



Town of Atherton
PARK AND RECREATION COMMISSION MINUTES
November 3rd, 2021
6:30 pm Zoom Meeting

Meeting started at 6:34 pm

1. ROLL CALL

Committee Members: Matt Baker (Chair) -Absent, Taylor Henkel, Alex Keh, Frank Merrill, Julianna Robertson (Vice-Chair), Walt Robinson, Marylue Timpson- Absent
Councilmember Liaisons: Rick DeGolia
Staff: Sally Bentz-Dalton

2. PUBLIC COMMENTS – none

3. APPROVAL OF MINUTES – August and October Minutes
Approved as amended 1st Alex Keh 2nd Walt Robinson 5-0

4. PRESENTATIONS –Susan Knox with Knox Playschool

Susan Knox discussed the current state of the Playschool.

Susan stated the below: There are two portable buildings. The older trailer is from 1978' and newer one was built by Susan in 2001. Each trailer is 36' x 60' and there are 4 classrooms. They are Licensed by State of California. It is a part time preschool program. They follow Menlo Park's school calendar of September through June with a summer camp. A change for covid is the schedule which s Monday through Friday 8:30 -2. There is no teacher crossover. There are typically 80 children but due to covid there are 60 – with 15 in each classroom. This is her 24th year and has been renting since 1998. Atherton residents get priority. There are 10 Atherton students. They closed in March of 2020 and opened in July with 12 per classroom. They have made modifications in classrooms and the yard. Masks are required and no parents are allowed inside. All staff are vaccinated. There was one covid case last year. It was one child and a mild case. They closed 1 classroom for 2 weeks.

Parking has been smooth because events are down. Flooring is the most challenging or most in need of repairs. Edges are raising up on linoleum. Backyard fencing and front and fencing needs re-doing. Managing the speed of driving is needed. The speed bumps are flat. Can the fire lane be painted red again? They are happy where they are, just the buildings are old.

Alex Keh mentioned that the circulation plan includes building some new speed bumps. Alex Keh asked how long do you think you will be running the preschool? Susan said their lease is due at end of year. She plans on renewing the lease, not forever and will look at a succession plan.

Julie Robertson asked does lease go year to year. Susan stated no, it depends. Her 2nd option up on August 31st, 2022. Susan said she owes it to staff and family for a succession plan.

Rick DeGolia asked are you thinking of leaving? Susan said not in the next few years. She is going to ask for a renewal.

Walt Robinson asked why do you need parking? Susan stated that parking is at 8:30 am drop off and 2 pm pick up. If there is an event in the Pavilion or big events and all parking spots are taken it is a problem. Kids are too small for drive up pick up.

Alex Keh's recommendation to Susan was to provide the list of top repairs or changes. Julie Robertson asked are all listed items come out of the park budget. Staff replied that it comes out of the park budget.

5. REGULAR AGENDA

5a. Approval of tree species and location for a memorial tree in the park

Betsy Colby would like to plant a memorial tree in the park on November 9th. It is a \$2,000 donation fee per donation process. Julie Robertson asked if there is a limit to donations. Staff said we can deny any if we don't need it. Staff added in 7 years there has been no donation request. These are my first two. Walt Robinson questioned if staff had gone over the size of the tree? Staff said Betsy is aware that it is a 15-gallon tree and location. She is fine with location and size. Alex Keh inquired about the total cost of the tree to plant and maintain for a few years. Staff said that the watering will be the most expensive cost. The tree and watering bag and stakes cost \$200. Walt Robinson asked about the watering bags. Staff said the bags are filled 1x a week for 2-3 years. Staff added a tree can be less than \$80. She added we want to make sure we are recovering all the cost. We take on the maintenance cost of the tree. \$2000 is not expensive. We don't offer larger than 15-gallon trees because MCE can't plant. The Committee can update the plan with 24" box tree. Walt Robinson asked if we replace every tree that comes out. Staff said yes. Alex Keh mentioned per plan there are no plaques for trees. Staff was confused and wasn't sure if she offered Betsy a plaque. Looking back, she didn't and there was no formal request. Alex Keh moved to approve the donation and Frank Merrill seconded it. 5-0

5b. Approval of a memorial bench in the park

John Wright, the donor, spoke about his donation and that it was for his parents. His parents moved to Atherton in 1964 and his mother was on the Tree Committee. He contacted staff to make the donation. He was open to another style bench.

