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Telephone: (669) 900-9128
Meeting ID: 946 0348 5912#

CALL TO ORDER

Chair Emerson called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Commissioner Cabrales
Chair Emerson
Commissioner Gutierrez
Commissioner Laumann (arrived 6:05)
Commissioner Sandoval

Absent: Commissioner Machado
Commissioner Reisinger

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Jason Fong, Program Coordinator
April Miller, Assistant Public Works Director/ City Engineer

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of November 18, 2021

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to approve the meetings minutes of November 18, 2021.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda

Sparkie Spaeth, San Rafael Age-Friendly

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. 2021 Annual Youth Enrichment Program Review

Ms. Andrade-Wax introduced Jason Fong, Program Coordinator, who presented the 2021 Annual Youth Enrichment Program Review.

Public Comment: Sparkie Spaeth

Commissioner Laumann moved, and Commissioner Gutierrez seconded to accept the 2021 Annual Youth Enrichment Program Report.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Motion approved to accept the 2021 Annual Youth Enrichment Program Report.

4. Parks Maintenance Status Report for October – December 2021

Ms. Andrade-Wax introduced April Miller, Assistant Public Works Director/ City Engineer, who presented the Parks Maintenance Status Report for October through December 2021.

Public Comment: None

Commissioner Cabrales motioned to accept the Parks Maintenance Status Report, and Commissioner Sandoval seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Sandoval

NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Motion approved to accept the Parks Maintenance Status Report.

5. Parks Projects Status Report for October – December 2021

April Miller, Assistant Public Works Director/ City Engineer, presented the Parks Projects Status Report for October through December 2021.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval motioned to accept the Parks Project Status Report, and Commissioner Gutierrez seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Motion approved to accept the Parks Project Status Report.

6. Review of the Park & Recreation Commission’s Annual Work Plan for 2022

Ms. Andrade-Wax presented the Park & Recreation Commission Annual Work Plan for 2022.

Staff responded to questions from the Commission.

Public Comment: Sparkie Spaeth

Commissioner Laumann motioned to approve the Park & Recreation Commission Annual Work Plan for 2022, and Commissioner Cabrales seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Motion approved to approve the Park & Recreation Commission Annual Work Plan for 2022.

COMMISSION REPORTS AND COMMENTS

7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

Commissioner Cabrales asked the Commission to look at some Parks & Recreation Master Plans from other cities to give them a good understanding of what is going to be made for the City of San Rafael and to give a framework for what is coming.

Ms. Andrade-Wax suggested looking at the City of Santa Cruz's Master Plan document. The City's consultants, RHAA, just finished their master plan and it reflects the current style of master plans. Ms. Quffa also suggested looking at the City of El Cerrito as another example of RHAA's work.

Public Comment: None

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax informed the Commission that she will be going out for surgery the beginning of February.

Ms. Andrade-Wax shared that they have opened the recruitment for the Assistant Library & Recreation Director position and interviews will be held in February. The time frame for hiring the position is estimated to be sometime between the end of March to the end of May.

Ms. Andrade-Wax gave an update regarding two Prop 68 grants that the City applied for. The application for the renovation of the athletic field at Pickleweed park was not granted. The City did receive the Prop 68 Per Capita grant, which means the Sun Valley park project will be moving ahead this year.

Chair Emerson requested an update on Terrapin Crossroads. Ms. Andrade-Wax replied and stated that Terrapin Crossroads decided to no longer run the restaurant. The City received interest from Terrapin Crossroads, along with a number of other people, in just operating the park as a concert venue. The original agreement with the City of San Rafael and Terrapin Crossroads was a shared use agreement where the public benefited. They provided public access to Beach Park for concerts, and they also provided supervision of the park during restaurant open hours, and access to public restrooms and public parking. Without having the ability to utilize the restaurant as an anchor there was not a way to provide staffing on site while the park is open. Terrapin decided not to renew their contract with their property manager for the restaurant, and now the park is closed. The Department of Public Works has been out there to remove items that were left behind. We will inform the Commission, if we get direction from the City Council that they would like use Beach Park as something other

than its designation as a Public Park. The original intent of Beach Park was not to just be a concert venue, but to allow public access under onsite supervision.

ADJOURNMENT

Chair Emerson adjourned the meeting at 7:23 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director