

Parks and Recreation Commission



REGULAR MEETING MINUTES

Date: 9/22/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 897 3092 5961

A. Call to Order

Vice Chair Baskin called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Baskin, Diepenbrock, Joshua, Thomas

Absent: Brosnan, Bryman, Payne

Staff: Library and Community Services Director Sean Reinhart

C. Public Comment

None.

D. Regular Business

D1. Remarks by Mayor Drew Combs – City Council liaison to the Parks and Recreation Commission

Mayor Combs introduced himself and discussed his role and goals as the City Council liaison to the Parks and Recreation Commission.

D2. Accept the Parks and Recreation Commission minutes for the meeting of August 25, 2021 ([Attachment](#))

ACTION: Motion and second (Diepenbrock/ Thomas), to approve minutes from the Parks and Recreation Commission meeting of August 25, 2021, passed 4-0 (Brosnan, Bryman, Payne absent).

D3. Select new Parks and Recreation Commission Chair ([Staff Report PRC-21-024](#))

ACTION: Motion and second (Thomas/ Joshua), to select Commissioner Thomas as the new Parks and Recreation Commission Chair, passed 4-0 (Brosnan, Bryman, Payne absent).

D4. Parks and Recreation Commission work plan subcommittee ([Staff Report PRC-21-025](#))

ACTION: By acclamation, the Commission continued this item to the October 27, 2021 meeting.

E. Informational Items

E1. Holiday observances and special events

Director Reinhart made the presentation ([Attachment](#)).

E2. Updated recreation facility use guidelines ([Staff Report PRC-21-026](#))

Director Reinhart introduced the item.

E3. Department updates ([Staff Report PRC-21-027](#))

Director Reinhart provided department updates.

E4. Tentative agenda calendar ([Attachment](#))

ACTION: By acclamation, the following items were added to the tentative agenda calendar:

- October - Parks and Recreation Commission work plan subcommittee
- Pilot recreation projects and programs
- Tentative winter recess

F. Commissioner Reports

F1. Individual Commissioner reports

Commissioner Diepenbrock provided an update on pickleball at Nealon Park.

Vice Chair Baskin reported on public interest related to an outdoor Menlo Park chess club.

G. Adjournment

Vice Chair Baskin adjourned the meeting at 7:53 p.m.

Linda Munguia, Senior Office Assistant

Minutes approved at the October 27, 2021 Parks and

Recreation Commission meeting

Community events

Parks & Recreation Commission 09.22.2021

Considerations

- + Desired goals/ outcomes of events
- + City-sponsored events associated with religious holidays
- + Budget, staff capacity for events
- + Organizational roles
- + COVID-19 precautions/ rules
- + Traditions - innovations - progress

Potential goals / outcomes

- + Celebration
- + Economic development, small business
- + Cultural / arts / music
- + Showcase the community
- + Volunteer / community action
- + Fundraising
- + Raise awareness / educate / inform
- + Creativity
- + Fun

Potential partners

- + Chamber of Commerce
- + Small businesses
- + Service clubs
- + School districts
- + Corporations
- + Local nonprofits
- + Community groups, neighborhoods

Community events pre-pandemic

Event	# of staff per event	# of events per year	Hours per staff (Day of event)	Total staff hours (Day of event)
Egg Hunt-Kelly Park	15	1	5.5	82.5
Egg Hunt-Burgess Park	26	1	5.5	143
Kite Day	26	1	6	156
Block Party	15	1	6	90
Concerts in the park	4	12	7	336
4th of July	57	1	7	399
Movies	3	9	4	108
Halloween Hoopla	14	1	6	84
Holiday Tree Lighting	15	1	7	105
Breakfast with Santa	32	1	7	224
Total	207	29		1727.5

Discussion

Desired goals - Priorities - Suggestions - Questions

Next steps

- + Staff engagement and planning
- + Draft plan @ PRC in October
- + Draft plan @ City Council in November/December
- + Implementation in 2022

All dates are tentative