

## PARK & RECREATION COMMISSION MEETING MINUTES

Wed., March 7, 2012

6:30 PM

Holbrook – Palmer Park

150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm.

1. **Roll Call**
- |                  |                   |
|------------------|-------------------|
| <b>PRESENT –</b> | Shirley Carlson   |
|                  | Diane Crittenden  |
|                  | Marylue Timpson   |
|                  | Robert Oyster     |
| <b>ABSENT -</b>  | Elizabeth Hammack |
|                  | Dick Moore        |
|                  | David Wright      |

Mike Kashiwagi and Jennifer Frew were also present from the Town.

2. **Public Comments:** Denise Kupperman – Updated the Commission from the ALBSC (Atherton Library Building Steering Committee). 3 out of the 4 meetings for envisioning a new library are complete. Information about the types of spaces and options were discussed and their last meeting will be held in the Pavilion on March 22 – 7 pm. The Environmental Impact Report (EIR) is underway by the Planning Commission and a draft is expected out by March 22 with a 45-day comment period.
3. **Approval of October 2011 Meeting Minutes:**
- AYES: 4 NOES: 0
- NOTE:** No meetings held: November 2011; December 2011; January 2012; February 2012.
4. **Commission Business** – Light fixtures have been replaced in the Parking lot at the Park. Staff is working with PG & E for an audit to go over meter and lighting issues.
5. **Foundation Report** - A letter will be send to staff and Council identifying needs and space issues should the Main House be removed to build the new library. The Foundation is also looking at furthering committees in April/May. They are reaching out to Little League, Lacrosse, and Tennis members in order to find new Board Members. The Beautification Day in the Park will **not** occur this year.
6. **Dames Report - The** Valentines Dance held last month by the Dames had approximately 100 in attendance and was very well received. There was a DJ, a photo booth, raffles, dessert bar and teens from Redwood City conducted a ballroom dance show.  
The next Dames meeting will be Friday, March 9 at the Folger Estate.  
The Easter Egg Hunt is set for Saturday, April 7 – 10 am – noon.
7. **Staff Report** – Kashiwagi.(see handout below)

## Public Works efforts in the Park

### February 2012:

- Reopened the Jennings Pavilion to some events, including a Valentines dance for the Atherton Dames and a dinner for the Council of Cities. These events required work on the lighting, landscaping and general clean-up of the building and grounds.
- Power wash patio areas.
- Headed back all roses in the park (under the tutelage of Marion Oster).
- Prep ballpark for little league season.
- Extensive work on extension of two wire irrigation system.
- Resolved "old well" problem that was causing problems in playground restrooms.
- Aerated all park turf.
- Weed control.
- Tennis court clean-ups (weekly).
- Changed tennis court locks for New Year.
- General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/recharged ), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs,.
- Work on irrigation system upgrades, programming and repairs.

### March 2012 emphasis:

- Monitor little league use.
- Bring automatic irrigation system back on line.
- Invertebrate pest control – rats and gophers in buildings and turf.
- Repair damaged exit gate.
- Keep weeds in check with IPM techniques (chips, spraying and manual removal).
- Fertilize areas as needed.
- Clean up and restart fountain.
- General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers, playground inspections, elevator inspections, building inspections, open/close buildings, meeting room set-ups/tear downs,.
- Pruning along exercise path as needed.
- Bid out repainting of Carriage House.
- Prepare bid package for parking lot light upgrades.

8. Regular Agenda – Park & Recreation Commission 2012 – Leading, Visioning, Stewardship – Carlson (see handout below)

# TOWN OF ATHERTON

## Parks and Recreation Commission Leadership Initiatives

### Purpose

- Create compelling story regarding the role and importance of the Atherton Parks and Recreation Commission to identify, initiate, and develop policy recommendations to the Atherton City Council regarding short and long term issues and needs for Holbrook Palmer Park
- Create energy, support and buy-in that the future success and sustainability of the Park along with the preservation of park assets/amenities will require the creation of a focused, strategic and tactical work program driven by the guidance and leadership of the Park and Recreation Commission

### So What's the Problem and Why is This Important

The realities of a shrinking Town budget, significant staffing and program changes, and proposed construction of a new library in the Park creates an opportunity for the Parks and Recreation Commission to take a renewed leadership role in reaffirming or creating a blueprint and foundation to guide and define the operation, maintenance, and sustainability of Holbrook Palmer Park. Elements of this blueprint effort could include:

