



**Town of Atherton
PARK AND RECREATION COMMISSION**

Minutes

January 4, 2017

Regular Meeting

6:30 pm

Holbrook-Palmer Park Main House

150 Watkins Ave

The meeting was called to order by Chairman Bob Roeser at 6:30 p.m.

1. ROLL CALL

Committee Members: Bob Roeser, John Davey, Perry Narancic, Denise Kupperman, Marilee Gardner.

Absent: William Hoy (excused), Marylue Timpson

Staff: Steve Tyler

2. PUBLIC COMMENTS – None

3. APPROVAL OF MINUTES – December 7, 2016

Motion: Davey Second: Gardner

PASSED 5-0

4. PRESENTATIONS - MCE (Dean McDonald and Ed Murdock)

See attached description of presentation at end of minutes. MCE provided a list of park projects for consideration of staff/budgetary funding inclusion.

5. REGULAR AGENDA

5a. Park Circulation Update – Verde Design – Derek McKee

Reviewed conceptual plans for areas to be addressed in the design of the bid documents. The current concept is robust, and it is suggested that the plan be developed in either a phased or piece meal type way so that money can be spent to complete sections of the plan knowing it may not be possible to complete it all at once given the current budget. Discussion. The committee would like to move forward with the next set of documents in a joint meeting with the Atherton City Council as soon as the February 1 study session. Committee very happy with the presentation by Verde.

5b. Park projects – matrix

The committee moved through the list of projects brought to them throughout the fiscal year by the park stakeholders. The only project in the matrix suggested be brought forward as a mid-year budget adjustment is the addition of a pathway between the Carriage House and the N. Meadow (consistent with the park masterplan) due to safety reasons. Nine (9) other projects will be moved to the February meeting where they will be vetted by priority for the 2017-18 budget process with the Atherton City Council.

6. COMMITTEE AND STAFF MEMBER REPORTS

6a. Foundation report – None

6b. Friends of the Park report –Gardner

Friends are looking for a venue for the annual “New Resident” meeting.

6c. Staff reports –

Steve Tyler reports on staff goings on, budget and special events. No questions.

6d. Park events - Steve Tyler reports on events revenue/expenses for December 2016 and upcoming December events as well as tennis totals. No questions

7. PUBLIC COMMENT – None

8. SET/CONFIRM NEXT MEETING DATE

**Next meeting date: February 1, 2017
Holbrook Palmer Park Main House
150 Watkins Ave, Atherton
6:30 PM – Regular meeting**

Agenda items – Possible meet with Atherton City Council.

9. ADJOURN

Motion: Davey

2nd: Narancic

Ayes 5 Noes 0

PASSED 5-0

The Meeting was adjourned at 9:04p.m.

Respectfully submitted,

Steve Tyler
Public Works Superintendent

Town of Atherton/MCE Corporation

JANUARY 4, 2017

PARK & RECREATION COMMISSION MEETING

Through 2106, MCE has had an amazing stretch of successful day to day park maintenance, additional enhancements and improvements. Staff has done a very good job of paying attention to the details of the park and although there have been a few "hiccups" along the way, I think we can all look forward to a very successful year in 2017.

Please find below a synopsis of 2016, current park maintenance status and our direction for 2017. We thank you for providing the opportunity to meet with you tonight. MCE believes that strong lines of communication are vital to the success of every relationship.

Happy New Year!



Lowell D. McDonald
V.P. Maintenance
MCE Corporation

2016; The Year in Review

Last year saw some changes at the park in terms maintenance and new projects. To recap day to day maintenance items, we continue to perform;

- Litter/Trash removal
- Daily removal of trees debris
- Inspect and maintain Restroom
- Inspect and maintain tennis courts (blow 2x/week or as required)
- Inspect and maintain Main House elevator
- Weed control throughout park
- Removal of private encroachment and declining/old plant material
- Perform seasonal fertilizations for turf and bedding plants
- Inspect, program and maintain all irrigation features
- Inspect and maintain the irrigation well and filtration system
- Monitor potable water usage daily
- Hand water all non-irrigated plant material as required
- Maintain facilities and features therein (HVAC, plumbing etc.)

