is about 60% complete. Crews have just broken ground for the Boyle Park Creek Restoration Project.

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.

2. Consideration of Use Request for Old Mill Park Redwood Grove, Group Picnic Area and Amphitheater by Enviro-Sports Productions for Escape from the Rock Triathlon/ Double Dipsea Run Start & Finish line and Post Run Picnic on Sunday July 20, 2014 8:00 a.m. - 4:00 p.m. (Recreation)

Item 2 Supporting Documents

3. Consideration of Use Request for Boyle Park Tennis Courts and Group Picnic Area by Boyle Park Renovation Committee for Fundraising Event on Saturday October 19, 2013 8:30 a.m. - 7:00 p.m. (Recreation)

Item 3 Supporting Documents

It was **MOVED** by **Commissioner Bohan** and **SECONDED** by **Commissioner Quaglieri** to Approve the Consent Calendar. The Motion was carried by a 5 - 0 vote with **None** dissenting.

1. Consideration of the Minutes of the August 7, 2013 Regular Commission Meeting.
Recommended Action: Approve the August 7, 2013 Regular Commission Meeting

Item 1 Supporting Documents - Draft minutes

This item was removed from the Consent Calendar for discussion.

It was **MOVED** by **Commissioner Knauer** and **SECONDED** by **Commissioner Murray** to Approve the August 7, 2013 Regular Commission Meeting as Amended. The Motion was carried by a 5 - 0 vote with **None** dissenting.

NEW BUSINESS

4. Discussion of Field Maintenance Costs, Consideration of Field Use Fee Structure and Field Use Policy User Definition Revisions. (DPW and Recreation)

Item 4 Supporting Documents

Dir Rogers presented staff report. She has been meeting with staff and leagues in the hopes of developing a fee structure that is fair and can be administered effectively. Before the discussion of fees, she asked Brandon Stewart, Parks Supervisor to review the information on the field maintenance and CIPs.

Parks Sup Stewart reviewed the Annual Field O&M and CIP list.

Com Quaglieri asked how often field CIP normally occur.

Park Sup Stewart stated the CIP for fields are usually needed every 5 years depending on frequency of use and impact.

Com Knauer asked about the condition of Alto field due to the construction of Edna Maguire school.

Park Sup Stewart stated that the entrance and exit on the field is pretty beat up; he expects a refurbishing project on this field will begin late December to early January.

Dir Rogers reminded Commission that CIP planning will be part of the Commission's strategic planning process.

Com Bohan asked about the status of the current MOUs with Friends of Fields (FOF); is extending these still a possibility? Both Council members A. Berman and K. Wachtel expressed their desire at a previous Council meeting to consider this possibility.

Dir Rogers stated she has received direction from City Mrg McCann that the City intends to make FOF whole, but extending the MOU may not be necessary to accomplish this.

Com Quaglieri stated that even though there will be an increase in field fees collected from users if the MOU is not extended the projected about in staff report does not cover the budgeted O&M. Is there a line item in the City's budget to ensure funds to maintain fields?

Dir Rogers stated that the fees currently collected under the FOF MOUs go towards a portion of pay for groundskeeper and back to FOF. The direction from the City Mgr and Council is not to have the leagues bear all the burden of field maintenance cost; that is unacceptable. She calculated the revenue goal listed in her staff report by taking 50% of the annual budgeted maintenance costs and adding \$100K for CIP funding; the City would be responsible for the remaining maintenance costs and CIP funding. It has been calculated that \$100K would be

needed to make the agreement with FOF whole; it is not the responsibility of the Commission to find the funding for this, but it is the City's intent to do this.

Com Bohan asked if the MOUs were extended wouldn't FOF collect that \$100K by the end of 2014?

Chair Nelson stated that FOF would collect additional funds, but would still need to operate as an entity responsible for maintaining the fields. He asked where irrigation appears on the O&M budget or on the CIP list; won't the irrigation be in need of refurbishing or replacement at some point.

Park Sup Stewart stated that irrigation costs are included in the water and labor lines. Irrigation systems usually need to be replaced every 20 years or so; he will need to refer to the original construction documents for each field and extrapolate time lines from there for CIP planning.

