

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., June 4, 2014

Meeting 6:30 PM

Holbrook – Palmer Park Jennings Pavilion

150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm.

1. **Roll Call**

PRESENT –	Marylue Timpson	Chair
	Bob Roeser	
	Tina Isenberg	
	Frank Merrill	
	Bob Oyster	Absent
	Howard Crittenden	
 STAFF-	 Steve Tyler	 Park Superintendent

2. **Public Comments:** None.
3. **May meeting minutes:** May minutes passed UNANIMOUSLY with the following correction:
 - a. Correct spelling of name to Marilee GardnerMotion: Merrill; 2nd Roeser Ayes:5 Noes: 0 **Passed**

4. **Commission Business:**
 - Park Master Plan: Discussion of park projects and a matrix was handed out by staff of commissioners favorites. A scoring system was used to rank the projects. The top 6 projects from the menu of 22 were as follows: 5-3-16-15-12-13. It was requested that some ideas for changes of plant material were to be brought back to commission prior to replanting any of the project areas, which staff said they could accommodate.
 - Commissioners: New board positions will begin at July meeting. Discussion of new members and open positions. Staff advised commissioners to have new chair and vice chair in mind at beginning of July 9 meeting.
 - Wild and crazy ideas – staff brought Commissioners City Manager Rodericks idea of “thinking outside the box” of things that could be done in the park to raise community spirit and draw users to the park. For this exercise, disregard all the current “rules” and open your mind to any/all the possibilities that are possible at the park. Some examples of ideas that might be envisioned were the return of the “day in the park” event; an “off the grid” food truck night; a monthly night of music or even a Labor Day picnic. After some light discussion, all commissioners were challenged to bring an idea to the next meeting.

5. **Foundation Report:** Frank Merrill
 - Event Garden – no presentation. Event Garden has been put on the shelf until at least September due to funding issues. Time to step back and look at costs and phasing.
 - Historic status for Carriage House – Foundation seeking historic status for the Carriage House. Uncertain at this time.

- General discussion items – APD to use Gilmore House to give off duty police officers a place to rest; the Park will.

6. **Dames Report:** Tina Eisenberg

- Election of new slate of officers for 2014-15. Denise Kupperman to be President and Marilee Gardner is proposed Dames Representative to the Park & Recreation Commission.
- Dames have raised \$19,500 so far this year. Commitment is high. Many of the outgoing event chairs will return next year to reprise their events.
- The new web site dedicated to the Carriage House project will debut soon (this week).
- Dames voiced their deepest regrets at the passing of both Betty Ogawa and Richard Nippes. Betty was a two time Dames President and a member of the Foundation. Both she and Richard were unswerving in their support of the Park. Proposed Memorials for both Betty Ogawa and Richard Nippes will be studied further by the Foundation and brought back to the Commission.

7. **Staff Reports** – Steve Tyler

- Events – Provided commission with revenues/expense for last month’s events as well as planned events for June.
- Walkthrough items discussed.
- Park Swing set – currently out of order. Staff discussed the replacement being the same (Timberform) material which lasted about 12 years or moving to a metal structure. The Commission unanimously supported using the metal materials but requested staff contact Michelle Dollinger prior to doing so as she was such a large part of the original park playground installation.
- Staff thanked Commissioner Timpson for her service as Commission Chair for the past two years.

8. **Regular Agenda** –

Park Use Masterplan project – Mike Bellinger and Joy Long from BFS gave some ideas regarding alternative off leash dog areas and parking lot changes to the Masterplan. There was discussion by the Commission and public input. It was decided that option 4 was the preferred option as it was the least impactful to the park, folded a portion of the Landscape Master Plan into it, made some parking adjustments as requested by City Council and showed possible expansion of Carriage House should its use be expanded as well as the possibility of more parking should the Knox Playschool relocate.

Motion: Have BKS continue to move forward with the Masterplan with Option 4 being the preferred architectural solution for the S edge of the Park.

Motion: Merrill 2nd: Eisenberg **AYES: 5 NOES: 0** **Passed**

Event Garden Project – Will postpone September at a minimum.

9. **Motion for Adjournment- 8:15 PM** –

Motion: Timpson 2nd: Merrill **AYES: 5 NOES: 0** **Passed**

The next regular meeting is scheduled for Wednesday, July 9, 2014 (this is a change).

Regular meeting begins at 6:30 PM at Holbrook-Palmer Park Main House.