- Critical and thoughtful discussions regarding current park use and activities
- Impacts, implications, and opportunities resulting from construction of the new library
- Development of guiding principles to inform decision making with regards to
  - utilization of land/spaces
  - primary customers and activities the Park should serve
  - how to address the realities of declining Town budget/staff support
  - necessary requirements to insure quality, safety, and sustainability

Important outcomes and Park and Recreation Commission deliverables growing out of these discussions could include:

- City Council policy recommendations regarding park use and operations including community spaces constructed as part of the new library
- A comprehensive Park Master Plan including a Business Plan
- Initiatives/proposals to stabilize and sustain future budgets

### Looking Ahead /Park and Recreation Leadership Opportunities

Knox Pre-School – City Council recently granted a 1 year lease extension to the Knox Pre-School, extending their lease to August 30, 2013. Council also directed staff to meet with Knox representatives regarding their interest in developing a long term lease to continue operations at Holbrook Palmer.

- Is the current pre-school in the most convenient/appropriate location
- Should it be re-located to another location in the Park
- If re-located, what happens to the current space
- Opportunity to improve vehicular circulation in the Park?

- Opportunity to improve utilization of existing parking?
- Should the Commission weigh-in/be involved in developing business negotiation points

New Library – The new library will be a facility paid for and owned by the Town of Atherton. In addition to library spaces, the new building may also include meeting rooms and spaces for general public use.

- Should the Commission develop policies for City Council consideration regarding the programming, use, and rental of these spaces
- There are existing uses in the Main House which must be either facilitated in the new library building or re-located to another facility in the Park. Are there other feasible/desirable park locations
- What role should the Commission play in the Library programming, sizing, architectural review, and site improvements

Public Works Corporation Yard – Public Works operations and maintenance work is now being performed by a private contract maintenance company.

- How does this impact the size, location, and function of the existing park corporation yard

Events in the Park – City Council recently suspended the rental of park facilities for weddings, social events, corporate events, etc. Even with the removal of the Main House and construction of the new library building, the Pavilion, open turf areas, and Carriage House are still desirable locations for private events.

- Should the Town, at some point in time resume renting facilities/spaces for private events
- If yes, under what conditions/restrictions
- What role does the Commission take in developing policies and priorities for Council consideration
- If the Council decides to resume rentals, what's the business model to insure it's a revenue generating business vs. a General Fund liability
- Should the Town review current fees and fee structure? Should the Town establish separate fees for non-Atherton residents?

Carriage House – Currently used for classes, meetings, and storage.

- Are there opportunities to improve utilization of this historic building
- Given the current age and condition, what are the limitations for use
- What improvements/renovations are necessary to increase utilization and revenue generating potential

Proposed Improvements by Little League – The Little League is interested in upgrading the current facilities by constructing permanent bleachers, fences, and lighted scoreboard.

- What is the status of this project
- If this project moves forward, is there an opportunity to improve vehicular circulation and pedestrian safety of the existing parking lot by identifying and requiring improvements by the Little League and new library construction

## Next Steps

- Determine if the Commission agrees these are important issues that require their immediate attention
- The Commission Chair and one Commissioner work with staff to develop a Park Master plan outline and approach and bring back to April Park and Recreation Commission Meeting for review, discussion, and potential action

Marylue Timpson and Shirley Carlson agreed to meet with Mike Kashiwagi to start on the above outline and will report back to the members at the April meeting.

Shirley Carlson reminded the members of their duties and responsibilities - "Stewards of the Park", where roles include: Advisory to Council which includes a leadership role and policy changes, Park budget knowledge, develop and maintain the Park Master Plan, assist in planning recreation programs, stimulate public interest and how areas may be used in the future. (Just to name a few).

In May, 3 openings will occur on the Park & Rec Commission.

Reminder –

**The April 4 Park & Rec meeting will start at 5 pm to conduct the grounds walk-thru.** Check off –list will be sent to members prior to the next meeting in hope that most get a chance to go thru the Park & make notes of issues or changes needed.

## 9. Adjournment:

The meeting was adjourned at 7:20 P.M.

S. Carlson

AYES: 4

NOES: 0

Respectfully submitted,

Jennifer J. Frew