



**MILLBRAE PARKS AND
RECREATION COMMISSION SPECIAL
MEETING MINUTES
January 17, 2023
7:00 PM**

1. **CALL TO ORDER MILLBRAE PARKS AND RECREATION COMMISSION**
2. **ROLL CALL**- 7:01 pm, Chair Douglas, Vice Chair Keefer, and Commissioner Turner; Parks Supervisor Gianoli and Recreation Director Moran
3. **PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**
4. **APPROVAL OF MINUTES**
Special Meeting Minutes of December 6, 2022 motion by Vice Chair Keefer, seconded by Commissioner Turner with one adjustment (“add <https://www.ci.millbrae.ca.us/government/contact-us/contact-public-works> to previous minutes as a place people can report things to Public Works”). – approved 3-0
5. **PUBLIC COMMUNICATION**
Ron Raquel- Says he has discussed this topic numerous times. The topic is the intersection of Millbrae Avenue and Magnolia, the north and south direction. He says previous City Engineer, Andy, did make a slight adjustment in the crossing in the north and southern directions on Magnolia and Millbrae Avenue. It gives you approximately a two second head start. But people still race to make a left turn. Ron is hopeful that someone from the city will get back to him on this.
6. **EXISTING BUSINESS**
 - a) Raise sidewalk at the Recreation Center
 - Recreation Director Moran reports that a community member gave a presentation on this at the last meeting. The new Public Works Director is now working on this as an engineering project. She also mentions that there will be a new way to report issues to Public Works through "See Click Fix". We can give a larger presentation on this in an upcoming meeting.
 - b) Remote vs. In-Person Meetings- ACTION Note: All meetings must be in-person beginning March, 2023.
 - Commissioner Turner makes a motion to remain virtual until it is required to return in March, Chair Douglas seconds-approved 3-0
7. **NEW BUSINESS**
 - a) Introductions with new City Council Liasion Angelina Cahalan
 - Councilmember Cahalan introduced herself to the Commission and they introduced themselves to her, noting some of the things they have been part of with Millbrae Parks and Recreation Commission.
 - b) Honor Commissioner Quigg for years of service on Parks and Recreation Commission
 - Commissioners took turns thanking Dan Quigg for his time spent on the Parks and Recreation Commission. Director Moran also thanked him as a staff member.
 - c) Choose Color for the Recreation Center Preschool Playground
 - Commissioner Turner did not like option 1. Chair Douglas and Vice Chair Keefer both liked option 2, which was the playground who’s colors matched the new Central Park Playground.

8. **STAFF ANNOUNCEMENTS**

a) Recreation

- Recreation Director Moran reports that we put in an application for an award in facility design through the California Parks and Recreation Society.
- Director Moran also reports that Millbrae applied for a \$35,000 grant through the County to go toward the Millbrae Recreation Summer Camp.
- Recreation Director Moran reports that the City will be working on badges for Commissioners.
- March 1, 2023, all Millbrae Recreation summer camps will be open for registration.
- The Tennis courts will be resurfaced soon, and one court will have pickleball lined.
 - Commissioner Keefer says it is a possibility we will have noise complaints on pickleball and suggests reaching out to the neighborhood before we start the program.
- Bayside Manor and Marina Vista will be a big project coming up and we will be getting feedback from the Parks and Recreation Commission.
 - Commissioner Keefer says there is a memorial area for a young person who passed away close to Bayside Manor and we should keep it in mind when planning this park.

b) Parks Update

- Parks Supervisor Gianoli reports that they were very busy with the storms and had a total of 10 trees fall. The Spur Trail was closed for safety reasons during this time. Parks did a large clean up around the Scout House, since it will be utilized this summer for summer camps. And on Martin Luther King Jr. Day, there was a nice ceremonial tree planting and day of service at the Community Garden.

9. **SUBCOMMITTEE REPORTS**

a) Recreation Center (Quigg/Douglas)

- None

b) BPAC (Keefer/Turner)

- Recreation Director Moran reports that we are looking into options for BPAC, but for the time being it will remain a subcommittee of the Parks and Recreation Commission.

c) Mills Estate Development (Turner/Keefer)

- None

d) Funding Opportunity Subcommittee (Douglas/Turner)

- None

10. **CORRESPONDENCE**

a) None

11. **COMMISSIONER REPORTS**

a) Commissioner Turner-

- Commissioner Turner reports that the Mills Complex is about to reopen, and she has concerns about flying balls. She asks that staff keep track of any complaints we get on that.
- She also says she appreciates Ron for continuing to come to meetings as a member of the public to talk about Millbrae Ave. and Magnolia.
- Commissioner Turner thinks once BPAC is it's own stand alone committee, it will be a champion for needed change.
- She also suggests the City step up their ordinance of oversized vehicles such as RVS.
- She asks about the tree ordinance, and Parks Supervisor Gianoli said it may be coming back to Parks and Recreation Commission through the Community Development department. He also said work on trees is still happening, even without the ordinance in place.

- b) Vice Chair Keefer-
 - Reports that the 75th anniversary date was a great time!
 - He commends the Parks Department for acting quickly when things are reported to them and for being proactive even before reports.
- c) Chair Douglas-
 - Reiterated that the 75th anniversary was a great event and flowed very well.

12. CITY COUNCIL UPDATE

- a) Councilman Cahalan-
 - Reports that she liked that the 75th Anniversary event was all in the Recreation Center so we could show off the building to the community.
 - She participated in the tree planting on Martin Luther King Jr. Day and the group of people that were there were great at participating.
 - She also says to mark your calendar for the Lunar New Year event on January 29.

13. ADJOURNMENT- 8:51

