

# Parks and Recreation Commission



## REGULAR MEETING MINUTES

**Date:** 10/22/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center, Elm Room  
700 Alma St., Menlo Park, CA 94025

### A. Call To Order

Chair Lee called the meeting to order at 6:36 p.m.

### B. Roll Call

**Present:** Chunyu, Dawkins, Lee, Patel, Van Buren  
**Absent:** Grass, Sherman  
**Staff:** Library and Community Services (LCS) Assistant Director Nick Szegda,  
Management Analyst Ashley Dixon

### C. Public Comment

- Eric Wilmurt spoke in support of better parking, more restrooms, adding bus parking and implementing running trail improvements at Bedwell Bayfront Park.

### D. Study Session

#### D1. Draft aquatic user survey 2025 (PRC-2025-029)

Assitant Director Szegda introduced the item.

The Commission discussed ways to encourage input from Belle Haven Pool users.

### E. Regular Business

#### E1. Approve the September 24, 2025, meeting minutes (Attachment)

**ACTION:** Motion and second (Van Buren/ Dawkins), to approve the minutes from the September 24, 2025 meeting, passed 5-0-2 (Grass and Sherman absent).

#### E2. Recommend updates to the recreation facility use guidelines (Staff Report PRC-2025-030)

Assitant Director Szegda introduced the item.

The Commission discussed their support for including bullying prevention language and for National Bullying Prevention Month and UNITY Day.

**ACTION:** Motion and second (Dawkins/ Chunyu), to recommend updates to the recreation facility use guidelines, passed 5-0-2 (Grass and Sherman absent).

**F. Informational Items**

F1. Library and Community Services department updates and recent activities  
(Staff Report PRC-2025-031)

Assistant Director Szegda gave a presentation (Attached).

The Commission discussed including data visualizations in the presentation.

F2. Receive the Parks and Recreation Commission work plan 2025-26 as revised and approved by City Council Sept. 30 (Staff Report PRC-2025-032)

Assistant Director Szegda introduced the item.

The Commission received clarification on the City Council decision making processes.

F3. Summary report on projects completed in furtherance of the goals in the Parks and Recreation Facilities Master Plan (Staff Report PRC-2025-033)

Assistant Director Szegda introduced the item.

F4. Tentative agenda calendar (Attachment)

The Commission made the following updates to the tentative agenda calendar:

- Add Invite City's project manager for Bedwell Bayfront Park back for park improvement update to November 2025
- Add Invite City Council Liaison to meeting to December 2025
- Add Sustainability solar panel presentation to December 2025
- Add Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project to January 2026
- Add Realize Flood Park project update (San Mateo County Parks) to January 2026
- Add Masterplan review – goal setting Flood Park update to January 2026
- Add Invite City Council Liaison to meeting to February 2026
- Add Community gardens study session to February 2026
- Add Invite park ranger to meeting (first 90 day recap) to February 2026
- Add Off-leash dog enforcement via ranger services (date TBD)

**G. Commissioner reports**

G1. Individual Commissioner reports

**H. Adjournment**

Chair Lee adjourned the meeting at 7:47 p.m.

Management Analyst Ashley Dixon



# Department Updates

Parks and Recreation Commission October 22, 2025



# Community fun run

- 6K route set pending final PD & PW approval
- Sponsorships
- Late April 2026 date (April 25 tentative)





# Youth Group happenings

- Youth Advisory Committee (YAC) first meeting
  - Presentation and feedback to the Complete Streets Commission
- Club 678
  - New afterschool youth club at BHCC
  - Weekdays for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> graders



# Recent Events



- National Bullying Prevention Month activities
  - Child care lesson plans
  - Kindness action cards and anti-bullying wristbands
  - Social media for CommUNITY day #MPCommUNITY2025
- Costumes for Kindness donation drive
  - 160 donations for Belle Haven School students



# Halloweek activities

- Halloween Parade and Carnival Saturday Oct. 25
  - People parade at 11 a.m. on Santa Cruz Ave
  - Carnival at Fremont Park
  - Planning for inclement weather
- Pumpkin Splash Sunday Oct. 26
  - Belle Haven Pool 11 – noon
  - Burgess Pool 1 – 3 p.m.
- Trunk or Treat Tuesday Oct. 28
  - BHCC 4:30 – 6 p.m.



# Of current interest



- BBP Ranger services
  - SJCC tentative start Nov. 20
- Spot surveys for tennis and pickleball
  - Nealon and Kelly Park courts
  - Results to PRC on Nov. 19
- Citywide cost of services study
  - Last study in 2017
  - Include comprehensive fee and service charge study

