

**PARK & RECREATION COMMISSION MEETING MINUTES**

Wed., December 4, 2013

Meeting 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>	Marylue Timpson	Chair
	Bob Roeser	Vice Chair
	Tina Isenberg	
	Howard Crittenden	
	Bob Oyster	
	Naomi Ramsden	
<b>EXCUSED ABSENT-</b>	Frank Merrill	
<b>STAFF-</b>	Steve Tyler	Park Superintendent
  
2. **Public Comments:** None.
  
3. **Approval of Nov. Meeting Minutes:**  

<b>Motion</b> Approve as written.	Motion: Roeser 2nd: Ramsden	AYES: 6 NOES: 0
		<b>Passed</b>
  
4. **Commission Business:**
  - Park Master Plan update: Presentation of park survey findings by BFS Architects (Mike Bellinger and Joy Long). Questions and answers.
  - Donation policy: Park foundation had feedback regarding the long term maintenance of donated items, but no Foundation rep was available so report of Foundation findings will be presented at next meeting.
  - Event Garden: Architects Freeman & Jewell beginning plans for project.
  - Enhanced maintenance items: Park enhancements approved by council at November meeting. Budget amendment scheduled for Council approval in December with some of the enhancements to begin 1-1-2014.
  - Tennis Key policy – discussion of November 20, 2013 Council meeting where discussion took place of major changes to the key policy. Commission voted unanimously to have Bob Roeser address Council at December 18, 2013 meeting with concerns about removing fee for keys completely.
  
5. **Foundation Report :** Frank Merrill
  - Not in attendance
  
6. **Dames Report:** Tina Isenberg
  - Dames have recognized 9 new members since Mays general meeting.

- The steering committee has set up a strategy committee to investigate the structure of the Dames: to better define the Dames mission statement and goals, and look into a potential name change.
- The Dames are taking nominations for next year's slate of officers.
- At the November 14, 2013 general meeting, the membership voted to approve a planning budget for the Carriage House capitol campaign and for a event planner for the 2014-15 fundraiser event of up to \$25,000.

The draft minutes of the meeting noted that Mayor Lewis expressed concern about having two fundraising campaigns run simultaneously (Town Center and Carriage House).

- The Dames have created a survey with respect to the Carriage House remodel and would welcome input and help from the Park & Rec. commission.
- Events – wreath making Dec. 5 and the home of Denise Kupperman: the annual Holiday Tea on Dec. 8 at the Pavilion (sold out).

**7. Staff Reports – Steve Tyler**

- Events – Provided commission with revenues/expense for last month's events as well as planned events for December.
- Park goings on
- Update on enhanced maintenance items approved by City Council and discussion on how best to approach duty statement for additional "master gardener" duties.

**8. Regular Agenda –**

No items slated for this meeting

**9. Future agenda items –**

Move January meeting date from January 1 to January 8, 2014.

**10. Motion for Adjournment- 8:00 PM –**

Motion: Timpson 2nd: Oyster AYES: 6 NOES: 0

**Passed**

**The next regular meeting is scheduled for Wednesday, January 8, 2014.**  
**Regular meeting begins at 6:30 PM at Holbrook-Palmer Park Jennings Pavilion.**

Respectfully Submitted –

Steven Tyler