



REGULAR MEETING MINUTES

Date: 1/24/2018
Time: 6:30 p.m.
**Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025**

A. Call To Order

Chair Stanwood called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Chair Stanwood, Vice Chair Johnson, Commissioner Baskin (arrived at 6:34 p.m.), Commissioner Harris, Commissioner Staley and Commissioner Palefsky
Absent: Commissioner Lane
Staff: Interim Community Services Director, Derek Schweigart

C. Public Comment

There was no Public Comment.

D. Regular Business

- D1. Accept Commission minutes for the meeting of November 15, 2017 ([attachment](#))

ACTION: Motion and second (Palefsky/Harris) to accept the Parks and Recreation Commission meeting minutes of November 15, 2017 with the following change: delete the passes unanimously in item E1 of the minutes; passes unanimously.

- D2. Appoint 2 Commissioners to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group

Vice-Chair Johnson and Commissioner Staley volunteered to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group.

ACTION: Motion and second (Baskin/Palefsky) to appoint Vice-Chair Johnson and Commissioner Staley to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group.

- D3. Review and provide feedback on the community outreach and engagement plan component of the Parks and Recreation Facilities Master Plan ([Staff Report #18-001-PRC](#))

Derek Schweigart and Project Manager, Rita Shue, reviewed the community outreach and engagement plan component of the Parks and Recreation Facilities Master Plan with the Commission. After discussion, the Commission agreed to receive an update from the Commissioners on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group every 3 months.

- D4. Review and approve Parks and Recreation Commission Quarterly Report to City Council ([attachment](#))

Derek Schweigart and the Commission reviewed the Parks and Recreation Commission.

E. Reports and Announcements

- E1. Commissioner Reports

Commissioner Harris gave a report on the Breakfast with Santa event. He mentioned his children had a great time at the event and had the opportunity to tell Santa what they wanted for Christmas. He also mentioned the tree lighting event was great.

Commissioner Palefsky gave a report on the Holiday Display Contest of Downtown Menlo Park businesses.

- E2. Community Services Director's update and announcements ([Staff Report #18-002-PRC](#))

Interim Community Services Director, Derek Schweigart, gave the Community Services Director's update and announcements.

F. Informational Items

- F1. City Council Community Funding Allocations for FY 2017-18 ([attachment](#))

Derek Schweigart

F. Adjournment

Chair Stanwood adjourned the meeting at 8:21 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant

These minutes were approved at the Parks and Recreation Commission meeting of February 28, 2018.