



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, December 19, 2019**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Milne at 7:00 pm at the Burlingame Community Center, 850 Burlingame Ave, Burlingame.

Commissioner Pappajohn recited the Oath of Office as administered by her husband.

2. ROLL CALL

COMMISSIONERS PRESENT: Milne, Holzman, Lewis, Matthews & Pappajohn

COMMISSIONERS ABSENT: Lee & Ardito

STAFF PRESENT: Parks & Recreation Director Glomstad, Recreation Coordinator Fuhrman and Recording Secretary Helley

OTHERS PRESENT: Kimathi Marangu & Aristotle Marangu; Lauren Schmidt, MIG

3. APPROVAL OF MINUTES

Commissioner Matthews made a motion to approve the November 21, 2019 minutes. The motion was seconded by Commissioner Lewis and was approved. 5-0-2 (Lee & Ardito absent).

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

a. Update on Memory Cafe

Recreation Coordinator Fuhrman introduced herself to the Commission and gave background on how the development of a Memory Café came to be in Burlingame. The Memory Café concept was brought to the attention of staff at a Conversations with Council event by a Burlingame resident, Charles Voltz, in October 2018. Staff researched the Memory Café concept, studied the

Memory Café Tool Kit, and contacted other organizations currently offering the program throughout the United States to see if the concept could be replicated in Burlingame.

The Peninsula Health Care District is funding the program with the City providing staff time to support the program.

The first Memory Café was held in September 2019 with 13 attendees and 5 Rotary Club volunteers. To date, four Memory Café gatherings have been held, with a different activity each time, including Chair Yoga, Music and Memory program, and Photo Sharing. Each Café has brought new participants, and most participants have returned to each of the subsequent gatherings. The feedback from the participants has been very positive. They report enjoying their time and the activities, the opportunity to connect with others going through similar situations, and appreciate the support and resources they receive from the Memory Café team, as well as their peers.

Commission commented on how wonderful the program is and learned that the program is countywide, has participants are both men and women.

b. Approval of Parks Master Plan

Glomstad provided an overview via a power point presentation on the development, information gathering strategies and the compilation of the data into the current version of the Parks Master Plan (PMP). The document is meant to be a flexible resource that aides decision makers for the next 8-10 years based on the community's priorities as deemed from the data collection done via outreach, web surveys, phone surveys, etc. The PMP sets the framework for decision-makers in the planning, maintenance, development, and/or rehabilitation of Burlingame's parks and recreation facilities. It also provides a systematic and prioritized approach to the implementation of parks and recreation projects.

The Plan includes three elements:

- 1) The Parks and Recreation Department Mission - Burlingame Parks and Recreation Department is creating a better community in which to live and play by providing quality recreational environments, enriching opportunities, and empowering people.
- 2) The Parks Master Plan Vision - Create, activate, and sustain a connected system of thriving and accessible parks, public spaces, and recreation facilities that spans Burlingame from hillside to Bayfront.
- 3) Eight Goals - Enhance Public Spaces; Support Healthy People; Create Ecologically Healthy Places; Establish Strong Physical Connections; Ensure Strategic Growth; Advance Stewardship; Expand Partnerships; and Stabilize Funding.

Questions and comments from Commission included: Holzman asked how much of the plan is for public understanding versus more internal or for developing partnerships? Glomstad noted it was for both. Milne requested the plan be posted for public viewing on the City website. The Commission noted that the current Department Mission statement wasn't grammatically correct

and it needed to be corrected. The Commission also requested that public art be added to the downtown park recommendations on page 71 and add the location of Benito Triangle to page 73.

Glomstad noted that the draft PMP will be updated to correct the typos that the Commissioners found during their review and will be presented to the City Council in January for approval.

After discussion, Commissioner Matthews made a motion to approve the PMP with the noted corrections and additions. The motion was seconded by Commissioner Holzman and was approved. 5-0-2 (Lee & Ardito absent).

c. Rotation of Chair

Chair Milne passed the gavel to Commissioner Matthews. Commissioner Ardito is now the Vice-Chair.

d. Commissioner Assignments

Glomstad stated there are two open spots on the assignments listing and requested the Chair speak with and assign commissioners. Commissioner Pappajohn was appointed to the Dog Park Advisory Group and is the liaison to Burlingame Youth Boys Baseball organization.

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

None

b. Commissioners Reports

Commissioner Pappajohn enjoyed the ribbon cutting for the new Washington Park Playground and sport court. She has received positive feedback from the public on how wonderful the new area is.

Commissioner Holzman enjoyed the Bayfront Fitness opening despite the rain and praised the Tree Lighting event.

Commissioner Milne reported the J-Lot Playground committee is nearing completion of the design of the playground renovation. He is interested in proposing a new name for the park.

9. FUTURE AGENDA ITEMS

Mission Statement update

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:10 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held on Thursday, January 16, 2020 at 7:00 p.m. at the Burlingame Community Center.

Respectfully submitted,

Joleen Helley
Recording Secretary