Dir Rogers stated that the City needs to begin building a dedicated funding source for the maintenance and CIPs for the fields.

Dir Rogers reviewed the field rate comparison information sheet; after discussions with league representatives and staff the proposed high and low impact rates for youth league play seemed the best way to break down the fees.

Com Bohan asked why the recreation and competitive definitions were removed from the field use policy.

Dir Rogers stated the removal of these definitions came out of feedback from the Commissioners and field users as well as staff. There did not seem to be a way to fairly and effectively administer these classifications since each league functions differently. The intent of the field use fees is to fund the maintenance of the fields first and foremost, assessing fees for the youth leagues based on the impact they have on the fields seems to directly correlate to this goal. She had originally planned to present a single proposed rate for each category, but City Mgr McCann wanted a range for Commission to consider. She asked that the leagues attend tonight to give comment and suggestions.

Com Knauer asked if leagues with paid coaches are considered commercial entities.

Dir Rogers discussed the aspects that were considered when reviewing the definition of commercial entities. Some of the youth leagues need more experienced staff or must pay for referees, this does not necessarily make them commercial businesses. If they are running specialty camps or clinics rather than a sport that has a defined season, practice and games schedules with registration fees being paid at the beginning of the season; this would be considered commercial use.

Chair Nelson asked if the goal of this discussion was for the Commission to set field use rates tonight.

Dir Rogers stated the goal of tonight's discussion is to review proposed structure, get feedback from users, public and Commissioners and bring this topic back to Commission in October to consider for approval.

Com Knauer asked why the total number of allocated hours for the leagues included in Dir Rogers' staff report had changed from the previous report.

Dir Rogers stated that the previous reported hours were based on the number of hours allocated to each league, not the actual number of hours used by the leagues for their respective 2013 seasons. An advantage to no longer having an MOU with the leagues for field use is that all field use allocated time will be set by the hour and the leagues must pay for each hour reserved prior to the start of the 2014 seasons.

Com Bohan reported that the City Council had discussed the desire to see the creation of Senior and or Adult league rates as well; in hopes this would incentivizes an increase in these types of leagues in Mill Valley.

Dir Rogers stated she is not opposed to working with Commission and Council to create a fee structure for all leagues, users, etc... but her first order of business is to get the youth league fees established so the leagues and staff can move forward with 2014 field allocation requests.

Dir Rogers stated that she hopes to have her recommended changes to the field use policy approved by Commission tonight.

Com Quaglieri asked how item B8 under section I. will be administered.

Dir Rogers stated that although staff will not be able to do a field walk-through after each use, field maintenance staff and facility attendants will be able to report concerns to Supervisors who will be able to compare field bookings and can work with the individual leagues.

Com Murray asked why there were no recommended changes or discussion regarding section IV. Item A1 that applies to the use of amplification at Boyle Baseball fields.

Dir Rogers stated that she would like to have a separate discussion specifically regarding the use of the PA system at Boyle. She is working with staff, Mill Valley Little League and Boyle Park neighbors to do decibel readings; the finding from these will be considered in information presented to the Commission.

Com Knauer asked why the definition of resident group under section II. was set at 75%, why is this not closer to 90% and how does staff enforce this?

Fac Sup Allingham stated that in the previous use policy this number was set at 50% of Mill Valley residents within the 94941 zip code and was raised to 75% in the last revision.

Dir Rogers stated that this was not enforced with the leagues that are currently covered under the MOU since this was not a requirement in the agreement. The proposed rate structure will create the requirement for leagues to provide staff with player rosters that include full addresses.

Dir Rogers reviewed discussions that the Council has had about giving City departments the ability to write administrative citations to individuals or groups that are using fields in an unauthorized or inappropriate manner.

Com Murray stated she believes a league should have a definition as competitive if they are utilizing paid staff. She asked if other Commissioners agree with this.

Com Knauer agreed with Com Murray.

Com Quaglieri disagreed with Com Murray. She stated that when you have participants that are playing at a certain level it is unrealistic to expect that a volunteer parent coach will have the experience to properly coach that player or team. This league would still be a non-profit and any fees collected would go back into paying coaches and staff and not to make profit for the organization.

