



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, August 20, 2020**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Matthews at 7:02 pm via Zoom meeting.

2. ROLL CALL

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Parks & Recreation Director Glomstad, Management Analyst Hager and Recording Secretary Helley

OTHERS PRESENT: None

3. APPROVAL OF MINUTES

Commissioner Holzman made a motion to approve the April and May minutes. The motion was seconded by Commissioner Milne and was approved. 7-0.

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

a. Open Nomination Period to Fill Two Vacancies on the Parks and Recreation Commission

Director Glomstad reported at the August 17, 2020 City Council Meeting, the Council opened the nomination period to fill two vacancies on the Parks and Recreation Commission.

Commissioners Lewis and Matthews terms expire at the end of October. The City's current commissioner appointment procedure calls for any Commissioner desiring reappointment to apply in the same manner as all other candidates. Both Commissioners are eligible to reapply for appointment. The deadline for applications is September 21, 2020.

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Director Glomstad reported the fall Activity Guide will be mailed out after Labor Day. In addition to fall programming, it will include information regarding COVID-19 guidelines and other resources in the community. Fall Preschool starts on August 31 with three classrooms. The Burlingame School District starts on August 26th with distance learning and will have a full day care on campus provided by Champions. The Recreation Division will fill the afterschool care niche; also being offered are afterschool sports modified as skill based with no competition. Due to the current COVID guidelines, the Department's usual afterschool offerings are not allowed on District campuses. The Department is looking for additional locations and will utilize the three portables used for afterschool care. In addition, the Department is offering senior programs, such as outdoor fitness, being held on the sport court, the Memory Café and have enhanced the Burlingame Gazette, a bi-monthly newsletter that is sent to seniors and is available on the city website: [Burlingame Gazette](#). Also upcoming are two Drive In Movies and a Music Concert to be held at the Golf Center. The Aquatic Center is open and offering lap swim with reservations, a water workout and masters swim. Field and Tennis court allocations are currently being assigned to user groups who will follow the current guidelines and hold skill based activities for their programs. The Department is seeking an additional Parks and Field Monitor to ensure park users and the public are following the use guidelines. Skyline Park opened on August 13th; the video can be found on the City website: [Skyline Park Opening](#). The application for the grant for J-Lot Playground is in the process of being submitted. The renovation of Ray Park field and parking lot is underway.

Commissioner Pappjohn asked if the Community Center project was on schedule. Glomstad confirmed this to be the case and the completion date is set for mid-year 2022.

Commissioner Lewis inquired about Skyline Park's ADA accessibility, parking and a dog waste bag station. Glomstad noted due to the incline of the terrain for most of the park, the installation of an ADA accessible path around the perimeter was cost prohibitive. At this point, the water fountain is ADA accessible and there is an ADA parking spot. She noted some improvements will be upcoming as funding is available. The current benches were reclaimed from other parks. Commissioner Holzman suggested signage be displayed at the park for public information as the park does look unfinished. Commissioner Milne suggested a station for the public to place extra bags for that use and perhaps a youth group would be available and interested in making some and the Parks Division could install them.

b. Commissioners Reports

Commissioner Lee reported she volunteered at the Rose Garden and met Irv Agard and his wife. She is also on the Rollins Road Committee that will meeting in mid-September. The Committee will develop a specific plan for parks and open areas as the area is developed.

Commissioner Ardito reported there was concern that Burlingame Soccer Club violated the COVID guidelines at the beginning of the COVID restrictions and they were warned. She expressed concern, and hoped the group will follow the guidelines going forward, however, and wanted Commission to be aware of this situation.

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held on Thursday, September 17, 2020 at 7:00 p.m. via Zoom meeting.

Respectfully submitted,

Joleen Helley
Recording Secretary