

Town of Fairfax

Minutes of
Fairfax Parks and Recreation Commission
Monday, March 11, 2013
7:00 p.m.
Youth Center
16 Park Road
Fairfax

PARC Commissioners in attendance: Elon Rosenfeld, Sisi Parry-Hansen, Monty Stephens; Excused: Richard Pedemonte, Vicki Burns, Sam Parry. Staff in attendance: Garrett Toy, Town Manager, Maria Baird, Community Resources Coordinator; Anne Mannes, FOCAS Coordinator. Others in attendance: Merrell Maschino, Melanie Peratis, Jen Jones, Christian Douglas, Sustainable Fairfax; Tatiana Macias-Jung, David Smadbeck, Chamber of Commerce

The meeting was called to order at 7:00 p.m. The February minutes were approved.

1. New Business

- 1. Election/Rotation of chair** – This item will be carried over to the April meeting. Elon stated Richard is interested in serving as the new Chair, but was unable to attend tonight’s meeting. Elon suggested a co-chair also be elected, to serve in the chair’s absence.
- 2. Goals & Objectives of PARC**- This item will also be postponed until the next meeting, so that more members may participate. PARC members should bring 2-3 goals & objectives to the next PARC meeting for discussion.
- 3. Easter Egg Hunt**- David Smadbeck will serve as announcer for the event. He indicated the “Hop the Shops” contest will not take place this year, due to Various & Sundries closing their business. Stephanie Morris of Various & Sundries was the key organizer of that event. Maria stated she has been approached by an eco friendly egg company that produces bio-degradable Easter eggs made of a compostable resin. She has requested a sample from the firm, which is located in Minnesota. David Smadbeck urged the eggs be tested in the sun first, to ensure they do not melt. He has had this experience with compostable flatware that is used at the Marin County Fair for the Rotary Club’s ice cream booth. David added that Bob Kopelan has been hired by the Chamber of Commerce as its new Executive Director. Bob has a technical background, and will focus on reaching out to businesses electronically.

4. **Demonstration Garden at the Women's Club-** Presentation by Sustainable Fairfax- Merrell Maschino of Sustainable Fairfax and the Fairfax Volunteers began the presentation on a demonstration garden that Sustainable Fairfax would like to implement at the Women's Club. Merrell distributed a work plan that has been prepared outlining the project (attached). Merrell introduced Christian Douglas, a professor of Permaculture who lives in Fairfax and also serves on Sustainable Fairfax. He presented architectural plans he has prepared on the garden. The goal is to make the garden more attractive using native, drought tolerant plants. The project would include signage for identification and internships to maintain the garden. Planting would be done in the fall of 2013. They would also like to have local woodworker Dean Nyberg build a couple of memorial benches that could be placed on the deck, with the option to be removed if necessary, but chained down the majority of the time. Currently the group is gathering resources, soliciting sponsors (Supervisor Katie Rice has already donated to the program). The group is not seeking any funds from the Town to perform this project. Implementation would occur in November 2013. Sustainable Fairfax would work with the Town staff to not interfere with any events at the Women's Club, and any building rentals would take precedence over the garden work. The plans are a conceptual design. There would be a website devoted to this project.

ACTION ITEM: PARC voted to support this project, pending Town approval.

Maria indicated she had spoken with Rudy Contratti, Public Works groundskeeper, and he has no objections to the project. Garrett Toy suggested taking the project next to the Building & Planning Department for approval. The final project would need to go before the Town Council, since it pertains to Town owned property. Monty asked if the group has prepared an annual operating budget for the project; response was no. Monty suggested they do so. The other areas of consideration to consider are: vandalism, safety, and maintenance.

Old Business

1. **Artists-in-Residence-** Maria announced that she has prepared a Scope of Work for the Artists-in-Residence Request for Proposals (RFP) that will be released this Spring. She has prepared a schedule as follows: Advertise RFP – April 1-May 1; Interview candidates – May 7-8; Select candidate and refer to PARC for approval- May 13; Contract prepared – week of May 20th; Agreement to Council for approval – June 5th. Maria will advertise the RFP in the Marin Arts Council newsletter. Sisi also has an outreach list she would like to distribute the announcement to as well. The interview panel will consist of Anne, Camille & Maria.

Committee Reports

1. **Pavilion Renovation project-** Garrett spoke on the long term plan of Pavilion upgrades. At this point, there is \$124,000 left to spend in grant funding. The scope of the grant has changed from the original framework. The revised project must be selected by the end of June, and work completed by March 2015. Garrett would like to take the recommendations to the Town Council in April for approval. The per capita grant has \$105,000 remaining for capital improvements. The Roberti Z grant has \$20,000 remaining funds to be spent on recreational components. Garrett indicated that the Town may use up to 25% of the grant funds for administrative costs. Bids for the Little League restrooms are due on March 14th. To date, \$15,000 has been committed from Supervisor Rice's Office. Staff estimates a total of \$30,000 is needed to complete the project.

Once you account for administrative costs and the restrooms, there is approximately \$64,000 left to spend on Pavilion upgrades. Out of the \$20,000 block grant, there is \$15,000 that could be spent on the Women's Club. Garrett suggested perhaps the stage dais could be done away with. Then, a back drop curtain could be added for the Council meetings. This way, the stage could be used for other events, such as play productions, etc. The only issue to consider is whether a lift would need to be installed to keep up with ADA compliance issues if the stage is renovated.

On the Pavilion upgrades, the seismic upgrades are separate. Garrett asked PARC Commissioners to rank in the order of importance Pavilion upgrades. The results were as follows: 1) Floor re-finishing (estimated budget \$20,000) it was also suggested to look at a way to protect the floor during basketball games. 2) Kitchen – upgrade to catering kitchen, i.e., improve electrical, plumbing, add prep island. 3) Paint interior of the building. 4) Heater – upgrade/improve. 5) Restrooms – renovate, add hot water heater, ADA approved stall (could cost up to \$20,000)

Once the improvements are made, PARC members suggested the Town could re-examine the rental fees. Some other areas where PARC would like to see improvements made include paving the Pavilion parking lot and obtaining better chairs for the Pavilion.

Next Meeting: set for Monday, April 15th since some members are not able to meet the week of Spring Break. The meeting adjourned at 9:00 p.m.