CITY OF MILL VALLEY
PARKS AND RECREATION COMMISSION

MINUTES

COUNCIL CHAMBERS, CITY HALL
26 CORTE MADERA AVENUE, MILL VALLEY
November 6, 2013
7:00pm

Doug Nelson
Suzanne Bohan
Kirk Knauer
Joan Murray
Loren Quaglieri

CALL TO ORDER

ROLL CALL

Present: Chair Nelson, Vice Chair Bohan, Commissioner Knauer, Commissioner Murray, Commissioner Quaglieri,
Absent: None
Staff: Jenny Rogers, Recreation Director, Lauren Buchholz, Administrative Aide, Brandon Stewart, Parks Supervisor, Tim McSorley, Supervising Senior Engineer, Denise Andrews Operations Superintendent, Jill Barnes, Dept. of Public Works Director

PUBLIC OPEN TIME

Chair Nelson opened public open time

No one present to speak

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 announced:
2013 Click Off Kick Off event on November 5 was a great success; 83 registrants received. The awards ceremony will be held at the Community Center on December 3 at 6pm.
Winterfest is scheduled for December 1. Both the Recreation department and the Art Commission will have tables there.
Recreation Department's 2nd Annual Health & Wellness Fair and Family Fun Run is January 11, 2014.
The City Council accepted and confirmed the Youth Sports Leagues field use rates at their November 4 meeting.

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 October 2, 2013 Regular Commission Meeting.
   Recommended Action: Approve the October 2, 2013 Regular Commission Meeting

Item 1 - Draft Minutes

Item #1 removed from Consent Calendar for discussion.

It was **MOVED** by **Vice Chair Bohan** and **SECONDED** by **Commissioner Knauer** to Approve the amended Minutes of the October 2, 2013 Regular Commission Meeting. The Motion was carried by a 5 - 0 vote with **None** dissenting.

2. Consideration of 2014 Parks and Recreation Commission Meeting Schedule

Item 2 Supporting Documents

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Knauer** to Approve the 2014 Parks and Recreation Commission Meeting Schedule. The Motion was carried by a 5 - 0 vote with **None** dissenting.

PRESENTATIONS

3. Presentation of Downtown Plaza Restroom Project (DPW)

Item 3 Supporting Documents 1

Item 3 Supporting Documents 2

Sup Sen Eng McSorley presented.

Jessup & Associates' feasibility study identified 4 potential locations for a public restroom on the Plaza, with a focus on engineering and cost aspects of this project; he reviewed the 4 potential locations.
#1 adjacent to the existing Depot restroom – the benefit to this location is the existing infrastructure, but building here could take away from the Depot bookstore and café space.
#2 converting the existing Chamber of Commerce office into a restroom – although there is some existing infrastructure this location would require trenching through the street to connect to a sewer line and would displace the Chamber of Commerce offices.
#3 the Depot café storage room – additional infrastructure and sidewalk modifications for ADA would be required and the Depot would lose storage space.
#4 at the bus stop shelter – some existing infrastructure (power and water) and sewer is approx 20' away.

Com Murray asked if any public outreach regarding this project has been done.
Sup Sen Eng McSorley stated that DPW is seeking the Commission's recommendation to Council tonight and public outreach would be done prior to presenting to Council.

Dir Rogers stated that it was her understanding that the purpose of tonight's presentation was to collect input from the Commission and return at the next meeting as an action item with public outreach done prior to the meeting.

Com Bohan asked if there would still be a bus shelter if location #4 was selected and would staff need to work with Golden Gate Transit if the shelter would need to be modified. She feels that location #4 is the best option. She asked if the stated $100K budget is firm or is there a possibility that the cost will exceed this amount.

Sup Sen McSorley stated that there would still be shelter, just modified. He will reach out to Golden Gate Transit regarding any requirements they may have. The budget numbers are very preliminary, but are appropriate.

Dir Rogers suggested that if there is surplus of funds from this project that the monies be directed to other priority Department CIPs.

