



**PARKS & RECREATION COMMISSION  
DRAFT Meeting Minutes  
Regular Meeting on Thursday, July 18, 2019**

**1. CALL TO ORDER**

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Milne at 7:01 pm at the Burlingame Community Center, 850 Burlingame Ave, Burlingame.

**2. ROLL CALL**

**COMMISSIONERS PRESENT:** Milne, Holzman, Lee, Lewis, Ardito & Matthews

**COMMISSIONERS ABSENT:** Palacio

**STAFF PRESENT:** Parks & Recreation Director Glomstad, Recreation Supervisor Acquisti & Administrative Assistant Helley

**OTHERS PRESENT:** JD Bergesen, Program Coordinator; Stanford Grad students

**3. APPROVAL OF MINUTES**

Commissioner Matthews made a motion to approve the May 16, 2019 minutes. The motion was seconded by Commissioner Holzman and was approved. 6-0-1 (Palacio absent)

**4. CORRESPONDENCE**

None

**5. PUBLIC COMMENTS**

None

**6. OLD BUSINESS**

None

**7. NEW BUSINESS**

**a. Proposed Installation of Equipped Systems, Inc. Park Lockers**

Supervisor Acquisti introduced the concept of installing equipment lockers in two Burlingame parks for a six month trial period. She noted the proposal from the Stanford grad students is a system that offers a way for park users to have recreation items on site for easy accessibility. A community member, with the use of a mobile app, can locate a nearby locker, rent equipment, and return it to the locker after use. Equipped Systems, Inc. staff would be responsible for installation, stocking and servicing of the lockers throughout the trial period.

Commission asked questions including color of lockers, vandalism and relevance of items for each park and its amenities. The company will provide grey and orange colored lockers, they will clean up any vandalism and they monitor the amount of use for each item per park and solicit feedback from users via the app to assist in making adjustments for the type of equipment being used at each park.

**Motion by Ardito (seconded by Lewis): Commission moved to approve move forward with the six month trial in Washington, Ray and Cuernavaca parks. MOTION PASSESD 6-0-1 (Palacio absent).**

**b. Commissioner Clothing**

After discussion regarding the type of clothing needed for events, Commission decided to order polo shirts, jackets and hats with the Department logo on the front of each and “Commissioner” written on the back of the polo shirts.

**c. FY 2019-2020 Department Capital Improvement Program (CIP) Projects**

Glomstad reported the funds for the following projects will be available for the upcoming year: continued automation of irrigation systems in City parks and facilities; safety improvements in Mills Canyon; renovation of fields at Ray Park; Murry natural playground project, and funds allocated into other various CIP accounts for the future synthetic turf replacement for Murray Field and Burlingame School District fields and for other projects such as Burlingame High School Pool renovation project, miscellaneous paving and resilient surfacing repairs.

**8. STAFF AND COMMISSIONER REPORTS**

**a. Parks & Recreation Department Reports**

Glomstad reported on the following: The annual Pet Parade is Sept. 28th, Burlingame on the Ave is Aug. 17-18th; fall registration starts July 31<sup>st</sup> and the construction on the Washington Park is on schedule to be done by the end of the year.

**b. Commissioners Reports**

None

**9. FUTURE AGENDA ITEMS**

None

**10. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held on Thursday, August 15, 2019 at 7:00 p.m. at the Burlingame Community Center.

Respectfully submitted,

Joleen Helley  
Recording Secretary