



**CITY OF NOVATO**  
PARKS & RECREATION

**Recreation, Cultural and Community Services Advisory Commission**

**MEETING**

**Minutes**

**Thursday, March 9, 2023 - 6:00 PM**

**A. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair Lacey at 6:00 PM.

**Commissioners Present:** Dennis Bentley, Ericka Larsen, Suzanne Crow, Chair Erin Lacey, Mavi Pilloton, Beverly Winsor

**Commissioners Absent:** Betsy Ricketts, Vice Chair Nancy Weber, Ericka Erickson

**Staff Present:** Director of Parks, Recreation, and Community Services Katie Gauntlett; Senior Management Analyst Drew Bendickson; Senior Civil Engineer Elisa Sarlatte

**B. APPROVAL OF FINAL AGENDA**

**Commission Action:** Upon motion by Commissioner Crow and seconded by Commissioner Bentley, the Commission voted 6-0-0-3 to approve the final agenda.

**Ayes:** Bentley, Larsen, Crow, Lacey, Pilloton, Winsor

**Noes:** None

**Abstain:** None

**Absent:** Ricketts, Weber, Erickson

**Motion Carried**

**C. PUBLIC COMMENT**

1. Pam Le Donne

## D. CONSENT ITEMS

### D.1. APPROVAL OF THE CONSENT CALENDAR

Upon motion by Commissioner Crow and seconded by Commissioner Bentley, the Consent Calendar was approved.

### APPROVAL OF THE MEETING MINUTES FROM JANUARY 12, 2023

**Commission Action:** Upon motion by Commissioner Crow and seconded by Commissioner Bentley, the Commission voted 6-0-0-3 to approve the January 12, 2023, meeting minutes.

**Ayes:** Bentley, Larsen, Crow, Lacey, Pilloton, Winsor

**Noes:** None

**Abstain:** None

**Absent:** Ricketts, Weber, Erickson

**Motion Carried**

## E. UNFINISHED AND OTHER BUSINESS

None.

## F. GENERAL BUSINESS

### F.1. Receive an update on the Pioneer Park Playground Improvement Project and provide recommendations on improvements to the large play structure

Director Gauntlett opened with an update on the cost estimates for both large and small play structures.

Director Gauntlett provided a summary of the history of the project and its new features with emphasis on accessibility and inclusivity. The initial groundbreaking occurred September 19, 2022, but halted due to fire damage and a fallen tree. Following the damage, additions were made to the scope of the improvements which would render the structures more accessible for children with adaptive needs.

Director Gauntlett announced that a request for reallocation of Quimby funds covering the cost of the expanded play structures and rubberized surfaces will be presented at the next City Council meeting.

Staff are hopeful that the park will be open for summer 2023.

GameTime representative Leo Seavey and Senior Civil Engineer Elisa Sarlatte expounded upon the proposed structures and enclosure materials. Consideration for future fencing to separate the two play areas as well as maintenance within the fenced area was discussed.

### **Public Comment**

1. Alia Barksdale

### **Receive an update on the Parks Master Plan from Parks, Recreation, and Community Services Director Katie Gauntlett**

#### **F.2.**

Director Gauntlett reviewed the history of the current Parks Master Plan project including the single proposal submitted by consultant Barry Dunn and the expected timeline, which began in February and has a target of final approval in November.

Phase 1 involves project management and includes a staff kickoff meeting, initial request, and data review. Phase 2 includes inventory and assessment during which time the consultant will assess facilities and maintenance and will compare trends against other regional parks, playgrounds, fields, and recreation facilities. Phases 3 and 4 include community engagement and public outreach. A public forum will be held on March 30<sup>th</sup>, and a survey will be released in April. Phase 5 will include a visioning workshop and synthesis of the community engagement surveys and consultant analysis. Phase 6 will explore funding options and financial partnerships. Phase 7 will include the drafting of final findings and adoption.

### **Consider expansion and addition of two RCCS Commissioners to Parks Master Plan Ad-Hoc Committee**

#### **F.3.**

**Commission Action:** Upon motion by Commissioner Bentley and seconded by Commissioner Pilloton, the Commission voted 6-0-0-2 to appoint Commissioner Larsen and Commissioner Windsor to the Parks Master Plan Ad-Hoc Committee

**Ayes:** Bentley, Larsen, Crow, Lacey, Pilloton, Winsor

**Noes:** None

**Abstain:** None

**Absent:** Ricketts, Weber, Erickson

**Motion Passed**

### **Review the Hamilton Community Pool Use Policy**

#### **F.4.**

**Commission Action:** Upon motion by Commissioner Bentley and seconded by Commissioner Larsen, the Commission voted 6-0-0-2 to approve the Hamilton Community Pool Use Policy.

**Ayes:** Bentley, Larsen, Crow, Lacey, Pilloton, Winsor

**Noes:** None

**Abstain:** None

**Absent:** Ricketts, Weber, Erickson

**Motion Carried**

## **G. COMMITTEE AND LIAISON REPORTS**

### **G.1. Staff Updates**

Director Gauntlett announced the upcoming Digital Activity Guide and its corresponding brochure as well as the registration for the summer session, which begins March 21<sup>st</sup>.

Director Gauntlett highlighted upcoming special events including the Spring Trash to Treasures Flea Market at Margaret Todd Senior Center, the Spring Magic Show, and the Second Annual Novato Special Needs Safety Event with Lucas Film and Novato Police Department. Director Gauntlett advised the Commission of the 13 lifeguards successfully in process to be hired so far with more upcoming lifeguarding classes in March and April. Seasonal hirings for camps and facilities attendants are now open.

Director Gauntlett updated the Commission on the new kiosk postings to dissuade vandalism in parks. Additional motion-sensing lights and security cameras are being considered for the Pioneer Parks Tennis Courts.

Director Gauntlett shared agenda items for the upcoming Special Meeting on April 13<sup>th</sup>, at which time presentations will be received by the Commission for two mural projects; one will be for Pianos on Grant and one for Village Child, and both are expected to begin in May. Summer programming will be discussed at the next regular meeting along with the administrative review of the new balloon policy draft.

#### **Public comment:**

None.

### **G.2. Commissioner Reports**

Commissioner Bentley shared information regarding the upcoming North Bay Science Discovery Day at Sonoma County Fairgrounds.

Commissioners discussed the issue of dumping in open spaces, particularly near Scottsdale Pond.

## H. ADJOURNMENT

The meeting was adjourned at 7:45 PM.

The next RCCS meeting is on April 13, 2023.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the RCCS Commission meeting of \_\_\_\_\_.**

/ Drew Bendickson /  
Drew Bendickson, Senior Management Analyst