Com Knauer asked if a similar restroom structure exists in Mill Valley so the Commission would have a good frame of reference.

Sup Sen Eng McSorley stated he was unaware of a similar structure; final materials for this project have yet to be selected.

Chair Nelson agrees with Com Murray that there should be significant public outreach before recommending this project. Although he understands the constraints of using the existing structures on the Depot; the bus shelter option seems to be the most expensive and modifying the existing bus shelter will affect the open views through it. Placing a building in this location adds

a physical block that could cause safety issues such as additional hiding spaces that can create a perception of an unsafe area. He would prefer to see a portion of the Depot building be used for this project; location #2 would cause the least impact to the existing building structure.

Com Quaglieri asked if the area where the pay phone on the Depot is located could be used as a location.

Sup Sen Eng McSorley stated that adding on to the Depot building will change the character of the building.

Com Murray agreed that changing the historic nature of the building would raise a lot of concerns from the public. She asked if Golden Gate Transit would be willing to provide a new shelter if needed.

Dir Rogers stated that location #2 would displace the City's visitor's center and currently no other location has been identified for this important city service. She would also like to explore the Depot's storage area as a possible location for Art Commission storage. She has discussed translucent material options with DPW Dir Barnes if location #4 is selected.

DPW Dir J. Barnes stated that Golden Gate Transit does not get involved in the actual shelters, just the loading areas. The City pays for the shelter structure.

It was **MOVED** by **Commission Murray** and **SECONDED** by **Commissioner Knauer** to Table the Recommendation of the Downtown Plaza Restroom Project to Allow for Extensive Public Outreach; Project to Return to Commission for Consideration at the December 4, 2013 Commission Meeting. The Motion was carried by a 5 - 0 vote with **None** dissenting.

NEW BUSINESS

4. Consideration of Recommendation to Form a Golf Course Action Plan Subcommittee (Recreation)

Item 4 Supporting Documents

Dir Rogers presented. In response to City Council's request for a Golf Course Action Plan she would like to form a sub-committee to develop this plan; the sub-committee would consist of City staff and a few Commissioners. The sub-committee would create a draft action plan to present to the Parks and Recreation Commission for recommendation to Council.

Com Bohan asked if the action plan would include defined dates to increase course profitability and clubhouse improvements.

Dir Rogers stated that there is no hard revenue target, but would like the plan to address ways to increase rounds of play; as well as all other recommendations included in the Golf Report presented to Commission and Council earlier this year, which does not include the clubhouse. The clubhouse will be separate project. There is currently $20K allocated by the City to do a

feasibility study on the clubhouse; she feels this amount is not sufficient and will be working with staff and City Mgr McCann to find more funds for this study. Once the study is completed she would like to form a sub-committee with staff and Commissioners to work on an action plan for the clubhouse as well.

Sup Sen Eng agrees with Dir Rogers that $20K is not adequate to do a feasibility study for the clubhouse. Any type of renovations made to the clubhouse will create a trickle-down effect that could apply to the building structure, HVAC, electrical, ADA, etc… He feels that staff needs to formulate the scope of work for this project to better understand the actual amount of funds needed to evaluate the clubhouse.

Commissioners Murray and Bohan volunteered to serve on the Golf Course Action Plan Sub-committee.

It was **MOVED** by **Chair Nelson** and **SECONDED** by **Commissioner Knauer** to Approve the Formation of a Golf Course Action Plan Sub-committee to include Commissioner Bohan and Commissioner Murray. The Motion was carried by a 5 - 0 vote with **None** dissenting.

5. Presentation of County Bike Roundabout Project and Consideration of Recommendation to Select Subcommittee Members (DPW)

Item 5 Supporting Documents 1

Item 5 Supporting Documents 2

Sup Sen McSorley presented and asked for volunteers from the Commission to be part of the stakeholder process for this project. He reviewed the very preliminary project plan provided by the County and stated that Chair Nelson's concerns have been sent on to the project team at the County for consideration.

