

**Town of Corte Madera
Parks and Recreation Commission**

**Alden Miles
Chair**

**Emily Charley
Vice Chair**

**Sarah Elsen
Commissioner**



**Chenin Kenig
Commissioner**

**Lisa Budhiman
Commissioner**

**Tim Rose
Commissioner**

**Wednesday, September 27, 2023
6:30PM**

SPECIAL MEETING

Interim Town Council Chambers

240 Tamal Vista Blvd., Suite 108, Corte Madera, CA 94925

The Commission will meet in person. Members of the public may attend in person or by video/teleconference.

Members of the public may attend the meeting in person, or view and participate in the meeting remotely through the following link: <https://us06web.zoom.us/j/84104397707>

(No Pre-Registration Needed- Click on Link at Meeting Start Time)

You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 841 0439 7707)

Or iPhone one-tap: +14086380968,,84104397707#

Submit public comment by:

1. Emailing publiccomment@tcmmail.org prior to 5:00 P.M. on the day of the meeting,
2. Attending the meeting in-person at the Interim Council Chambers, 240 Tamal Vista Blvd., Suite 108, Corte Madera
3. Selecting the "Raise Hand" icon in the Zoom meeting, or dialing *9 if calling in to the meeting.

Click [here](#) for information on how to attend the meeting in person, participate remotely or submit public comment.

To download the complete agenda packet for this meeting, visit our archive center by clicking [here](#).

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Parks and Recreation Commission meeting will not be cancelled if any technical problems occur during the meeting.

1. CALL TO ORDER, ROLL CALL, AND SALUTE TO THE FLAG

2. OPEN TIME FOR PUBLIC COMMENT

At the beginning of each regular Commission meeting, any member of the public may address the Commission concerning any item not on the Commission's agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Chair or the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Commission may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Commission no further comment from the public will be permitted unless authorized by the Chair or the Commission and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Commission or as otherwise limited by order of the Chair or Commission.

3. PRESENTATIONS

3.A 2023 Summer Camp recap by Alex Duran-Esparza, Recreation Coordinator and Rochelle Grechman-Dibley, Contractor.

3.B Presentation on Fall/Winter Community Events, by Tim Barry, Acting Parks and Recreation Director.

4. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Commission, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Chair and Commission.

4.A. Approve Minutes Of The August 28th, 2023 Commission Regular Meeting

Recommendation: Approve item as requested

4.A. 08.28.2023 Draft Parks & Recreation Commission Regular Meeting Minutes

5. BUSINESS ITEMS

5.A. Discussion of action plan for engagement of seniors in the Corte Madera community.

6. STAFF UPDATE AND COMMISSIONER REPORTS

This item provides staff and commissioners with an opportunity to briefly report on current developments and make announcements. The Commission may not take action on or engage in discussion of these items, but Commissioners may request that staff report back to the Commission on any item or request that the item be placed on a future agenda

- Director Update
 - Scotty Lapp Foundation Skate Park Redesign
 - Community Picnic
 - Fall Activity Guide
 - Friday Family Movies
 - Child Care Program
 - Afterschool Enrichment Classes
 - Scholarship Program
 - Parks and Recreation Facilities Master Plan
- Commissioner Reports
 - Updates from Recent Town Council Meetings
 - September - Commissioner Charley
 - Executive Advisory Committee
 - Individual Commissioner Updates

7. ROUTINE AND OTHER MATTERS

The following items do not require a formal hearing, although the Chair and staff will indicate why each item is on the agenda. Commission may decide to reschedule the item as a public hearing.

7.A. POTENTIAL FUTURE AGENDA ITEMS

7.B. AD-HOC COMMITTEE ASSIGNMENTS

7.C. ITEMS FOR YEARLY REVIEW

2023 Tentative Meeting Dates	Tentative Agenda Items
January 23, 2023	<ul style="list-style-type: none"> • Commission meeting schedule

February 27, 2023	<ul style="list-style-type: none"> • Capital Improvements: Director Public Works • Commission Strategic Planning/Goals
March 27, 2023	<ul style="list-style-type: none"> • Budget • Presentation on Summer Activity Guide
April 24, 2023	<ul style="list-style-type: none"> • Presentation on Active Older Adult Programming • Commission Capital Improvement Wish List
May 22, 2023	<ul style="list-style-type: none"> • Summer Camp Presentation
June 26, 2023	<ul style="list-style-type: none"> • Presentation on plan for Parks Make Life Better Month (July) • Corte Madera Children's Center- Year Two Summary
July 24, 2023	
August 28, 2023	<ul style="list-style-type: none"> • Reorganize Commission (July or August)
Wednesday, September 27, 2023 (special meeting)	<ul style="list-style-type: none"> • Update: Commission Goals • Summer Camp Re-Cap • Presentation on Fall/Winter Activities
October 23, 2023	<ul style="list-style-type: none"> • Review of Scholarship Program • Begin Fee Resolution Discussion
November 2023 (no meeting)	
December 4, 2023 (special meeting)	<ul style="list-style-type: none"> • Fee Resolution Discussion • Annual Programming Report 2023 • Presentation on Spring Activity Guide Preview

