



THE CITY OF
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CALIFORNIA

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**NOVATO RECREATION, CULTURAL AND COMMUNITY
SERVICES COMMISSION SPECIAL MEETING**

February 1, 2018
7:00 p.m.

Novato City Hall*
Council Chambers
901 Sherman Avenue

A. ROLL CALL

Chair Weber called the meeting to order at 7:06 p.m.

Commissioners present: Weber, Neese, Bartling, Pouteau, Bentley

Commissioners absent: Styx, Crow

Also present: Assistant City Manager Michael Antwine, Interim Director Kevin Conklin, Recreation Manager Liz Tran, Recording Secretary Amanda Estrada.

B. APPROVAL OF AGENDA

**MOTION/SECOND, COMMISSIONERS NEESE/BARTLING,
TO APPROVE THE AGENDA.**

MOTION CARRIED 5-0.

C. APPROVAL OF MINUTES

1. November 9, 2017.

**MOTION/SECOND, COMMISSIONERS NEESE/BENTLEY,
TO APPROVE THE MINUTES.**

MOTION CARRIED 5-0.

D. PUBLIC COMMENT

Al Rosenbloom invited the commissioners to a fundraiser for the Dog Park happening on April 21.

Michael Coverdale, 1125 2nd Street #B, asked commission to have environmental preservation at the forefront of their mind when making decisions. He also expressed concern for ecological damage happening in Novato and world-wide.

E. READER BOARD INFORMTION

1. Various Program Fliers.

F. PRESENTATIONS

1. Margaret Todd Senior Center Presentation – Recreation Supervisor Teresa Ehteshami gave a PowerPoint presentation highlighting the programs and services at the Margaret Todd Senior Center. “We believe active, engaged adults lead happier, healthier lives” is the motto the Center strives to support with exercise classes, game groups and special events. Partnerships with the Novato Independent Elders Program and Novato Senior Citizens’ Club expand their breadth of programs and services. Testimonials included in the presentation illustrated that Margaret Todd offers an important sense of belonging and community to the older adults in Novato and beyond. Teresa invited each commissioner to the Center’s 25th Anniversary party on March 27 from 4-7pm. Ms. Weber and Ms. Neese complimented Teresa on the offerings of the Center.

G. OLD BUSINESS

There were no Old Business items.

H. NEW BUSINESS

1. California Parks and Recreation Society District One Annual Community Service Award Nomination- Recreation Services Manager Kevin Conklin gave an overview of his staff report, stating the Parks, Recreation and Community Services Department was nominating George Silvas for the CPRS 2017 Community Services Award. Kevin Conklin also invited the commissioners to attend the Awards and Installation Banquet on February 24 at the Windsor Community Center at 6pm.

MOTION/SECOND, COMMISSIONERS POUTEAU/NEESE, TO APPROVE THE NOMINATION OF GEORGE SILVAS.

MOTION CARRIED 5-0.

2. Request to name the small dog area at Dogbone Meadow Dog Park – Recreation Services Manager Liz Tran gave an overview of her staff report requesting that the commission recommend to the City Council to approve the request to name the small dog area located at Dogbone Meadow Dog Park “Brian’s Place”.

Public comment by members of Friends of Dogbone Meadow shared Brian Pearson’s efforts to create the small dog area. After his passing, they would like to honor his memory by naming the area after him.

Public comment by Christina Healy, 1125 2nd Street #B, asked commissioners to be conscientious of environmental impact and shared concerns for projects' effects in Novato and beyond.

Vice Chair Neese asked how the group planned to do signage for the small dog area. Courtney Flavin, a member of the Friends of Dogbone Meadow, stated that they plan to have a small sign in the area and a more thorough description about Brian on the bulletin board and on their website.

MOTION/SECOND, COMMISSIONERS BARTLING/BENTLEY, TO RECOMMEND CITY COUNCIL APPROVAL TO NAME THE SMALL DOG AREA OF DOGBONE MEADOW DOG PARK TO "BRIAN'S PLACE".

MOTION CARRIED 5-0.

Ms. Tran stated that once approved by City Council, per the Community Facilities Naming Policy 5.11, a ceremony will take place. They plan to incorporate the naming ceremony into the ribbon cutting ceremony once the project is completed.