Com Knauer asked who has the final say on how this project is designed and implemented.

Sup Sen Eng McSorley stated that this is solely as County of Marin project.

Dir Rogers stated that all funds from this project are coming from the County.

Chair Nelson and Commissioner Knauer volunteered to represent the Commission in the stakeholder process.

Chair Nelson stated he is very concerned with the current plan for this project; there will be a large impact on the lawn at the east end of the roundabout as well as the turf area between the pathway and the bridge, this changed could require new turf and irrigation. He wants to insure that the park aspects are not lost in a transportation project.

Com Quaglieri asked if the addition of a public restroom in the area had been discussed as part of the project. She suggested including preliminary infrastructure to the project design for a potential future addition of a restroom.

Sup Sen Eng McSorley stated that the project is bike and pedestrian transportation focused only, adding a restroom is not part of the project's budget. He will bring up Commissioner's Quaglieri suggestion to the County's project team. He has also asked for and received comments from the Mill Valley Fire & Police Departments which will be incorporated into the final design.

Com Quaglieri expressed concerns about losing parking space at the roundabout with this project design.

Chair Nelson asked if parking spaces along the medium on Sycamore could be added to compensate for the loss of parking.

DPW Dir Barnes stated that the City's property ends at the middle of Sycamore before the medium, after that it becomes School District property, and then County property. She believes that the School District is looking at reworking the medium to allow for more parking.

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Quaglieri** to Approve to Appoint Chair Nelson and Commissioner Knauer to represent the Commission as part of the County Bike Roundabout Project Subcommittee. The Motion was carried by a 5 - 0 vote with **None** dissenting.

OLD BUSINESS

6. Consideration of Recommendation to Hold Parks and Recreation Commission Retreat on Friday, December 13, 2013 (Recreation)

Chair Nelson suggested holding the retreat at the Golf Course Clubhouse instead of the Acqua Hotel.

Dir Rogers will look into the availability of the clubhouse.

Parks and Recreation Commission Retreat date confirmed for Friday, December 13, 2014.

RECREATION DIRECTOR AND OPERATIONS SUPERINTENDENT REPORTS

a. Rocktoberfest Fundraiser Update (Recreation)

Dir Rogers stated the event was well attended and raised approximately $17K so far. About $105K is still needed to be raised to complete the funding required for this project. DPW staff continues to work with Abbey Arnold Architect Firm on the final design and value engineering possibilities.

b. Steps, Lanes & Paths (SLP) Update (DPW)

Park Sup Stewart presented photos of the Greenwood Way to Hillside SLP project. A few railings still need to be installed, but the project is almost complete. He is getting bids for the Greenwood Way to Woodbine project. Once he receives the numbers he will focus on potential donors for the project. SLP #50 – Bernard Steps; railings started going in on Monday and the project should be completed by next week.

Com Murray thanked Parks Sup Stewart and his crew for all their hard work on the SLPs.

Ops Sup Andrews stated that Bianca Gomez from DPW is working on cement steps design for the steps closest to the downtown area and DPW is looking to start this project the beginning of summer 2014. They are also looking at the possibility of adding cement steps to SLP #230 Hillside to W. Blithedale.

Com Murray asked about the status of the identified Top 25 SLPs.

Ops Sup Andrews would like to take some time to review this list, but she feels the steps nearest to downtown are the best options for concrete steps due to the proximity and amount of foot traffic they receive.

c. Golf Course Owl Box Project Update (DPW)

Park Sup Stewart and Com Murray are working on this project together along with Alex Goodbe from the Hungry Owl Project to install 6 owl boxes along the golf course. Com Murray and Planning Com Capretta have already volunteered to purchase two of the boxes. He stated that before the boxes can be opened for habitation; outreach and education regarding the required decreased use of rodenticides and pesticides needs to be done to the neighbors of the course. Com Knauer, Com Quaglieri and Dir Rogers all stated they will buy an owl box as well, priced at $115 each.

