



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

Meeting started at 6:34 pm

**1. ROLL CALL**

Committee Members: Matt Baker (Chair), Taylor Henkel, Alex Keh, Frank Merrill, Julianna Robertson (Vice-Chair), Walter Robinson, Marylue Timpson  
Councilmember Liaisons: Rick DeGolia  
Staff: Francesca Reyes

**2. PUBLIC COMMENTS – none**

**3. APPROVAL OF MINUTES – August Minutes**

The Committee couldn't approve the minutes because staff didn't send them out before the meeting. P&R and staff will now have a new process of sending the minutes out before the meeting with the tracked changes for a vote at the following meeting.

**4. PRESENTATIONS –None**

**5. REGULAR AGENDA**

**5a. Updates on the prioritized park projects and goals**

- carriage house bathroom remodel - bid documents ready by FY end – Staff gave update on project. The architect has visited the site and quote for services has been submitted and reviewed.
- circulation plan - bid documents ready by FY end – Staff gave update on the Circulation project. Staff stated the construction drawings are still be drawn up. Rick DeGolia asked that the construction plans be brought to P&R and the Foundation once finalized.
- updated pricing of rental venues by FY end- Alex Keh discussed this goal and the discussion moved into 6a.

**6. DISCUSSION ITEMS –**

**6a. Discussion about the park and event booking update frequency and presentation**

Alex Keh recommended that Cassidy the new Park Event Manager visit P&R at most twice a year. We currently have all park stakeholders come to a P&R meeting once a year. The Committee asked staff to send out Cassidy's contact information. Alex Keh discussed that the rentals in the park is a public venue and to look at the market. Julie

Robertson asked the Committee what the overall goal of park rentals is. Walter Robinson recommended that sufficient revenue from the rentals should pay for sophisticated landscaping. He stated that the rentals should maximize use and that a market study should be conducted in 2 months. Staff will invite Cassidy to the December meeting. One of the topics will be rental pricing.

#### **6b. Discussion about the front gate current usage and about removal and replacement**

Julie Robertson asked who is drawing the design and asked if there is a summary of the front and exit gate plan. Staff stated that currently there is no plan. Staff stated that she will bring the Committee the design if one is drawn for review.

#### **6c. Discussion plan for adding new signage for park buildings, front gates and about creating park font and style standards**

Matt Baker and Julie Robertson stated that this should be added to the yearly goals. Alex Keh asked if all signs or just building signs. Matt Baker stated that is it just building signs. Rick DeGolia stated that the Committee can make a recommendation. Staff will add to next meeting.

#### **6d. Discussion the potential for free workout classes in the park, inside or outside**

Matt Baker suggested free work out classes in the park to get more park users. Walter Robertson stated that if they use a rental facility they would have to pay however outside use would be fine. Frank Merrill asked of dog classes pay. Staff stated that yes, they pay to use the north meadow with the carriage house. Matt Baker explained his idea that we could incite people to the park once a month and we could pay an instructor \$100 a class. Julie Robertson asked what would be the purpose of having the classes. Alex Keh suggested a discount or free for residents and a charge for non-residents. Staff will look into any legal issues with holding town sponsored fitness classes. Frank Merrill mentioned that 30-40 years ago there were multiple classes in the park.

### **7. COMMITTEE AND STAFF MEMBER COMMENTS**

**7a. Foundation report:** Walter Robinson made the report and stated that the Foundation met on September 13<sup>th</sup>. He stated that at the Council meeting there was a discussion on the possibility of hiring a landscape company. He mentioned that the park and the Event Garden did not look good. It was mentioned that to build the new Civic Center that the Council reduced service in the park. Walter Robinson reported that the Council did adopt the bid to go out for a bid for a landscape company. Walter Robinson stated that the Foundation is investigating the fountain. It is unclear how much it would cost to rehab the original fountain. Frank Merrill said on October 18<sup>th</sup> he is meeting with Marion to look at the old fountain.

**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.

**7d. Individual Committee Member Comments:**

Matt Baker stated that many of the new members joined during covid. Julie Robertson asked if there is a premier for new members. Staff said she would investigate information or a binder.

Alex Keh suggested that after the two-year tennis contract that the Committee consider a price increase. That next fiscal year the Committee should work with Player Capital for tennis pricing. Walter Robertson said that the tennis courts are not supported well so other may have better courts.

**8. SET/CONFIRM NEXT MEETING**

~~September 1st~~[October 6th](#), 2021 at 6:30 PM. Zoom. 5 pm Facilities Walk Through at Main House.

**9. ADJOURN** - Matt Baker adjourned meeting at 7:53 pm with a motion by Marylue Timpson and 2nd by Walter Robinson – 6-0.