



**Town of Atherton
PARK AND RECREATION COMMISSION
MINUTES
February 6th, 2019
Regular Meeting
6:30 PM
Main House
150 Watkins Ave**

1. ROLL CALL - Called to Order at 6:35 pm

Committee Members Present: Alicia Bakowski, John Davey (Chair), Perry Narancic (arrived late), Robert Roeser, Marylue Timpson

Committee Members Absent: Christine David, Frank Merrill (Vice-Chair)

Councilmember Liaison Present: Rick DeGolia

Staff Liaison Present: George Rodericks, City Manager

2. PUBLIC COMMENTS – For items not on the agenda

No Public Comment. No Public Present.

3. APPROVAL OF MINUTES – January Minutes

Brief discussion on the minutes regarding the discussion around Knox Playschool Update. No changes made. Motion to approve by Bakowski. Seconded by Timpson. Approved 4-0-3.

4. PRESENTATIONS – Event Staff Update - Julie Simonin (Committee Member Narancic arrived during this presentation)

Ms. Simonin gave a presentation on the status of Catering by Dana activities in the Park. Ms. Simonin reported on the various miscellaneous improvements made to the Pavilion and Main House over the past several months, to include cleaning and painting. Ms. Simonin noted various exterior park improvements done by MCE. Ms. Simonin noted recent advertisement activities via “The Knot” and reported the types and numbers of bookings over the last several months as well as a projection for the coming months. Ms. Simonin noted that bookings for the year were on target with expectations. Ms. Simonin noted that Catering by Dana had received 4 bookings at the new rates.

Ms. Simonin noted a number of possible improvement areas for facilities to include, but not limited to, new plantings, pruning, new flooring in the Pavilion (hardwood or laminate), and the need to repaint or refurbish exterior furnishings.

In response to inquiry from the Committee, Ms. Simonin noted that her primary points of contact with the Town were the Administrative and Finance staff for administrative and contract work and MCE field crews, mainly Oscar, for field needs. Ms. Simonin noted that she had been included in the discussion surrounding event fees. Ms. Simonin noted that the Pavilion bathrooms are still in need of repair and that repair of the Carriage House bathrooms should also be a priority consideration.

5. REGULAR AGENDA

5a. Discussion and may act to make a recommendation to council to fund the Circulation Project as the next Capital Improvement Project in Holbrook-Palmer Park.

Chair Davey led the Committee through a discussion of various capital improvement projects that could be recommended by the Committee as part of the FY 2019/20 Budget Process. City Manager Rodericks answered questions regarding the status of various projects in the Park noting that the Tennis Courts, Pavilion Restrooms, Tennis Shelter, and hammerhead Parking Lot Improvements are expected to be completed in the current fiscal year. City Manager Rodericks also noted that the additional Capital Project of lighting improvements was not anticipated to begin or complete in FY 2018/19 and if the Committee wished that project to complete, it would need to be added to the FY 2019/20 Capital Budget.

Following further discussion on various potential projects, to include the Park Circulation Project, City Manager Rodericks suggested that the likelihood of a large project in the Park being initiated over the next couple of years was low due to the financial and physical impact of the Civic Center Project. The Committee discussed the Council priority of the Civic Center Project and the impact of the temporary relocation of Town staff to the Park.

The Committee discussed priority projects for the Park and suggested that the Carriage House Restrooms and Site Lighting Improvements be the two priority projects for the FY 2019/20 Capital Budget.

Motion was made by Timpson and seconded by Bakowski to add the Carriage House Bathroom Renovation to the FY 2019/20 Capital Budget. Staff will prepare an estimate of the needed improvements and an estimate of cost to include in the budget recommendations. Motion was approved 5-0-2.

Motion was made by Bakowski and seconded by Timpson to add the Site Lighting Improvements to the FY 2019/20 Capital Budget. Staff will ensure that an estimate of the needed improvements, pursuant to the Master Plan, and an estimate of cost is included in the budget recommendations. Motion was approved 5-0-2.

The Committee opted to table the discussion on the Circulation Plan until the Civic Center Project is complete. The Committee requested that the March Park & Recreation Committee Meeting include a discussion of a Dog Park at Holbrook Palmer Park. Staff and the Chair to coordinate on the extent of the item for the meeting.

5b. Vote on Arbor Day date

The Committee discussed the planting of a tree in the Park in recognition of Arbor Day on Thursday, April 18. Motion was made by Timpson and seconded by Bakowski to celebrate Arbor Day on Thursday, April 18 with the planting of a tree at the location identified by Catering by Dana where a prior tree was removed and needed to be replaced. Motion was approved 5-0-3. Member Narancic left just prior to this item.

6. DISCUSSION ITEMS

6a. Train noise through Holbrook-Palmer Park

City Manager Rodericks provided an update to the Committee on the status of the Rail Station, Quad Gates at Watkins, and the Town's Quiet Zone. Discussion by the Committee included comments on the need for quad gates, perfection of the Town's quiet zone, and the potential impacts of state legislation on local housing.

7. COMMITTEE AND STAFF MEMBER COMMENTS

7a. Foundation report: Frank Merrill

Vice Chair Merrill was not present. No Report.

7b. Friends of the Park report: Alicia Bakowski

Member Bakowski provided an update on the upcoming Easter Egg Hunt on April 20. Member Bakowski noted that the Friends of the Park were winding down as an organization and were facing challenges with membership and participation. The Easter Egg Hunt would likely be their last significant event. Member Bakowski noted that she would be meeting with staff to discuss ways that future events could be continued.

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

City Manager Rodericks provided a brief overview of a couple of activities in the Park and inquired as to the condition and status of the Clay Courts. Member Roeser provided an update on the condition of the courts and expressed dismay at the unsuccessful attempts to remedy their condition. City Manager Rodericks advised that staff would be engaging the court resurfacing contractor in a conversation around how to repair the clay court. Staff advised that Member Roeser would be invited to participate in that conversation.

7d. January 2019 park events report and February 2019 event bookings: Staff

Received and filed. No Report.

7e. Park Events Financial Report for January 2019: Staff

Received and filed. No Report.

8. SET/CONFIRM NEXT MEETING

Confirmed.

9. ADJOURN

The meeting was adjourned at 8:13 pm.

Minutes Taken By: George Rodericks, City Manager

