



Town of Atherton
PARK AND RECREATION COMMISSION MINUTES
December 1st, 2021
6:30 pm Zoom Meeting

Meeting started at 6:31 pm

1. ROLL CALL

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

2. PUBLIC COMMENTS – none

3. APPROVAL OF MINUTES – November minutes
Approved as amended 1st Frank Merrill 2nd Alex Keh 6-0

4. PRESENTATIONS –Cassidy Robinson, Holbrook-Palmer Park Events Manager with Catered Too.

Cassidy gave the following comments:

Reservations have slowed down in Winter. People are pre-booking for Spring and Summer. It has been a smooth transition. Overall guests have been respectful. There has been high day use in Winter. Cassidy is happy the trailers have moved out of the park. MCE staff have been on top of any issues. Long term she would like to see more outdoor lights. It is very dark at night and difficult for guests to walk to cars and for clean up of events.

Matt Baker suggested that Cassidy send staff a map of locations for additional lights. Rick DeGolia asked how the exclusive contract is going. Cassidy said there hasn't been any concerns or complaints about the exclusive catering contract. Cassidy cleared up that the exclusive catering is for events of 50 people or more. Catered Too will allow cakes from outside purchase at events that have more than 50 people. Walt Robinson asked how much time Cassidy spends at the park. She stated that it started out as 2-3 days a week and now it is 4 days a week and as needed for events and tours. Her office is in the Main House. Walt Robinson asked Cassidy about how Catered Too is marketing the park for rentals. She said they are using wedding websites and would like to use social media. Alex Keh asked if the prices are competitive. Cassidy felt it is competitively priced. Alex Keh suggested to have a flat rate as the pricing is complicated.

5. REGULAR AGENDA

5a. 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. Matt Baker and Marylue Timpson will visit the site.
- Circulation plan - bid documents ready by FY end – No updates.
- Updated pricing of rental venues by FY end- Alex Keh will reach out to Cassidy in January and Taylor Henkel will help with this goal.
- Update building signage – Matt said there is no update. He will discuss with Julie Robertson.

6. **DISCUSSION ITEMS – None**

COMMITTEE AND STAFF MEMBER COMMENTS

7a. Foundation report: Walt Robinson made the report and stated that the Foundation hasn't had a meeting since the last Park & Rec meeting. Frank Merrill said he met with Marion Oster, and they found that the fountain will not be functional as a fountain. That the Foundation will replace locks in the bride's room to put historical items in. Staff said they will send images of the fountain for further review. Frank Merrill mentioned he sent historical documents to staff for disbursement.

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

Staff opened item to the Committee for questions and discussion. Committee was okay with Wada's Wonder over Yulan Magnolia.

7c. Park Events Report: Staff opened item to the Committee for questions. Staff will contact finance for updated report with Actual 2020-2021 and additional clarifications on fees.

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.

7. **SET/CONFIRM NEXT MEETING**

January 12th, 2022, at 6:30 PM. Zoom

A decision to meet in person will be month to month.

8. ADJOURN - Julie Robertson adjourned meeting at 7:38 pm with a motion by Frank Merrill and 2nd by Walt Robinson – 6-0.