Dir Rogers stated that staff looked at best practices and other municipalities fee structures; it is not based on how leagues are doing business. It is the role of the Commission and Council to establish a fee structure that they feel is fair; to allow Mill Valley Youth Leagues to play on our fields and for the City to recoup monies to maintain the fields regardless if users pay their coaches or not, which does not have an effect on the impact on the fields.

Com Murray asked if Dir Rogers had seen fee structures from other local municipalities that charge different fees for competitive vs. recreational play. She agreed that the fee structure should primarily be focused on use and impact on the fields, but she still has concerns about paid professional coaches within youth leagues.

Dir Rogers stated she did not find any municipal fees structures that were based on competitive vs. recreational play for youth leagues.

Com Knauer would like to see the percentage of players on a resident league increased to 85%. And he would like the Mill Valley Youth Leagues to present their rosters to Commission for review.

Dir Rogers stated she is unsure if any other the Mill Valley Youth Leagues would be able to meet this raised percentage.

Chair Nelson suggested keeping an eye on potential Commercial use and continue to evaluate this definition for appropriate pricing.

Com Bohan would like staff to look into the possibility of increased transparency with the leagues about how they administer their business and allocate their revenues as part of ongoing monitoring of appropriate pricing for field users.

Chair Nelson opened public comment

Ryan Ferguson, Shelter Bay resident. Voiced concerns regarding the proposed fee breakdown based on high & low impact sports. A flag football league and Mill Valley Soccer Club would be charged the high impact rate, but flag football may only have 15-20 players on the field per use where Mill Valley Soccer Club could have much more players during the same use time and would create a higher impact on the field conditions. He asked that the Commission consider a fee structure that would consider non-competitive vs. competitive use.

Jerry Lebay, Matlida Ave resident and President of the Mill Valley Soccer Club (MVSC). Stated he feels good about the proposed fee structure and season play definitions. The proposed fee structure would result in a significant fee increase to MVSC and the club is hoping for the low end of the fee structure to be implemented. If the higher end of the range is approved this may affect the future of the Kindergarten soccer, drop-in programs and mentoring to volunteer recreational league coaches.

Steve Chatman, Throckmorton resident. Stated he feels the public has the right to use the public fields and feels decreasing the maximum number of players for organized use to 5 is not appropriate.

Mike Wagner, Laurelwood resident. Voiced concern about assessing high impact rates to a small group of adults that wish to use the fields for a one time football game, this has much less impact than a soccer league throughout an entire season.

Dir Rogers stated the proposed high/low impact fee structure would apply to youth leagues only at this point.

John Kramer, Sunnyside resident

Scott Liebmann, Lovell resident

Both expressed concerns about the availability to the public to utilize the fields

John Porter, Del Casa resident and Board Member of Southern Marin Lacrosse Club. They are a registered 5013C based Mill Valley non-profit organization. He encouraged the Commission to look at each league's goals and how their clubs are run. He feels that including competitive vs. recreational play definitions to the fee structure will help bring balance back to the system of field use. Also, a fee structure that is based on resident vs. non-resident will provide a financial incentive to leagues to grow their resident player base and give increased opportunities to resident players.

It was **MOVED** by **Commissioner Bohan** and **SECONDED** by **Commissioner Quaglieri** to Approve the Recommended Field Use Policy Revisions and Continue Discussion of Field Use Fee Structure to October 2, 2013 Regular Commission meeting. The Motion was carried by a 4 - 1 vote with **Commissioner Knauer** dissenting.

5. [Consideration of Proposed Golf Course Improvement Projects as part of the Directive from City Council to Develop a Golf Course Improvement Action Plan. \(DPW\)](#)

Item 5 Supporting Documents

Park Sup Stewart presented staff report. He thanked Dir Rogers for the wonderful Golf Report. The recommended improvements in his staff report would utilize the \$100K allocated by Council for golf course improvements.

Com Bohan asked is Park Sup Stewart has looked into the cost of an electric mower to help alleviate the noise generated by early morning mowing.

Park Sup Stewart stated he did get a quote of \$35K for an electric mower, the mower charge would last about eight greens and then the gas mower would need to be used starting about 8am.

