



**Town of Atherton
PARK AND RECREATION COMMISSION**

**Minutes
April 6, 2016
Regular Meeting
6:30 pm**

Holbrook-Palmer Park Jennings Pavilion
150 Watkins Ave

**Regular Meeting
Park walk through performed at 5:00**

The meeting was called to order by Chairman Bob Roeser at 6:33 p.m.

1. ROLL CALL

Committee Members: Bob Roeser, Denise Kupperman, Perry Narancic, Frank Merrill, Merilee Gardner.

Absent: William Hoy (excused), John Davey (excused)

Councilmember Liaisons: Rick DeGolia

Staff: Steve Tyler

2. PUBLIC COMMENTS – None

3. APPROVAL OF MINUTES – March 2, 2016

Motion: Merrill Second: Kupperman

PASSED 5-0

4. PRESENTATIONS -

None

5. REGULAR AGENDA

5a. Proposed new Park Art -

Ted and Betty Ullman from the Atherton Arts Foundation presented their plan to gift the Park some sculptures (lizards) from an exhibitor they had previewed in New Mexico. The sculptures, if accepted by the Town, would be placed only on the W face of the Water Tower. Discussion

Motion: to deny: Merrill Second: Kupperman

DENIED 5-0

5b. Tree plantings for Arbor Day -

Plant two (2) Deodora cedars near park entrance, a Valley Oak at the Gilmore House and a new Elm near the path to the tennis courts. Staff asked to develop a tree watering list (hand watering) to assure all trees were watered throughout the summer.

Motion: Gardner Second: Kupperman

PASSED 5-0

5c. Bikes in the Park –

Make recommendation to the Atherton City Council to change language to Town ordinance 12.24.085 to allow for an exception for bicycles to use the park path between the pedestrian walking bridge and the Felton Gables gate.

Motion: Kupperman Second: Merrill

PASSED 5-0

6. COMMITTEE AND STAFF MEMBER REPORTS

6a. Foundation report – Kupperman

- Event garden close to completion. Punch list development March 9, 2016. Issue with drainage currently under investigation and a drainage solution is being worked on.

6b. Friends of the Park report- Gardner

- Easter egg was March 26th. Terrific turnout. Car parking not an issue.

6c. Staff reports –

Steve Tyler reports on staff goings on, budget and special events.

6d. Park events - Steve Tyler reports on events revenue/expenses for March, 2016 and upcoming April events as well as tennis totals.

6e. Park projects – Turf rehabs, par course update.

7. PUBLIC COMMENT – None

8. SET/CONFIRM NEXT MEETING DATE

Next meeting date:

May 4, 2016

Holbrook Palmer Park Main House

150 Watkins Ave, Atherton

6:30 PM – Regular meeting

Agenda items – None

9. ADJOURN

Motion: Gardner 2nd: Kupperman Ayes 5 Noes 0 PASSED

The Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Steve Tyler
Public Works Superintendent

**ATTACHMENT “B”
TOWN OF ATHERTON – PARK AND RECREATION COMMITTEE
MAINTENANCE AND IMPROVEMENT LIST
PARK AND RECREATION COMMITTEES
VISUAL MAINTENANCE REVIEW OF HOLBROOK-PALMER PARK
(COMPLETED BY PARK AND REC. COMMITTEE AND TOWN STAFF
IN APRIL AND OCT. OF EACH YEAR)**

ITEM/AREA REVIEWED	DATE REVIEWED	CORRECTIVE ACTION RECOMMENDED AS APPLICABLE
ENTRY GATES WATKINS AVENUE	04/06/2016	Remove the “Join the Foundation” sign and posts. Mulch areas to left and right of entry. Repair fence where entry fence touches wooden gate (rt. Side – hazard). Assure all lights are working
SOUTH MEADOW (Big turf)		Mulch along walking path
NORTH MEADOW		Remove dead Escalonia and misc. dead brush and trees. Put Ginko’s on watering program. Experiment with large scale thinning out of Escalonia as discussed to year of meadow. Remove Ivy in trees. MULCH
FOUNTAIN AREA		Repair leak causing wet spot (w/algae). Cut back overgrown Flax. MULCH
CHILDRENS PLAYGROUND		
PARKING AREA – MAIN HOUSE		MULCH
PARKING AREA - PAVILION		MULCH
PARKING AREA – CITY MANAGERS HOUSE		
MAIN HOUSE – EXTERIOR		Repair/paint steps next to elevator.
MAIN HOUSE - IINTERIOR		
MAIN HOUSE - PATIO		Repair exterior lighting on eaves and on stairway.
PAVILION AND PATIO AREA		Repair exterior lighting
TENNIS COURTS		Repair bent over electrical box behind court #2. Remove cedar logs. Remove all volunteers and weeds behind tennis court soundwall. Wash/clean bulletin board.
PLAYSCHOOL - INTERIOR		
PLAYSCHOOL EXTERIOR		

PARK LIGHTING		Parking lot lights non-functional at exit parking lot.
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ITEM/REVIEWED	DATE REVIEWED	CORRECTIVE ACTION RECOMMENDED AS APPLICABLE
CARRIAGE HOUSE – INTERIOR		
CARRIAGE HOUSE – EXTERIOR		MULCH
CORPORATION YARD - INTERIOR		
CORPORATION YARD - EXTERIOR		Thorough clean up needed inside fenced area.
WATER TOWER - INTERIOR		
WATER TOWER - EXTERIOR		Mulch along road side
TREES AND SHRUBS		Put together a monthly manual watering schedule for all manually watered trees.
DRINKING WATER FOUNTAINS		Repair water travel to dog dish at Tennis Court fountain.
WALKING/FITNESS PATHS/FITNESS STATIONS		Continue to repair until replaced. Required – tightening and safety check of all remaining stations.
RESTROOMS		Good
LITTLE LEAGUE FIELD		Good
OVERALL CONDITION OF PARK-FACILITIES OR GROUNDS		<p>There is no end as to where lots of additional mulch is needed including areas listed and rest of park where mulch layer is <3” minimum.</p> <p>I would like to see all trash collection stations cleaned with soap and water/rinsed as pictured.</p> 

SIGNATURE OF CITY MANAGER OR HIS/HER DESIGNEE: _____ **DATE:** _____

SIGNATURE OF CHAIR OF PARK & RECREATION COMMITTEE OR HIS/HER DESIGNEE: _____ **DATE:** _____

COPY TO:

- 1) Town of Atherton city clerk/files**
- 2) Park & Recreation Committee file**