



**PARKS AND RECREATION
COMMISSION MINUTES**

**Regular Meeting
Wednesday, December 18, 2002
6:00 pm.
Recreation Burgess Center
701 Laurel Street, Menlo Park**

CALL TO ORDER: The meeting was called to order by Commissioner Zussman at 6:10 p.m.

ROLL CALL:

PRESENT: Commissioners Cline, Jaime, Travers, Whitaker (arrived at 6:25 p.m.), and Zussman.

ABSENT: Chair Harrison.

STAFF PRESENT: Community Services Director Brown, Community Services Manager Roessler, and Secretary Roldan.

A. PRESENTATIONS AND PROCLAMATIONS:

Commissioner Zussman announced the approval of the Burgess Park Master Plan by the City Council on December 17, 2002.

B. COMMISSION VACANCIES, APPOINTMENTS AND REPORTS:

1. There is one vacancy on the Parks & Recreation Commission. The deadline for applications is January 14, 2003.
2. Commissioner Cline presented a draft format for the mission statement, goals and objectives for year 2003. He requested to have a sub-committee work on this. Community Services Director Brown suggested having a mini retreat in January to work on the mission statement and to identify the Commissions goals and priorities for 2003 projects. Secretary Roldan will send three dates for the commissioners to select prior to the January 2003 meeting.

C. PUBLIC COMMENT: None

D. CONSENT CALENDAR:

1. Approval of Minutes: **ACTION:** Approve November 20, 2002 Minutes as presented.
Motion Commissioner Cline, seconded by Commissioner Travers and unanimously carried noting the absence of Chair Harrison.

E. PUBLIC HEARING: None.

F. REGULAR BUSINESS:

1. Approval of Establishing Off-leash Hours for Dogs at the Nealon Park Baseball Field on a 4-month trial basis beginning February 3, 2003.

Community Services Manager Roessler provided an overview on the background/analysis and the impact on the city resources. Mr. Roessler stated that the trial will be monitored on a weekly basis and a progress report will be presented at the May 21, 2003 Parks and Recreation Commission meeting. He also reported that a cost of \$1,500 has been estimated as the cost of two gates and supplies.

RON FERNANDEZ, MENLO PARK, representing approximately 25 residents, spoke in support of dog leash enforcement and in support of donations funding the cost of the gates and supplies.

COLLEEN ANDERSON, MENLO PARK, spoke in support of dog leash enforcement and in support of donations funding the cost of the gates and supplies.

KRISTI GRACE, MENLO PARK, spoke in support of dog leash enforcement, donations and she proposed to add evening hours from 4-7 p.m.

RUTH ANN BINDER, MENLO PARK, spoke in support of dog leash enforcement, donations and in support of evening hours from 4-7 p.m.

KEN HETTMAN, ADDRESS UNKNOWN, spoke in support of dog leash enforcement and in support of donations funding the cost of supplies.

ACTION: Directed Staff to explore the possibility of adding extra hours in the evening from 4-7 p.m. and to return to the commission with recommendations. **Motion Commissioner Zussman, seconded by Commissioner Whittaker and unanimously carried noting the absence of Chair Harrison.**

ACTION: Approve the current recommendation for the Off-Leash Hours for Dogs at the Nealon Park on a 4-Month trial basis beginning February 3, 2003 and to solicit donations to fund the four-month program. **Motion Commissioner Cline, seconded by Commissioner Whittaker and unanimously carried noting the absence of Chair Harrison.**

2. Approval of 2002 Annual Report Format and Adoption of 2003 Report Format Annual Report Discussion.

Community Services Director Brown presented the Commissioners with a draft 2002 Annual Report.

ACTION: Approve the current Annual Report Format and adopt the 2003 Report Format. **Motion Commissioner Cline, second by Commissioner Zussman and unanimously carried noting the absence of Chair Harrison.**

3. Appointment of one Parks and Recreation Commissioner to the Belle Haven Park and Housing Project Selection Committee.

Community Services Manager Roessler gave an overview of the Park and Housing Project.

ACTION: Approve the appointment of Commissioner Jaime as the Belle Haven Park and Housing Project Selection Committee. **Motion Commissioner Cline, seconded by Commissioner Whittaker and unanimously carried noting the absence of Chair Harrison.**

G. WRITTEN COMMUNICATIONS: None.

H. INFORMATION ITEMS:

1. California Parks & Recreation Society Annual Conference, March 19-23, 2002.
Commissioner Cline and Commissioner Zussman requested to attend the conference.
2. Measure "T" Update: - Director Brown informed the Commission that the design of the Burgess Pool and locker rooms would begin in 2003.

I. ADJOURNMENT: The meeting was adjourned at 7:45 p.m.

Prepared by:

Rosario F. Roldan