Com Murray suggested ideas for donations by working with local organizations such as the California Native Plant Society, she is also aware that former Golf Course Advisory Committee Member and Parks & Recreation Commission and present Planning Commissioner, Rick Capretta is interested in donating an owl box in Rick Misuraca's name.

Dir Rogers stated that Ops Sup Andrews is currently working on standardization of the City's donation policy for honorary and memorial trees, benches, etc... This idea could become part of that process as well. She will reach out to Danielle Staube, Senior Planner and sustainability expert to look into ways we can include the City's continued sustainability efforts.

Ops Sup Andrews mentioned that the crosswalk at the golf course will also be remarked shortly and a paddle board will be added as well.

Dir Rogers stated that this is an informational item only for the Commission, she and Park Sup Stewart want to make sure the Commission is kept aware of the progress at the golf course.

6. [Consideration of City Council Recommended Rate Adjustments to Golf Greens Fees. \(Recreation\)](#)

Item 6 Supporting Documents

Dir Rogers presented staff report.

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Chair Nelson** to Approve the Recommended Rate Adjustments to Golf Greens Fees. The Motion was carried by a 5 - 0 vote with **None** dissenting.

RECREATION DIRECTOR AND OPERATIONS SUPERINTENDENT REPORTS

a. [Bayfront Boat Dock Project Update \(DPW\)](#)

Ops Sup Andrews reported that the inspection of the pier piles has determined that the piles will need to be replaced due to safety issues; this will increase the projected budget for this project significantly. Fortunately, a grant submission made shortly after she began working for the City to the Transportation Authority of Marin was just awarded to the City making \$100K available for this project. Add this to the \$26.5K from the Cosco Busan grant monies and the \$50K allocated by the City; there is \$176.5K earmarked for this project. This project may trigger a lengthy process of permitting through various agencies; she continues to work on alternative project ideas to avoid this, but this may not be possible.

b. [Aquatics & Fitness and Community Centers CIP Update \(DPW\)](#)

Ops Sup Andrews thanked the staff, Commission, Dir Rogers for the work that was done planning for this project before she came on board. She gave a huge thank you to Bruce Pratt, Building Maintenance Supervisor for the fantastic job he is doing. The CIPs are about 85% complete and are on budget.

c. [Downtown Plaza Restroom CIP Update \(DPW\)](#)

Supervising Senior Engineer McSorley reviewed project status. Staff is looking at options for the location of a public restroom on the Plaza; 1. Expanding the current Book Depot restroom, 2. building out the Chamber of Commerce space or 3. Utilizing the bus shelter space on the east side of the Plaza. He is working with Kim Jessup on a feasibility study; he will come back to the Commission at the October meeting with more details.

Com Quaglieri asked if there is a time frame for this project.

Sen Eng McSorely would like to see this project get underway as soon as possible. The City has allocated \$20K for the feasibility study and design process. Challenges may come up regarding utility access depending on selected location.

d. [Proposed Special Events Programming Update \(Recreation\)](#)

Dir Rogers reviewed upcoming special events and programming.

Recreation department is working on “Trunk or Treat” to coincide with the “Spook the Pool” event on Oct 27. A Day of the Dead installation will be going into the Community Center and the artist will be working with our youth and teen programs on related art projects.

April is Earth Awareness Month; staff is working with a group to organize an event that would make the Plaza starting line of an electric car race which would end in Yountville. Commissioner Murray is working on an event to be held in the Plaza to highlight local volunteer organizations related to Earth stewardship.

The ever popular Eggstravaganza will have earth awareness activities and art projects. The Art Exhibit at the Community Center in April will focus on recycled and environmental art.

COMMISSION REQUESTS AND IDEAS FOR DISCUSSION

Chair Nelson requested a report from staff on the BPAC SLP project design along the County bike path and the entrance to Bayfront Park.

ADJOURNMENT - To the next Regular Commission meeting which will be held on Wednesday, October 2, 2013.

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Quaglieri** to Adjourn at 9:46 p.m. The Motion was carried by a 5 - 0 vote with **None** dissenting.