Respectfully Submitted,

Steve Tyler

JUNE 2014 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING/SET UP	CATERING	MUSIC	FEES/MISC. INTO
June 2, 2014/ 11 am --2 pm	CONTRACTORS ROUNDTABLE MEETING	NO SPECIAL REQUIREMENTS	Main House	Mike Kashiwagi	Set up/take down No staff present	Seating in square shape for 25	Supplied by building dept.	None	No fee
June 2, 2014/ 6:30 pm -- 8:00 pm	Park & Rec. Meeting	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Maryflue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience -- 12 chairs	None	None	No fee
June 4, 2014/ 6:30 pm -- 8:00 pm	Park & Rec. Meeting	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Meeting Steve Tyler**	Set up/take down No staff present	U shape seating for 7 Audience -- 12 chairs	None	None	No fee
June 4, 2014/ 8am-5:30pm	All Day Training	No special requirements	Main House	Kris Garcia 650-299-2073	Set up take down tables and chairs; Julie & Santos to run	3 rounds, seating for 25	Bianchinis	none	\$910.00
June 5, 2014/ 3:00 -- 9:00 pm	Cocktail Party	No special requirements	Carriage House	Dames Susan Massetti	Set up tables and chairs. Julie & Santos to run,	2 round tables, 12-chairs, 2-8 ft tables	None	Possible back ground music	No fee
June 5, 2014/	Art Show Set up	No special requirements	Main House	Betty Ullman	Detailed diagram. Per Betty	MCE to set up	None	None	No Fee
June 6, 2014	Public invited Charity Cock-tail party	Carpooling encouraged	Pavilion	Art Show Teresa Keller 978-621-3410	Caterers set up, Santos run	5- tables & 50 chairs on Patio, 50 chairs inside. Caterer bring additional tables	ABC	None	\$1560.00
June 6 & 7, 2014/ 7 am -- 9 pm	Art Show	No special requirements	Main House	Betty Ullman -- Art show	Done on 6/5/14	Sent email asking for set up on 5-25.	None	None	No Fee
June 12, 2014/ 9a-6p	Picnic VM Ware- 200 people	Shuttle Service from VM Ware	Pavilion	Events Etc 952-1110	Santos, run	22 round tables, 200 chairs, 6- 8ft N/A	Events Etc.	none	\$1170.00
June 12, 2014/	School Picnic 100 people	Children walking over	North Meadow	Encinal School 387-6225	Julie will run		None	None	\$460.00

JUNE 2014 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SETUP	CATERING	MUSIC	MISC INFO
9a-1p June 14, 2014/ 2p-9p	Bar Mitzvah 150 People	Carpooling	Carriage House	Sharon Hartley 415-999-0401	Hugo & Santos to set up & run	9-60in rounds, 6-8ft tables, seating for 120	Weir & Assoc.	DJ	\$3250.00
June 21, 2014/ 2p-11p	Bar Mitzvah 60 people	Carpooling	Carriage House	Julie Meyer 321-5691	Hugo to run party. ABC set up tables, close	6-60in rounds, 60-chairs. 1-48 in & 1-8ft table	ABC	Small band	\$910.00
June 21, 2014/ 4p-11p	Family Reunion 80 people	Carpooling	Pavilion	Liza Levin 966-1680	Santos, set up, & run, close	TBD- Client coming 6/5 to discuss	Cucina Venti	DJ	\$3250.00
June 24, 2014/ 4pm-10pm	Reception 120 people	Carpooling	Pavilion	Jim Wells 814-8737	Caterer set up. Santos, run and close	4-60 in rounds & 2-48 on. rounds, 100 chairs	Jim Wells Catering	None	\$1170.00
June 26,2014/ 10am-4pm	Company Picnic 70 people	Carpooling	Pavilion	Anita Bivens 723-7849	Caterer set up, Hugo run & close.	9-60in rounds, 70 chairs	ABC	None	\$1170.00
June 28, 2014/ 2p-12a	Wedding/ Reception 150 People	Carpooling & shuttle from hotel	Pavilion	Amy Shelly Wedding 949-683- 2570	Hugo setup, run & Matt to close	TBD	Afsaneh Khayatbashi	D J	\$3250.00
GLASS FACILITY/DAYS USED									
DISCUSSION MEETINGS									
CM HOUSE/CH -- FRIDAYS 0700 -- 0800; SUNDAYS 0900-1000									
June 1 -- 3:30 -- 4:30 pm									
June 16-20 -- 9am -- 12 noon									
None									
June 30									
6:30 -- 8:30 pm North Meadow									
June 3,5,10,12,17,19,24 & 26									
2- 4 pm -- North Meadow									
June 18, 25									
CH -- 7 -- 10 pm									
ATHERTON LACROSSE									
AYSO									
BARI HALPERIN -- DOG CLASSES									
FREDDIE JACKSON -- DOG CLASSES									
FOLK DANCE									

JUNE 2014 HP PARK EVENTS/BOOKINGS

MENLO-ATHERTON
YOUTH LACROSSE

June 1 - 15 - 4:15 - 6:30 pm

June 15 - 30 - 5:30 - 8:00 pm

BAY AREA COUNTRY
DANCE SOCIETY

CH - June 10 - 8 - 10 pm

TENNIS

TENNIS COURTS - DATES/TIMES VARY

** member has key from Pd to open and close facility.