

Parks and Recreation Commission



REGULAR MEETING MINUTES

Date: 11/19/2025
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 6:33 p.m.

B. Roll Call

Present: Grass, Dawkins, Lee, Patel, Sherman, Van Buren
Absent: Chunyu
Staff: Library and Community Services (LCS) Supervisor Tricia Mullan,
Management Analyst Ashley Dixon

C. Regular Business

C1. Approve the October 22, 2025, meeting minutes (Attachment)

ACTION: Motion and second (Dawkins/ Sherman), to approve the minutes from the October 22, 2025 meeting, passed 6-0-1 (Chunyu absent).

C2. Prepare a draft for the 2026 Parks and Recreation Commission meeting calendar (Staff Report PRC-2025-034)

Supervisor Mullan introduced the item.

ACTION: Motion and second (Grass/ Sherman), to approve the proposed draft Parks and Recreation Commission meeting calendar, passed 6-0-1 (Chunyu absent).

D. Informational Items

D1. Update on National Park and Recreation Society Commission for Accreditation of Park and Recreation Agencies (CAPRA) (Staff Report PRC-2025-035)

Supervisor Mullan introduced the item.

The Commission discussed their support for CAPRA accreditation.

D2. Update on the Community Fun Run (Staff Report PRC-2025-036)

Supervisor Mullan introduced the item.

The Commission discussed updating the website to include a different photo with a flatter trail,

removing “free” as the cost of the event, gaining sponsorships and a map of the updated run route.

D3. Library and Community Services department updates and recent activities
(Staff Report PRC-2025-037)

Management Analyst Dixon introduced the item.

The Commission discussed the pickleball survey update and ways to expand reach, alternatives methods of gathering data and expressed support for new courses that will be offered in the winter.

D4. Tentative agenda calendar (Attachment)

The Commission discussed agenda review meetings with staff.

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

- Add pickleball presentation – Updates not Capital Improvement Project (CIP) related to February

E. Commissioner reports

E1. Individual Commissioner reports

Commissioner Van Buren reported out on the need for swimsuit spinner replacement or repair at the pools.

Commissioner Sherman reported out on off-leash dog enforcement and reservable dog runs at parks.

F. Adjournment

Chair Lee adjourned the meeting at 7:21 p.m.

Management Analyst Ashley Dixon