



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, January 17, 2019**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Milne at 7:03 pm at the Burlingame Community Center, 850 Burlingame Ave, Burlingame.

2. ROLL CALL

COMMISSIONERS PRESENT: Milne, Palacio, Matthews, Holzman, Lewis, Lee & Ardito (arrived at 7:10)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Parks & Recreation Director Glomstad, Recreation Supervisor Acquisti, Management Analyst Hager & Recreation Coordinator Sheehan

OTHERS PRESENT: None

3. APPROVAL OF MINUTES

Commissioner Lewis made a motion to approve the November 15, 2018 minutes. The motion was seconded by Vice Chair Palacio and was approved. 5-0-1. (Ardito absent)

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

Chair Milne moved New Business Item 7.c. Washington Park Playground Approval to after Public Comments.

New Business Item 7 c. Washington Park Playground Approval

Management Analyst Hager gave background on the 15 year old playground located at Washington Park, noting this renovation starts Phase 1 of the Burlingame Community Center Project. A playground committee was formed comprised of two Commissioners, three community members, three Parks & Recreation staff and two landscape architects from RHAA. The committee met twice and a playground survey was sent out to neighbors, posted on the Parks & Recreation's Facebook page, displayed on Nextdoor and included in the Burlingame enews to encourage broad participation. Based on the high priority items identified from the survey, the committee chose and approved the design from Landscape

Structures. Staff is anticipating the renovation will commence in the summer of 2019 and the estimated completion will be before the construction on the new Community Center begins in early 2020.

Hager presented slides that illustrate the location of the park in relation to the new building and the proposed playground design, fall zones and a pricing sheet for the playground structure. She also reviewed the questions from the survey and expanded on the responses from the public and how the committee incorporated them into the final design.

Following comments of appreciation for the work done by the committee, the Commission made the following motion.

Motion by Ardito (seconded by Holzman): Commission moved to approve the playground design as recommended by the Playground Committee. MOTION PASSED 7-0.

6. OLD BUSINESS

a. Commissioners Role

Director Glomstad gave ideas on ways to increase Commissions interaction and engagement with the community and invited the Commissioners to discuss what they would like to do additionally to achieve this goal.

Commissioner Milne inquired what the Commissioners could do in their role of providing the forum for community input to the Department in a productive manner. Glomstad responded that the stronger, more engaged and in touch with the members of each “community” a Commissioner is the more impact and helpful the process will be. She gave an example of a former commissioner who would reach out with phone calls and meetings of those involved or affected by an issue that came to the attention of the commission the Department to find out what was going on. She noted one way to be more involved would be for Commissioners to attend the meetings of groups that use City facilities or groups that work with the Department. She also encouraged Commissioners to attend Department events to show a presence and allow for the community to speak to them as a neighbor.

Discussion of ideas included a google calendar of events for Commissioners to sign up to attend will be further developed by staff. Additional discussion included Commissioners accompanying a staff member to various group meetings to be introduced to key players in the groups to assist with relationship development. The Commissioners will report on their outreach at the March meeting and thereafter as part of Commissioner Reports.

b. Commissioners Assignments

Milne explained the list of assignments and inquired if any Commissioners were interested in changing assignments or taking on a new assignment. Commissioner Holzman accepted AYSO and will be on the Dog Park Advisory Group with Milne; Commissioner Lee accepted Mercy and Milne will take over OLA/St. Catherine.

7. NEW BUSINESS

a. Swearing In New Commissioners

Glomstad administered the Oath of Office to Commissioners Ardito, Lee and Holzman.

b. Introduction of New Program Coordinator – Maxx Sheehan

Maxx Sheehan introduced himself to the Commission and gave background on himself then noted he is responsible for fitness classes, special interest classes, provide middle school sports support and the Streets Alive event. He is excited to be a part of the Department and is looking forward to the new Community Center. The Commission welcomed him to the Department.

c. Washington Park Playground Approval (item moved after Public Comments)

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Glomstad reported on the following: Supervisor Acquisti has been elected as State Secretary for CPRS. The Department is working on a relocation plan for staff during construction. Top Golf is still conducting the environmental review and is scheduled to submit application in February and hope to break ground in early 2020. The Council goal setting session is Jan 26th from 9-12pm in the Lane Room at the Library, the Foundation Swap Meet is also Jan 26th at the Rec Center, the Royal Ball had 130 in attendance with an in-house photo booth, the Frozen Sing Along will be held on Feb 1st at the Community Center and there will be an upcoming Teen Listening series in the spring with Council Members. The Parks Master Plan went to Council and will be reaching out to groups in the community that were underrepresented in the phone survey.

b. Commissioners Reports

Commissioner Lee stated that she has worked with numerous cities in their IT Departments and have worked with Community Service Departments. When she moved to Burlingame she was impressed with how well run the City is and how well maintained the parks are and noted the Parks & Recreation Community Center plan is well thought out and is looking forward to seeing it to fruition as a Commissioner.

Commissioner Holzman has worked in the cities of Los Angeles and Oakland and has experience in the outreach, volunteering, etc. that occurs as part of Commission service.

Commissioner Lewis reported that she attended the Tree Lighting event and was fortunate enough to get to ride the firetruck during the parade.

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:38 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held on Thursday, February 21, 2019 at 7:00 p.m. at the Burlingame Community Center.

Respectfully submitted,

Joleen Helley
Recording Secretary