2016 Completed "special" projects;

- Mulch for bedding on south side of park
- Mulch for bedding on west side of park
- Mulch for open space on east side of park
- Mulch for bedding on north side of park
- Mulch and header replacement at open space near playground
- Mulch for fountain planter area
- New plantings and mulch at Main House
- New plantings and mulch at Water Tower
- New plantings and header boards at Jennings Pavilion
- Electric Car Charging Station
- North side Parking Lot Project
- North Meadows Project
- Mulch for open space near Jennings Pavilion
- Tree I.D. plate project
- Replant north side of
- New plantings, mulch and irrigation for park entrance area
- Palm tree area turf renovation
- Water fountain turf renovation
- *Arboretum plaque/inter BRD*
- Main house turf renovation
- New plantings, mulch for bedding at bowling green
- Sports area turf renovation
- New plantings and mulch near Merrill Carriage House
- New plantings and mulch for Knox pre-school bedding areas

2016 Completed "special" projects cont:

- Pavilion south sports turf area renovation
- Holbrook-Palmer Park surface drainage
- Par Course station rejuvenation/Installation

The completion of these projects has made a significant difference in not only the appearance of the park at large, but has enhanced the user experience as well. These types of projects could not have been completed without the help of Town staff (Thanks Steve!) or without the patience of the residents that use the park. Thanks to all for your support!

Projects being planned for 2017:

- Install "point of connection" metal cage to protect backflow device at Little League building
- Stair replacement at Main House
- Refurbish driveway between Main House and fountain turf area
- Install to additional electric vehicle charging stations
- Replace/repair ceiling in Art Center of Main House
- Install bike racks between tennis courts and little league field area
- ***Large scale tree, shrub and turf replacement and/or renovation at the following locations;***
 - Park Fountain front turf area
 - Main House turf and bedding areas
 - North parking lot bedding area
 - Turf and bedding areas around children's play area
 - Open space near park restroom building
 - Bowling Green turf area
 - Area on south side of park near footbridge
 - South side of park near large Oak tree
 - Bedding at park tennis court storage shed
 - Elm tree grove/west side
 - North of picnic area and tot-lot
 - Pavilion turf area-south side
 - East side open space along fence line
 - Add more "interpretive" signs at various park locations

Additional Items to Improve Efficiency

- Replace the existing park utility vehicle
 - a. This vehicle is one of the most valuable tools used in the park. Not only does it provide the ability to assist staff with hauling and transportation but allows versatility in carrying tools, supplies, safety equipment etc. These UTV's can cost anywhere from 10-15K new. They can be purchased used in good condition for 5-8 depending on model and features.

- Replace the existing 2 wire irrigation controller
 - a. The current irrigation controller is getting close to 8 years old. As time goes by, technology tends to get stale when older hardware does not allow for the current software packages to be utilized. While it can still function, industry support is much less available.

- Recruit for and secure an individual with copious botanical knowledge to help with the Community Garden maintenance
 - a. The vision is to find an individual that is either retired or is interested in part-time work only. We think that this individual would put in 24 to 36 hours per month. Experience would dictate that this person may cost anywhere from \$15 to \$25 dollars/hour depending on skill level. This is an extremely difficult position to fill but not impossible. The benefit would be concentrated knowledge on one of the most visible and potentially volatile areas of the park. Someone willing to make this “their baby” and do it well would go a long way toward a successful relationship between the Town and other concerned entities.

In Closing

MCE as a company is doing well. Being a niche company, we pick and choose situations that are beneficial for not only the company, but our potential clients as well. While this philosophy can be perceived as a “slow growth” strategy by some in the industry, it is what we like to refer to as a “mutually beneficial” growth paradigm. Simply put, we believe that being concerned with your client’s success is just as important as being concerned with your own.

Since MCE and the Town of Atherton started their relationship, it has always moved forward. The current state of MCE’s status is a testament to the ability of the Public/Private partnership to be successful. Simply put, MCE could certainly maintain the areas we have without much involvement with the Town. Fortunately, the Town is side by side with us every day working with us toward a common goal, the enhancement of the user experience. It is our belief that what we provide together is stronger than anything we could do apart.

We would like to thank you for this opportunity to sit down with the Commission.

Dean McDonald-Admin/Project Management
 Ed Murdock-Professional Support/PCA/Arborist
 Bill Butler-Project Foreperson
 Javier Andrade-Project Leadperson
 Oscar Pacheco-Park Maintenance Supv.
 Andre’ Withrow-Maintenance Laborer
 Alyssa Kiely-Maintenance Laborer