I. REPORTS/INFORMATION

1. Director's Report. Mr. Conklin told commissioners that the department is in the process of transitioning to three Activity Guides, instead of two. He believes having a summer specific Activity Guide will improve summer camp registrations. Mr. Conklin also explained that the department is opening a recruitment for the Administrative Technician position because Sean Henderson has left. Lastly, Mr. Conklin encouraged the commissioners to attend Margaret Todd Senior Center's 25th Anniversary on Tuesday, March 27 from 4-7pm. The program will begin around 4:30pm.
2. CIP Project Updates. Ms. Tran updated the commission on the progress of Dogbone Meadow Dog Park, Hill Master Plan and the Community Garden. Starting with Dogbone Meadow Dog Park, Ms. Tran reported that ninety percent of the design work is complete. Next, the design will go out to bid including different options. She hopes the work will start this spring and plans to have the work completed by this summer, at which time they will incorporate the naming ceremony.

The Hill Master Plan concluded two successful community outreach meetings. All input collected in those meetings, in addition to input through other City of Novato and Parks, Recreation and Community Services avenues, is being carefully considered. The consultants will take the feedback and present a revised plan, with the Public Works department, to the commissioners on March 8. Commissioner Bentley asked at which point the plan will match the funds available. Ms. Tran and Mr. Conklin explained that the current process of receiving input on the public's priorities will allow them to present a revised design that fits within the amount of money available. Mr. Conklin explained that they will present a plan to Council showing what the public is prioritizing with the associated cost and ask for the Council's direction. Ms. Weber asked about the 1.5 million found money. Assistant City Manager Michael Antwine said there is a General Fund surplus of 1.5 million dollars, some of which has already been allocated. Staff is putting together their "wish list" items which they will present to Council closer to the budget cycle. Mr. Antwine explained that the Hill Master Plan,

and other capital improvement projects are on that list. Commissioner Bentley asked about contingencies. Ms. Tran clarified that the seven million dollars allocated to this project does include a significant amount of money for contingencies.

The Community Garden's first public outreach meeting was successful with approximately twenty members of the public who came to view the land and give input on whether the garden should run parallel or perpendicular to Hill Road. Most of the input they received was in favor of the garden running parallel. The next outreach meeting is scheduled for February 22 in the evening. Staff is working with Graton to be culturally sensitive about the land. Ms. Neese asked if the land is accessible to the public yet. Ms. Tran explained that it is not yet accessible due to unsafe structures and tree limbs that need to be addressed.

3. Upcoming City Council Items.

On February 13, Council will be honoring the compulsory Novato Gymnastics Team for their accomplishments this year. The Gymnastics Boosters will be presenting a check for \$25,000 to Council as well.

Ms. Weber asked for an update on Bahia Park. Ms. Tran shared that they are nearing the end of the project. With only a few items left to be completed, she said we are close to a ribbon cutting. Ms. Weber asked to be kept apprised of upcoming dedications and when items are being discussed at City Council meetings.

4. Media Articles – Comments from the Director/Commission.

There were no Media Articles comments.

J. COMMISSION REPORTS/COMMENTS.

1. Commission Comments/Reports. Ms. Neese reported having fun at the chess table opening event with other commissioners. She believes the new chess table is a great addition to Novato. Ms. Weber shared that the Sunrise Ignacio Rotary Club of Novato is supportive of adding a second table. Ms. Weber said she would pursue this opportunity.

Mr. Pouteau suggested engaging the Chamber of Commerce to help promotional efforts with the Hamilton Pool. Ms. Weber asked staff how to proceed with a subcommittee. Mr. Antwine and Mr. Conklin stated that a group, no larger than three Commission members, could meet with members of the Chamber of Commerce and report back to the rest of the commission. A committee was formed, including Mr. Pouteau, Ms. Weber and Ms. Neese, to discuss a potential partnership with the Chamber.

2. Upcoming Community Events:

2/17- Family Movie Night

2/10 & 2/24- Novato Live: Live Music Performed by Local Artists

3/3- Spring Craft Market: Shop for Handmade Gifts from Local Artisans

K. SCHEDULE NEXT MEETING

March 8, 2018

L. ADJOURNMENT

Meeting was adjourned at 8:13 pm.