7.D. TOWN COUNCIL MEETINGS

MONTH	COMMISSIONER	MONTH	COMMISSIONER
January	Rose	July	Miles
February	Budhiman	August	Charley
March	TBD	September	Charley
April	Phipps	October	Elsen
May	Charley	November	Kenig
June	Elsen	December	Miles

8. ADJOURNMENT

Next regular meeting of the Parks and Recreation Commission is scheduled for **Wednesday, September 27, 2023** (Note change in regular meeting date, approved by the Commission at the January 23, 2023 meeting)

DOCUMENTS: All documents relating to agenda items are available for the public review in the Parks and Recreation Departments of the Town of Corte Madera Offices at 498 Tamalpais Dr., between the hours of 9am – 4pm Monday – Friday. Staff reports are normally available on Thursday afternoon preceding the Monday meeting. It is recommended that you contact the Parks and Recreation Department for availability.

APPEAL: Following the actions by the Parks and Recreation Commission at a public hearing or meeting, any decision of the Commission may be appealed to the Town Council within TEN (10) calendar days.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Recreation Department at (415) 927-5072. For auxiliary aids or services or other reasonable accommodations to be provide by Town at or before the meeting, please notify the Parks and Recreation Department at least 3 business days (the Wednesday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable

request, the Town may not be able to make the necessary arrangements by the time of the meeting.

NOTIFICATION LIST: To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town's website at <https://www.townofcortemadera.org> and click on "Notify Me" to register, or email the Town Clerk at: lbarrera@tcmmail.org

TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION REGULAR MEETING
28 AUGUST 2023
DRAFT MINUTES

Parks and Recreation Commission Members

Alden Miles, Chair

Emily Charley, Vice-Chair

Lisa Budhiman, Commissioner

Chenin Kenig, Commissioner

Tim Rose, Commissioner

Youth Commissioner (vacant)

Absent: Sarah Elsen, Commissioner

Staff Present: Rebecca Vaughn, Town Clerk/Asst. Town Manager

Tim Barry, Acting Parks & Recreation Director

1. **CALL TO ORDER, ROLL CALL, AND SALUTE TO THE FLAG**

Chair Miles opened the Regular Meeting at 6:30 p.m. The Commissioners saluted the flag and recited the pledge of allegiance.

2. **OPEN TIME FOR PUBLIC COMMENT**

a. Linda Varonin, in-person spoke about outdoor fitness lot, concrete ping pong table and other activities for seniors. Please [click here](#) to link to the e-mail Linda sent to all commissioners.

b. Pati Stoliar, via Zoom spoke concerning her disappointment at not having a Senior representative on the commission. She also spoke about Linda's presentation.

<https://youtu.be/ssNkQPTh4-U?t=68>

3. **PRESENTATION** None

4. **REORGANIZATION OF THE COMMISSION**

Commission voted to continue with

a. Alden Miles, Chair

b. Emily Charley, Vice-Chair

<https://youtu.be/ssNkQPTh4-U?t=445>

5. **CONSENT CALENDAR**

Approve Minutes of the 26 June, 2023 Commission Regular Meeting –approved by the Commission.

Commissioner Lisa Budhiman, abstained.

6. **BUSINESS ITEMS**

6.A. Interim Director Tim Barry presented a review of the redesign of the skate park in Town Park. Scotty Lapp Foundation approached Parks and Recreation in the spring of 2023 regarding redesigning skate park to offer a wider variety of advanced and inclusive ramps. Two surveys we done and there is high interest in this project. The redesign will be done within the current footprint. The foundation would cover the majority of costs through their fundraising efforts. The goal right now is to raise \$350k for the skate park revamp. Commission approved forwarding the recommendation to Town Council.

<https://youtu.be/ssNkQPTh4-U?t=723>

6.B. Interim Director Tim Barry presented an update of the Final Draft of the Town of Corte Madera Parks and Recreation Master Plan. He was joined by consultants David Ross, Senior Project Manager, mack5 and Alyssa Gill Project Manager, rhaa Landscape Architecture & Planning. After a quick overview by the interim director, David Ross explained how the master plan document was put together. He also discussed how they used three matrixes to organize the Table of Contents. They were Program Prioritization, Opportunities – Park and Opportunities – Facilities. Alyssa Gill spoke using the Planning and Implementation Scenarios – Action Plan from the table of contents. She reviewed each park based on the assigned priority categories. Categories: Near Term; Medium Term; Long Term and As Resources Allow. Recommendation Types: Existing Amenities; Addresses Deficiencies; Proposed Amenities and Policy.

