



**PARKS AND RECREATION COMMISSION  
Minutes of Regular Meeting of December 4, 2019  
City Council Chambers, One Twin Pines Lane, Belmont, CA**

**CALL TO ORDER: 7 PM.**

**ROLL CALL**

Commissioners Present: Block, Cotten, Dai, Foehr, Fox, Michaels, Mittelstadt, Sanders

Commissioner Absent: Lyford

Staff Present: Parks and Recreation Director Shearer, Office Assistant II Gonzalez

**PLEDGE OF ALLEGIANCE**

Led by Chair Michaels

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

Commissioner Block said the Pump Track Committee would meet with Hilride on January 15 to visit four potential sites; Hilride will then present to the public that evening at 7pm in the Lodge. Director Shearer said she would ensure this information gets out to the community after the holidays.

Commissioner Foehr said the Community Learning Center's holiday party was well done.

**CONSENT CALENDAR**

**November 6, 2019 Draft Minutes**

**ACTION:** Commissioner Mittelstadt said the bottom of page three said he abstained when he actually voted yes. On a motion by Commissioner Mittelstadt, seconded by Commissioner Block, the minutes were unanimously approved with this one correction (6-0).

**ITEMS OF BUSINESS**

**Belmont Sports Complex Project Status**

Director Shearer reported that the project went out to bid November 27. She hopes the County loan funding the project will be approved by City Council and the County Board of Supervisors on December 10; if it is, there will be a mandatory pre-bid conference on December 12 and bids are due December 19. In response to Commissioner Foehr, Shearer said the bid packet specified a start time of February and completion date of August 27. In addition, the project manager was consulted regarding the projected project duration. Sports user groups will be updated in December and meet with staff in January. Contingency plans if the project gets delayed still need to be discussed.

**Arts Review**

Director Shearer shared an annual update on the city's public art. City Council's Placemaking Committee is working on citywide way-finding signage, looking to enhance the four major gateway entrances to the city, and just held their first meeting with Barbara Goldstein, who was selected to create a Public Arts Master Plan. Shearer is not yet sure of the Commission's involvement in this

Master Plan but said various stakeholder groups would be engaged. Commissioner Mittelstadt asked that the History Room be included, and Shearer welcomed any other suggestions. Shearer said there would probably not be an advisory committee and confirmed way-finding designs could be presented to the Commission once ready.

### **Community Garden policy and Procedures Update**

Director Shearer reviewed edits to the garden policy and Commissioners shared questions and comments. Commissioner Fox suggested offering garden coordinators a free plot and Commissioner Mittelstadt suggested clarifying service animals were permitted. Commissioner Fox inquired about plot pricing and Office Assistant II Gonzalez said surrounding cities charged \$65-150 per plot, depending on square footage. For the purpose of water conservation, Fox suggested utilizing rain buckets and Commissioner Block suggested offering drip irrigation on a timer. Commissioner Foehr suggested eco education signage and Shearer said there were composting signs; Commissioner Cotten suggested incorporating eco signage into the design of Belmont Community Center. In response to Commissioner Michaels, Shearer said there are no garden recreation programs; however, the Hideout, Footsteps Child Care, and the Community Learning Center each have a plot. In response to Commissioner Dai, Shearer said the garden is at-capacity with 25 plot holders and 18 on the wait list. Commissioner Michaels suggested clarifying winter maintenance hours are optional in the “Is Gardening for You?” document. In response to Michaels, Shearer clarified the policy does not apply to the O’Donnell Park’s Community Garden, which is managed by the local community. Shearer said staff would clarify service pets and plot fees in the policy and bring it back to the Commission in January.

### **Parks & Recreation Commission Project Update and Priorities Setting**

Director Shearer reviewed the project list and City Council and the Commission’s current priorities, advising Commissioners to be mindful of resources when setting new priorities due to large projects in-progress. She asked Commissioners to add or remove items by vote and said the final list would be emailed out for Commissioners to rank by December 18<sup>th</sup>. The final list would then be presented to the Commission in January and submitted to City Council for the February priority-setting session.

Shearer confirmed off-leash dog hours at Barrett would be removed from the list after going to Council, the pump track status would be updated, dog park improvements would be included in the Recreation, Parks, & Open Space Master Plan, she would follow up on the status of the grant for the Twin Pines Master Plan, Phase 1, and she would apply for a grant for EV charging stations when it became available. Shearer clarified Hallmark Park improvements were listed as separate projects because some could be done in-house, and some by grant funds. Commissioner Mittelstadt inquired about getting the old generator from the Police Department for the Senior and Community Center, and Shearer said she would look into this, though a new generator was already budgeted for FY21. Commissioner Michaels announced he and Shearer were exploring opportunities for the ropes course behind Ralston Middle School and Commissioner Foehr said this was previously investigated, so she would see what history she could retrieve. Commissioner Block reminded the Commission that the ropes course was a potential site for the bike pump track as well. After discussing Davey Glen Park’s usage, the Commission expressed an interest in increasing awareness of the park including signage on El Camino, which Shearer said she would mention to the Place Making Committee.

**ACTION:** Director Shearer said she would make these changes to the project list: add tennis court resurfacing and trail signage, clarify project duration, add the tree succession plan to the Twin Pines Master Plan, Phase 1, remove archery (because it will be considered as part of the Parks, Recreation

& Open Space Master Plan), update the status of Belmont Community Center, and add a “park awareness/promotion” project. On a motion by Commissioner Foehr, seconded by Commissioner Cotten, these changes were unanimously approved (6-0).

### **Commission Calendar**

Director Shearer said the Athletic Field Use Policy would be brought to the Commission once construction began at the Sports Complex, the Twin Pines Master Plan, Phase 1 was moving forward, and she would pursue installing solar at the library again. Commissioner Michaels suggested adding new program development to the calendar and Commissioner Fox said the Commission Priorities Prep should be un-bolded because it’s an annual discussion. Shearer highlighted “Upcoming Dates” and said Commissioners were welcome to attend any of them.

### **OTHER BUSINESS / UPDATES**

#### **Department Report**

Director Shearer reported the second annual Poetry & Caroling event at the Manor was a success and said staff were going to expand it next year. Commissioner Cotten complemented the Manor’s décor. Shearer mentioned the Holiday Craft Faire had kids’ activities this year and staff had received lots of requests for Eagle Scout projects lately. These projects will include library boxes throughout the city, GIS for trail signage, some improvements at Water Dog Lake, and potential help implementing the adventure space in Twin Pines Park. In response to Michaels, Shearer said she would follow up on a date for “Lunch with the Commission” at the Senior and Community Center.

#### **Commissioner Questions and Comments**

Commissioner Mittelstadt thanked staff for cleaning up the bioswale at South Road.

**ADJOURNMENT: 8:09 PM.**

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Brigitte Shearer  
Parks and Recreation Director