



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

April 24, 2013

BRISBANE CITY HALL COMMUNITY MEETING ROOM, 50 PARK PLACE, BRISBANE, CA

CALL TO ORDER

Commission Chair Bologoff called the meeting to order at 6:01 p.m.

ROLL CALL

Commissioners present: Bologoff, Cutler (arrived at 6:08 p.m.), Dunn, Fryer, Lentz and Marmion

Staff present: Deputy City Manager/Administrative Services Director Schillinger and Recording Secretary Carpenter

ADOPTION OF AGENDA

Commissioner Marmion moved, seconded by Commissioner Fryer, to approve the April 24, 2013 Agenda as presented. The motion carried 5-0.

APPROVAL OF MINUTES

February 27, 2013

Commissioner Lentz moved, seconded by Commissioner Fryer, to approve the February 27, 2013 Minutes as written. The motion carried 5-0.

March 27, 2013

Commissioner Marmion moved, seconded by Commissioner Lentz, to approve the March 27, 2013 Minutes as written. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None.

OLD BUSINESS

Election of Officers

Director Schillinger explained that the Parks and Recreation Commission needs to take affirmative action in nominating new officers annually. The Commission does not have the option to decide not to make any changes, as stated at the previous Commission Meeting; a nomination procedure must take place.

Commissioner Lentz moved, seconded by Commissioner Dunn, to nominate Commissioner Bologoff as chair. There were no other nominations and Commissioner Bologoff was elected chair by unanimous acclamation.

Commissioner Lentz moved, seconded by Commissioner Fryer, to nominate Commissioner Marmion as vice chair. There were no other nominations and Commissioner Marmion was elected vice chair by unanimous acclamation.

Commissioner Lentz moved, seconded by Commissioner Bologoff, to nominate Commissioner Fryer as secretary. There were no other nominations and Commissioner Fryer was elected secretary by unanimous acclamation.

NEW BUSINESS

None.

REPORTS

Chairperson

None.

Subcommittees

Costanos Canyon Habitat Restoration Day – evaluate

Director Schillinger stated that the Open Space & Ecology Committee reported that the event was successful and expressed their appreciation for support from this Commission and the Parks and Recreation staff.

Fill Open Positions on Subcommittees

The Commission reviewed the current subcommittee list and the following changes were made:

Commissioner Marmion replaced Commissioner Lentz on the Day in the Park Subcommittee.

Fill Open Positions on Subcommittees (cont)

Commissioner Lentz filled the position, left vacant by former Commissioner Hart, on the Trails Development Subcommittee.

Commissioner Dunn moved from alternate to fill the position, left vacant by former Commissioner Hart, on the Sustainability Committee; Commissioner Marmion filled the position of alternate.

Commissioner Fryer filled the position, left vacant by former Commissioner Hart, on the Fund Raising Subcommittee.

Volunteer of the Year

Director Schillinger mentioned that there is currently not a Volunteer of the Year Subcommittee and asked if the Commission would like one to be created.

Commissioner Marmion suggested that the VOY selection process take place during a closed session of the entire Commission (as in the past). The Commission agreed to a closed session.

Staff will request nominations from the community via the CityNews, signboard(s), school packets, etc.

Subcommittee Meetings – reports

Facilities – prioritize capital projects

Commissioner Marmion reported that the Facilities Subcommittee reviewed the capital projects list and recommended the following as priority projects:

1. Skate Park
2. Mission Blue Center Marquee Sign
3. Lipman Restroom
4. Lipman Field Renovation

The Commission reviewed the capital projects list, the subcommittee's recommendations, costs, fund raising possibilities, and community interest. They further discussed this issue with emphasis on the Skate Park, including current location, designs/elements and "potential" usage.

Commissioner Dunn moved, seconded by Commissioner Lentz (to open discussion), that the priority list should be as follows:

1. Mission Blue Center Sign
2. Skate Park
3. Lipman Bathroom
4. Lipman Field (turf)

Facilities – prioritize capital projects (cont)

Item opened for discussion.

Commissioner Cutler moved, seconded by Commissioner Marmion, to amend the motion to change the priority list:

1. Skate Park
2. Mission Blue Center Sign
3. Lipman Restroom
4. Lipman Field

The motion carried 6-0.

Concerts in the Park

Commissioner Fryer reported that the subcommittee discussed adding a movie series at the Brisbane Marina to follow the 2014 concert series.

Fund Raising

Director Schillinger summarized that the Fund Raising Subcommittee met and discussed project-oriented fund raising and overall program fund raising. He said they also discussed a possible “cook off” event at the Marina in 2014. Commissioner Dunn added that the ideas of a carnival and fireworks were also discussed.

Setting Subcommittee Dates

The commission discussed which subcommittees should meet next month.

Commissioners

None.

Staff

Programs Report

Recording Secretary Carpenter reported on current recreational program activities.

Update from City Council

Previously discussed under “Election of Officers”

Update on Doggie Fair

Director Schillinger reported that the Doggie Fair (that was presented to the Parks and Recreation Commission at a previous meeting) would now be held in/near the Dog Park.

COMMISSION MATTERS

Written Communications

None.

Commission Calendar

The Commission discussed items for the next P&R Commission Meeting.

ADJOURNMENT

Commissioner Dunn moved, seconded by Commissioner Lentz, that the meeting be adjourned. The motion carried 6-0 and the meeting adjourned at 7:48 p.m.

NOTE: A full DVD recording of this meeting is available at Parks and Recreation Department Office, City Hall.