

Town of Fairfax  
Parks and Recreation Commission (PARC)

Elon Rosenfeld, Chair; Yvonne Roberts, Vice Chair/Historian; Vicki Burns, Treasurer; Richard Pedemonte, Karen Arnold, Maya Meissner, Youth Commissioner, Shoshana Parry, Sam Parry, Artists in Residence, David Smadbeck, Community-at-large representative

Minutes of  
Fairfax Parks and Recreation Commission Meeting  
Wednesday, July 16, 2008  
7:00 –9:00 p.m.  
Youth Center  
16 Park Road

PARC Commissioners in attendance: Elon Rosenfeld, David Smadbeck, Yvonne Roberts, Karen Arnold, Shoshana Parry, Sam Parry. Staff in attendance: Maria Baird  
Others in attendance: Patrick Troupe

The minutes of the June meeting were approved.

1. New Business

- **Facility fee schedule**-Maria distributed the current price list for renting Town buildings, which has not been updated in recent years. Yvonne mentioned a study may be conducted to determine fee setting. Maria will discuss with Michael Rock to decide if the Town would like PARC's input on the fee setting structure. It was suggested a portion of the cleaning deposit be kept after all events, for maintenance. It was also suggested the Youth Center be added to the list of building rentals, during limited times when not in use by other parties.
- **Staff report**-Maria announced planning is underway for the Town-wide picnic to be held on Sunday, September 14<sup>th</sup> from 12-5 at the ball field. PARC would like to set up a booth at the event. The questionnaire on recreational programming will be distributed. A raffle will be held; the prize will be a free class through the San Anselmo Rec programming. PARC will also help with the games and badminton at the picnic. David will help with set-up from 12-1; Yvonne will assist with clean-up from 4-5 p.m. The rest of the Commissioners will be there in between 1-4. Shoshana & Sam will once again sponsor the arts & crafts table. **ACTION ITEM: Maria will get a 10 foot banner made identifying Parks & Recreation Commission. A postcard will be developed advertising all upcoming PARC sponsored events: i.e., Haunted House, New**

**Year's Eve masquerade, ice skating and Easter egg hunt for the next fiscal year and distributed at the picnic.**

- **Good Festival**-Patrick discussed his plans for this year's festival, which will run on August 9<sup>th</sup> at Bolinas Park from 12-6. He will once again conduct an e-waste collection event in conjunction with Delano Market, in their parking lot. There will be music, food, entertainment. He requested that the event be publicized on the Town's website.  
**ACTION ITEM: PARC voted to support this event.**

II. Ongoing Business

- a) **Peri Park Clean-up**-David has identified the water spigot for Peri Park, which can be purchased for \$215. Public Works will purchase and install it. Other areas of the park that still need improvement: the gap between the toddler's pyramid play structure and the sand, and a magnetic lock for the gate. It was recommended to contact the manufacturer of the wooden play structure, to ensure that if any repairs are made, liability coverage is provided by the manufacturer.
- b) **Artist in Residence contract renewal**-Sam distributed a sample newsletter he and Shoshana will be producing every month entitled "Art News from the Loft". It will feature updates on happenings in Town. They will sell ads on the back page. It will be distributed in August at local businesses. Approximately 200-300 copies will be printed at a cost of \$700-\$800. Sam & Shoshana will promote the kaleidoscope to the Marin IJ, for media coverage. It is currently being submitted to the Guinness Book of World Records as the world's largest interactive kaleidoscope. The kaleidoscope is open Wednesdays through Sundays for viewing. Upcoming art functions: Nov. 9-Fine Arts & Crafts Fair-Pavilion; Dec. 31<sup>st</sup> – New Year's Masquerade Ball- Pavilion; Feb. 14<sup>th</sup> Heart Festival of Lights-downtown; Spring Cake decorating contest.
- c) **Promotional piece/advertising**-Maria announced representatives from Park & Rec and Open Space Committee are being invited to the next Volunteer Board meeting to discuss a joint newsletter. It will be a one-time newsletter to be printed in the fall announcing all the projects of the Committees. There is funding in the budget for postage costs so it can be a direct mail piece to all households in Fairfax. David will attend as the PARC rep. PARC will still pursue the quarterly inserts in the garbage bill to promote the joint rec activities with San Anselmo. **ACTION ITEM: Maria will follow up with Greg at San Anselmo Rec to investigate timing of the banner that promotes rec programming across Sir Francis Drake Blvd. A banner will be made for Park & Rec advertising the joint programming.**

### III. Committee Reports

- a) **Fairfax Festival**-Richard will report at next meeting.
- b) **Pavilion Restoration Committee**-it was suggested a Master Plan for the Pavilion Restoration be adopted by the Town Council as a formal document. **ACTION ITEM: A formal motion was made to support this item.**
- c) **Grant Expense Authorizations**- There is a Hazard Mitigation Grant available to perform a seismic retrofit for the Pavilion. In order to frame the scope of work for the grant application, a structural engineer is needed to provide a conceptual plan. **ACTION ITEM: PARC voted and authorized spending up to \$6,000 for these services.**
- d) **Joint Recreation District Committee**-Karen and Vicki met with Doug Long of San Anselmo Rec. Hal Brown may provide funding to conduct a study to determine how each town will benefit. The next meeting will be held in September. A similar district is Tam Sanitary & Recreation District, which provides joint services to Tam Valley, Shoreline Valley, and Tennessee Valley Road, on the way to Stinson Beach. They have 7500 constituents that are served, and the fee is \$141 annually, per parcel tax. They also have a Recreation Center.
- e) **Next meeting**-scheduled for August 20<sup>th</sup>, 7:00 p.m..