



**Town of Atherton
PARK AND RECREATION COMMISSION**

**Minutes
October 5th, 2022
Facility Walk through 5 pm
Regular Meeting
Park & Rec
6:30 PM
Hybrid Meeting**

1. ROLL CALL

Meeting started at 6:33 pm

Committee Members: Noah Eisner, Alex Keh (Chair)- absent, Patricia Kubal, Frank Merrill, Julianna Robertson, Walt Robinson (Vice Chair)
Councilmember Liaisons: Rick DeGolia
Staff: Sally Bentz-Dalton

- 2. PUBLIC COMMENTS** – None
- 3. APPROVAL OF MINUTES** –Staff will provide minutes prior to the next meeting.
- 4. PRESENTATIONS** –

4a. Update and report by Cassidy Robinson with Catered Too on events in the park

Cassidy Robinson gave an update on Catered Too. She stated that things have been going well at the park and are starting to get a bit busier. Events picked up through September and October. She stated that there are 10 confirmed for facility rentals with catering for the remainder of the year and she anticipates quite a bit of last-minute bookings through the holiday season. She said they are trying to be more mindful of amplified music. Cassidy is working on building a preferred vendor list so getting in touch with some of the photographers and DJs and rentals and lighting and all of that, so she has kind of a narrowed down group of vendors that they have been working closely with, and she thinks that helpful for clients moving forward. The new fees have been a lot easier on her end and she thinks they're a lot easier for clients to read and understand Catering staff has been maintaining and cleaning, trying to keep updated inventory lists, doing deep cleaning of the facilities at least monthly and general reorganization, washing windows and cobwebs and kind of overall cleanliness of the buildings. The catering team does clean up after each event, but Cassidy has noticed that there's been some garbage and dirt left over especially in the main house in between events and that the Pavilion restrooms have been left unlocked a few times. That does lead to additional cleaning. Advertising has been going well. Catered Too is still on Tie the Knot and Wedding Wire and that's producing a lot of good leads. Walt Robinson asked about the use of the ovens. Cassidy replied that Catered Too frequently uses the ovens in either the Main House or the Pavilion. In the Carriage House they're dated so it is easier to bring in a mobile oven. She stated that the Pavilion oven had some issues with the way it ignites. Once it is lit it will stay lit. Cassidy stated that they did get the carpets cleaned in February and it looked better but still have stains. She stated the carpeting in the Pavilion is outdated and might deter potential clients just because it is dated. She stated that the men's sink in the Main House is really stained and then restrooms in the Carriage House had some plumbing issues in the past that MCE has helped with but could use some upgrades. She went on to say if clients are renting

the Carriage House to get the North Meadow, then people sometimes bring in portable restrooms. Walt Robinson asked if she could tell the Committee about the \$ 33,000 event. It was a fundraiser for a local non-profit, based in Redwood City. For almost 10 years they've been utilizing the North Meadow for their fundraiser and so a multi-day setup for the event that happened on last Friday. Then Cassidy was asked if we are looking at possibly redoing the rugs do you feel that the clients would prefer carpeting or hardwood. Cassidy said hardwood because it is easier to keep clean.

5. REGULAR AGENDA-

5a. Circulation project update by Project Manager Rick Navarro

Rick Navarro provided the past comments to the designer. He said he would schedule a meeting with Verde next week. He said they are still working out some of the issues that have to do with park being open during construction and how pedestrian and vehicle traffic will be handled. Walt Robinson asked about the bid schedule timeline. Rick said it would be at least 3 months if it goes to Council in November and is advertised for 3 weeks and awarded. Rick DeGolia reminded Rick that it will be important to figure out staging and flow prior to going to bid.

5b. Kevin Capehart with Brightview to discuss proposal for Event Garden

Staff went over the proposal from Kevin Capehart. Walt Robinson asked to have the proposal break out costs, plus add a drawing as well as size up plants from 1 gallon to 2–5-gallon pots. Patricia Kubal mentioned that the prices of the plants looked too high and to not plant plants in the interior of the garden to attract bees because it is an event space. Rick DeGolia asked where the drainage is located. Kevin had noted in the proposal that the trees had died due to poor drainage. Staff noted she will invite BrightView to the next meeting and have Brightview update the proposal and provide a plan.

5c. Continued review and updates of possibility of adding pickleball courts to Holbrook Palmer

Committee members Patricia, Noah and Julie are on the ad-hoc pickleball Committee. The ad-hoc Committee reported that they will present a recommendation to the Committee at the November meeting. Michael Jessup was present and stated that if a pickleball court is what everyone wants, and it benefits the community then it is worth a try. The ad-hoc committee will get together. Patricia Kubal mentioned to consider sound issues. Walt Robinson reminded that pickleball will need to mesh with Player Capitals classes.

5d. Discuss the issue of smoking in the park

Staff has received multiple complaints about people smoking in the park and leaving cigarette butts on the ground. Noah Eisner mentioned that in 2019 State Park banned smoking and that Palo Alto banned smoking in park since 2013. The Committee found the issue should be deferred. They directed staff to keep track of the complaints and the Committee can address in 6 months if it is still an issue.

5e. Updates on the prioritized park projects and goals and possibility of setting new goals

The Committee discussed that Brightview should come to a meeting at some point and break out the numbers so the Committee can evaluate the service.

6. **DISCUSSION ITEMS- None**

7. COMMITTEE AND STAFF MEMBER COMMENTS

7a. Foundation report: **Frank Merrill stated that the locks have been installed on the cabinets in the bride's room containing park mementos. He also talked about the new Park Foundation brochure located in the lobby of Town Center. The Foundation will consider installing a fountain once they see the 95% plans.**

7b. 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 will ask Finance to update the financial report with recent month.

7d. Individual Committee Member Comments:

8. SET/CONFIRM NEXT MEETING AND TOPICS

November 2nd, 2022, Zoom and in person

9. ADJOURN

Next meeting is scheduled for: November 2nd 6:30 PM Hybrid

Meeting ended at 7:44 pm with a motion by Robertson and 2nd by Robinson –5-0.