Item c. Supporting Documents

d. Boyle Park Creek Restoration Project Update (DPW)

Phase I and II completed; Phase III will begin in January 2014. New fencing has gone in along Elm, new BBQ pits have been installed and placed further away from the creek and new trash receptacles with bonnets have be added.

e. Bayfront Pier Project Update (DPW)

Ops Sup Andrews presented two potential options for this project.
#1 – Floating pier with a large gangway
#2 – A grounding system without piles

Phase I of this project continues as the existing structure is evaluated for stability. Once Phase I is complete Ops Sup Andrews will return to the Commission with results and possible alternative option details.

Com Murray asked when this project is expected to be completed.

Ops Sup Andrews would like to see this project underway in late February 2014, with habitat enhancements by early 2015.

f. Manchuck Garden Update (DPW)

Sup Sen Eng McSorley reported that several attempts to contact Chris Manchuck regarding the donation agreement and non-profit status of his the Tyler F. Manchuck Foundation for this project have gone unanswered. A final letter has been sent to Mr. Manchuck stating that if no communication is received by October 22 this project will need to be reworked without the Manchuck Foundation. There is a lot of existing community support for a community garden at the approved location, but staff may need to put together a Plan B that includes community involvement and fund raising.

Com Murray stated that if Plan B is needed she wants to make sure that the existing design aesthetics remain as this is the design the neighbors are expecting.

COMMISSION REQUESTS AND IDEAS FOR DISCUSSION

Com Quaglieri asked for an update on the status of Alto Field.

Park Sup Stewart stated that he meet with the MVSC board and spoke with Abey Arnold Architects regarding the possibility of installing synthetic turf at Alto Field. The estimated cost of the turf would be $7.50/11 sq feet which equals approximately $750K to $1.1M. Pete Norgaard, Program Manager from Van Pelt Construction Services stated that they are not in a position to work a project of this size; the agreement they have with MVSD is to return Alto Field to the same condition it was in prior to Edna Maguire School renovation.

Com Quaglieri asked how much the Contractor would be spending to return the field to its former condition and wondered if the revenue generated from year round field use could off set the additional cost of synthetic turf. She suggested putting together a task force to look into the possibility of working with the Contractor and MVSD; how can a proper investigation be started?

Dir Rogers stated that the field agreement between the MVSD and Van Pelt Construction is to return the field to its previous condition and sports leagues are very anxious for this work to be done so the field will be available for use as soon as possible. In addition to this Alto Field is not City property. MVSD and the City have an agreement that City staff will maintain the field and administer the field rentals, but the land is owned by MVSD.

Ops Sup Andrews suggested looking at which City field will be due next for a major upgrade/renovation and focus of this space as a possible location for a synthetic field. An official asset management study on synthetic turf vs. natural turf could be done to help evaluate this as a future pilot project.

Dir Rogers suggested that this potential project be reviewed as part of the larger picture view of DPWs CIPs that will be done at the December 13 Parks and Recreation Commission retreat.

Com Quaglieri asked for an update of the dog wash hose at the Dog Park.

Ops Sup Andrews shared the challenges that came up when investigating the possibility of adding a dog wash area. The cost of water could drastically increase as there would be no way to limit the use of water and the run-off from this area would drain straight into the wetlands surrounding the dog park. She will add this project to the list of CIPs and continue to review options.

Com Bohan suggested that staff review potential alternate locations that are still near the dog park for this project.

Dir Rogers shared that the Administrative Citation program was approved on consent calendar by Council on November 4, 2013 and will be added to the City's municipal code. The municipal code currently does not have defined park rules; thus staff is working on a draft of new municipal codes for Commission review and ultimate recommendation to Council.

ADJOURNMENT - To the next Regular Commission meeting which will be held on Wednesday, December 4, 2013.

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Knauer** to Adjourn at 9:41pm. The Motion was carried by a 5 - 0 vote with **None** dissenting.