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**Brisbane Parks and Recreation Commission Action Minutes**

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**REGULAR MEETING**

**November 16, 2011**

*BRISBANE CITY HALL COMMUNITY MEETING ROOM, 50 PARK PLACE, BRISBANE, CA*

**CALL TO ORDER**

Commission Chair Hart called the meeting to order at 6:02 p.m.

**ROLL CALL**

Commissioners present: Almeida, Hart, and Marmion  
Commissioners absent: Bologoff and de la Torre  
Staff present: Deputy City Manager/Administrative Services Director  
Schillinger, Administrative Management Analyst Cheung and  
Recording Secretary Carpenter

**ADOPTION OF AGENDA**

Commissioner Almeida recommended moving Item VI. OLD BUSINESS to follow Item IX. COMMISSION MATTERS, seconded by Commissioner Marmion, to adopt the November 16, 2011 agenda as amended. The motion carried 3-0.

**APPROVAL OF MINUTES**

Approval of the October 19, 2011 minutes tabled.

**CITIZEN COMMUNICATIONS**

None.

**NEW BUSINESS**

None.

**REPORTS**

**Chairperson**

Chairperson Hart reported that he is continuing his research on railroad bumpers.

### **Subcommittees**

#### **Small Dogs Dog Park**

Director Schillinger updated the Commission on the amount of fencing needed for the Small Dogs Dog Park and will report back on pricing. Public Works Director, Randy Breault will contact PG&E regarding the easement.

### **Commissioners**

None.

### **Staff**

#### **Programs Report**

Recording Secretary Carpenter reported on current recreational program activities.

#### **BES Restroom – update**

Director Schillinger reported that the BES restroom is now open and on a security lock system. He added that staff is currently working on a reimbursement from the state on the bond issue.

### **COMMISSION MATTERS**

#### **Written Communications**

None.

#### **Commission Calendar**

#### **Festival of Lights – December 4, 2011**

Director Schillinger reported that the schedule for the Festival of Lights event is set and ready to go. The Commission discussed the plans in case of rain.

### **OLD BUSINESS**

#### **Community Park Playground Upgrade**

##### **PowerPoint Presentation**

Administrative Management Analyst Cheung gave a PowerPoint presentation on an overview of possible funding for the Community Park Playground Upgrade. She also presented examples of

**PowerPoint Presentation (cont.)**

potential play structures. The next step for this project is to receive recommendations from the Parks and Recreation Commission to present to City Council.

**Playground Survey Results – presented by Mothers of Brisbane (MOB)**

Kristen Hayer, Outreach Coordinator for the Mothers of Brisbane, gave a PowerPoint presentation on the overview of a Community Park survey that was distributed to MOB membership and to Brisbane School District families. She pointed out two things that she got from the survey results: 1. there is a strong interest from the community for this park project, and 2. the need for two separate (age appropriate) structures, focusing on the needs of the infant/toddler group.

Jennifer Bousquet, MOB board member, added that she appreciates the City's input and that she would like to emphasize the need for two separate structures (separating the younger children from the older children).

The Commission discussed possible colors and materials to consider for the play structure(s), as well as safety/compliance issues. Alex Tsitovich from TotTurf Company was available to answer the Commissions' clarifying questions in regards to play structures.

Director Schillinger stated that staff would bring back examples of different elements and their costs.

**Commission Calendar (cont.)**

The Commission discussed items for the next Parks and Recreation Commission meeting agenda.

**ADJOURNMENT**

There being no further business, Commissioner Marmion moved, seconded by Commissioner Almeida to cancel the December 21, 2011 meeting. The motion carried 3-0. Commissioner Almeida moved, seconded by Commissioner Marmion, that the meeting be adjourned. The motion carried 3-0 and the meeting adjourned at 7:15 p.m.

NOTE: A full DVD recording of this meeting is available at Parks and Recreation Department Office, City Hall.