The Commission asked questions for clarification on both the categories and recommendations so they had a clearer idea of what was expected of them. They requested edits be done based on their concerns. Commission approved forwarding the Final Draft Parks and Recreation Master Plan to Town Council after recommended edits were done.

<https://youtu.be/ssNkQPT4-U?t=1677>

Open Comments – Pati Stoliar mentioned again the need for more senior gathering places i.e. senior center or intergenerational center. She also wondered how Corte Madera can have swimming pools.

7. STAFF UPDATE AND COMMISSIONER REPORTS

Director Update

- Fall Activity Guide went to printer should be ready in two weeks, school menu cards went out.
- Friday Family Movies – great turn out, CMFC also joined in after their picnic.
- Active Older Adult Programs/Activities – Age Friendly had their Nonagenarians and Centenarians tea party. It was well attended, first one since Covid.
- Corte Madera FC – rec soccer season ready to start, total 922 registered.
- Corte Madera Children’s Center - in full swing, currently 58 full timers;15 full time kindergartners & 5 half day attendees. This year we are offering non-school day care availability. Got new tables and chairs for the center.
- Afterschool Enrichment Classes - 660 total enrolled between NC, Town Park and Cove.
- Adults with Disabilities/Rec Inc – monthly dance 131 attendees, Party.net 24 attendees; sports night 30 attendees; Rec INC Lions 30 members.
- Upcoming Activities and Events - Sep movie in the park, Luca, at the Cove; Music in the Park 24 Sep 23; Oktoberfest; Pumpkin Carving and Halloween family dance
- Park Maintenance – Tim, Steve and Lucas repaired the ballfield with 20 yards of dirt provided by PW.

Commissioner Reports

- Updates from Recent Town Council Meetings – Commissioner Charley attended, nothing directly having to do with Parks and Recreation
- Executive Advisory Committee – has not met
- Individual Commissioner Updates – Chair Miles has received many kudos on how nice the grass looks in Town Park.

6. ROUTINE AND OTHER MATTERS

- Add to next or future agenda - address having a senior commission member for 1 year commitment.

- Next Parks and Recreation Commission meeting will be Wednesday, 27 Sep 23 at 6:30pm.

7. **ADJOURNMENT** Commissioner Miles adjourned the meeting at 9pm.



**CORTE MADERA
PARKS AND RECREATION COMMISSION
STAFF REPORT**

REPORT DATE: September 22, 2023
MEETING DATE: September 29, 2023

TO: Honorable Chair and Members of the Commission
FROM: Tim Barry, Acting Parks & Recreation Director *TB*
SUBJECT: Action Plan for future engagement of seniors in the Corte Madera Community



RECOMMENDED ACTION:

Discuss and develop an action plan to engage seniors in the Corte Madera community to assist in reviewing current programming and assist in the future programming by the Parks and Recreation Department.

BACKGROUND:

At the August 28th Parks and Recreation Commission meeting, it was requested that staff schedule a discussion item for a future agenda regarding how the Commission can get more feedback from seniors. The Commission was interested in having an opportunity to participate in an open discussion on how to engage with our senior community. Staff and the Commission are seeking ways on how we can meet their needs and provide attractive and engaging types of recreational activities. Currently there is not a dedicated senior voice on the Commission, and staff feels it would be worthwhile to conduct targeted outreach to learn more about the types of Parks and Recreation programming, events, and activities seniors would participate in through the Recreation Department.

DISCUSSION:

Programming planning for seniors is one challenge that every recreation department faces on a regular basis. The key to successful senior programming is gathering quality input from town residents who are engaged in the community. Staff have developed some ideas below but are looking for further direction or suggestions from the Commission.

- Collaborating with Age Friendly Corte Madera
- Community surveys and feedback (online, paper or in person)
- Attending meetings of our local community service organizations like the Lions Club, Women's Club, Rotary, etc.
- Informal focus groups and workshops

- Encouraging current Commission members to reach out to local friends and neighbors to invite them to attend Commission meetings, provide feedback or give direct feedback to Parks and Recreation Staff.
- Networking with surrounding towns and cities about collaborating on events or activities and to share ideas about successful programs.
- Social media and online platforms

At this time, staff is asking the Commission to review the suggested outreach to the senior community and have an open discussion on other ways to engage seniors in assisting staff with future program planning.

FISCAL IMPACT:

ENVIRONMENTAL IMPACT:

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS: None