



## PARKS AND RECREATION COMMISSION MINUTES

Regular Meeting  
Wednesday, April 16, 2003  
6:00 pm.  
Burgess Recreation Center  
701 Laurel Street, Menlo Park

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**CALL TO ORDER:** The meeting was called to order by Chair Harrison at 6:06 p.m.

**ROLL CALL:**

**PRESENT:** Commissioners Jaime, Watkins, Whittaker, and Chair Harrison.

**ABSENT:** Commissioners Cline and Travers and Vice Chair Zussman

**STAFF PRESENT:** Community Services Director Brown, Community Services Manager Roessler, Senior Supervisor Nancy Nuckolls and City Clerk Sylvia Ponte.

A. **PRESENTATIONS AND PROCLAMATIONS:** Director Brown introduced the City Clerk, Sylvia Ponte. Ms. Ponte is visiting the various Commissions to establish relationships that will serve her in her role of City Clerk.

### B. COMMISSION VACANCIES, APPOINTMENTS AND REPORTS:

**Teen Assessment and Action Plan:** Chair Harrison (for Commissioner Cline) reported to the Commission that Commissioner Cline has had phone meetings with other groups regarding teens. Commissioner Watkins reported that she has made contact with Richard Washington of the Boys and Girls Club and the Cub is interested in a collaboration involving teens.

**Skate Park:** Staff reported that the second workshop of the skate park is scheduled for May 7 at 6:30 pm at Burgess Park. This meeting will allow the kids and parents to see the architect's design based on the input received from the kids at the first design workshop.

**Field Maintenance and Monitoring:** Commissioner Whittaker reported briefly on the Nealon Park meeting held in February. Manager Roessler reported that the recent park closures have been completed. Nealon Park baseball field, Burgess Park, Kelly Park and Lyle Park were closed for routine maintenance and rest between March 3-April 18.

**Bayfront Park:** Chair Harrison attended the April 1 City Council study session that addressed active recreation uses at Bayfront Park. Chair Harrison made contact with a U.S. Fish and Wildlife representative regarding implementation of a nature preserve. He would like a one-page summary of the next steps in this project. Staff will prepare a one-page summary for the May Commission meeting.

**Measure T:** Chair Harrison distributed a draft copy of the 2002 Annual Report and asked for comments. This report is an expansion on the original Annual Report. Chair Harrison asked that the approval of the revised 2002 Annual Report be placed on the agenda for the May meeting for final adoption.

Commissioner Jaime reported on the Belle Haven Park and Housing selection committee. The committee chose Clarum Homes as the project developer.

Commissioner Watkins requested that an email Chair Harrison and Director Brown received from Commissioner Watkins regarding the cancellation of the Cinco De Mayo event be placed in the minutes. Director Brown stated the reasons for the cancellation of the event and requested the community get involved now with the planning of next year's Cinco De Mayo event.

**C. PUBLIC COMMENT:**

**D. CONSENT CALENDAR:**

1. Approval of Minutes:

**ACTION:** Approve the March 19, 2003 minutes.

**Motion Commissioner Watkins, seconded by Commissioner Jaime and passed (3-1) with Commissioner Whittaker abstaining.**

**E. PUBLIC HEARING:** None.

**F. REGULAR BUSINESS:**

1. *Kite Day Overview*

Senior Supervisor Nuckolls gave an overview of Kite Day and the changes from a free event to fee event. She invited the Commission to join the event at Bayfront Park.

**ACTION:** None

2. *Review and Approve a Modified Entry into the Proposed Instructional Pool at Burgess*

Staff handed out conceptual designs of three proposed entries into the instructional pool and gave the estimated cost of each entry. Chair Harrison gave a brief report as to why this item is on the agenda for Commission consideration. Commissioner Whittaker requested additional information on the different options and the cost associated with each.

**ACTION:** Item will be brought back on the May agenda.

3. *Recap of CPRS Conference*

No report was given. The item will be placed on the May meeting agenda.

**ACTION:** None

4. *Approval of the Commission Newsletter(Annual Report)*

Commissioner Cline was absent. Chair Harrison requested that staff review the newsletter (annual report) and bring the item back to the May meeting for Commission approval.

**ACTION:** None

**G. WRITTEN COMMUNICATIONS**

**H. INFORMATION ITEMS:**

1. *New Department Fees:* Staff distributed the new fees that were approved by the Council at the March 25 meeting. Two fees are being brought back to the Council for consideration at the April 22, 2003 Council meeting: pool lane fees and summer program fees.
2. *Status of Negotiations between the City and the Sequoia Union High School District for the performing Arts Facility at Menlo-Atherton High School:* Chair Harrison reported that the City Council approved a Letter of Intent with the District that will allow the District to fund raise for the facility while tentatively committing the City to \$2.6 million in funding for the facility.

**I. PUBLIC COMMENT #2**

**J. ADJOURNMENT:** The meeting was adjourned at 7:58 pm.