Staff had a hard time finding wood benches. Julie Robertson asked why we can't get a wood bench. Staff stated she doesn't have time to contact a boy scout troop who had built the prior ones. Staff couldn't find a wood bench through vendors. Staff couldn't give John examples. John came up with the teak bench. Alex Keh asked if the Committee choose something for the circulation plan. Staff said no they didn't pick one.

Walt Robinson asked about Barco and Cassidy companies on the plan. Staff stated they are metal. Alex Keh asked John if he preferred wood or metal. John explained teak is good and should last. Staff said that most of the benches found are around \$1,000. Rick DeGolia asked how does the policy work. Staff stated we buy the bench and staff will confirm how the payment is made. Walt Robinson asked what John would like on the plaque. John stated the names and something simple. Julie Robertson thinks the teak looks good and is a good choice. Walk Robinson moved to approve the bench donation and Frank Merrill seconded it – 5-0.

5c. Review draft donation policy

Staff gave an introduction. Walt Robinson said it would be helpful to check in with Finance to see process and if the Foundation will be involved. Previously it appeared donations were made to the Foundation. Staff asked if Walt Robinson had a preference. Walt replied if it can be made through the Town that would seem to work. Rick DeGolia stated to make this as simple as we can. The donation amount should be more for a bench than \$2500 because the cost is more, and it can cover costs in park. So maybe set a higher amount. Walt Robinson suggested that the tree donation should be more. Julie Robertson asked to get clarification on how finances work. She suggested that in the future the Town should look at the bigger picture and how it is promoted if the committee wants to see that. Walt Robinson asked if the Committee would encourage or not and he would like to encourage it to help the park and that people have lived here can leave a memorial. Very few people most likely don't know the policy. It can be online. Julie Robertson agreed it would be good, but to consider many donated items could be an issue. Staff stated that we can always deny a donation. Alex Keh would like to know the cost of each item. Julie Robertson suggested the policy draft be finalized at a future meeting.

5d. Updates on the prioritized park projects and goals

Staff went over the goals.

- Carriage house bathroom remodel - bid documents ready by FY end – No update on Ad-Hoc Committee. The Town is looking to hire architects to design.
- Circulation plan - bid documents ready by FY end – No updates. We received the construction drawings.
- Updated pricing of rental venues by FY end – Holding off on pricing until discussion with Cassidy. Alex Keh will take this one on.

Staff asked about updating building signage to be added as a goal.

- Update building signage – Does the Committee want to add this as a goal.

Julie Robertson asked if it should be added and coordinated with entry and exit signage. She and Matt will take this on.

6. DISCUSSION ITEMS – None

7. COMMITTEE AND STAFF MEMBER COMMENTS

7a. Foundation report: Walt Robinson made the report and stated that the Foundation is interested in making sure the maintenance of the park plantings is being improved. The RFP for a new maintenance company was well received. There was a comment on the size of the 15-gallon tree. They contacted Catered Too and Cassidy and were impressed with enthusiasm and marketing. They discussed the tennis and thought the Town could support Michael Jessup. He is on the Foundation board and the Foundation directors heard a report from him. The Foundation directors hope to improve the membership and are preparing a brochure for solicitation.

7c. Park goings on reports and Q&A:

Staff opened item to the Committee for questions and discussion.

7c. Park Events Report: Staff opened item to the Committee for questions. Staff briefly discussed the report. The percentage should be around 35%. Walt Robinson asked what is Park Programs Dept.- 58? Staff explained that it is just park programs, not park maintenance. Staff went through report.

Alex Keh asked if the tennis courts will start to be done this year. Walt Robinson asked about the cost of the 2 courts. Staff said the two courts will be rehabbed. The initial quote was \$45,000 per court. Staff explained the process of the asphalt overlay.

7d. Individual Committee Member Comments:

Alex Keh asked when the trailers be moved out. Staff said at the end of this month.

Frank Merrill asked what is happening with the two large dumpsters? Staff stated that the Project Manager reached out to charities, and no one wanted any of the items inside.

8. SET/CONFIRM NEXT MEETING

December 1st, 2021, at 6:30 PM. Zoom

9. ADJOURN - Julie Robertson adjourned meeting at 7:57 pm with a motion by Frank Merrill and 2nd by Walt Robinson – 5-0.