



**Town of Atherton  
PARK AND RECREATION COMMISSION  
Minutes  
December 2, 2015  
Regular Meeting  
6:30 pm  
Holbrook-Palmer Park Jennings Pavilion  
150 Watkins Ave  
Regular Meeting**

**The meeting was called to order by Chairman Bob Roeser at 6:30 p.m.**

**1. ROLL CALL**

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

Absent: William Hoy (excused)

Councilmember Liaisons: Rick DeGolia

Staff: Steve Tyler

**2. PUBLIC COMMENTS – None**

**3. APPROVAL OF MINUTES – November 4, 2015**

Motion: Hoy Second: Narancic

**PASSED 7-0**

**4. PRESENTATIONS -**

- Ewing Philbin – Owner Ross Recreation Presentation on Healthbeat fitness equipment including PowerPoint and handouts. Questions and answers.
- Ted Jonsson – Park Pacific presentation on Columbia Cascade Pipeline equipment including handouts. Questions and answers.

**5. REGULAR AGENDA**

**5a. Fitness equipment -**

Committee requested written quotes from both companies be sent to Committee as soon as possible for review. It was suggested an ad-hoc committee be formed to deal with a detailed comparison of these two types of equipment. The ad hoc committee's direction was to ascertain the scope and configuration of the equipment meets the goals of circuit training. If not, substitute equipment into the configurations as necessary. Once accomplished, re-price out the equipment needs including estimated costs for installation and bring to the January meeting.

Ad-hoc committee volunteers were William Hoy, Perry Narancic, Rick DeGolia and if necessary Bob Roeser. Committee to meet in the park at 5:00 Wednesday, December 9 at 5PM and after that if necessary.

**6. COMMITTEE AND STAFF MEMBER REPORTS**

- 6a. **Foundation report** – See attached Event Garden update from Jeremy Isenberg.
- 6b. **Friends of the Park report- Gardner**
  - Friends report the Holiday tea is set for December 6<sup>th</sup>. Price \$40 or \$380 for a table of 10.
- 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 September (corrected) and October, upcoming December events as well as tennis totals.
- 6e. **Park projects** – Steve Tyler and Bob Roeser met to discuss tree’s used in the ongoing park projects. As was noted in the November 4 meeting, it was important to assure any tree’s used in the projects stay consistent with the 2005 Park Landscape Masterplan. The tree’s were changed on project #006 from Eastern Redbud to London Plane tree’s. Staff recommended that ANY new planting of a tree in the park first go through the Park and Rec. Committee for approval. **CORRECTION** – staff report to be corrected to show Denise Kupperman did not attend the meeting because she was not informed of the date/time due to a scheduling error.

7. **PUBLIC COMMENT – None**

8. **SET/CONFIRM NEXT MEETING DATE**

**Next meeting date:                      January 6, 2016**  
**Holbrook Palmer Park Main House**  
**150 Watkins Ave, Atherton**  
**6:30 PM – Regular meeting**

9. **ADJOURN**  
**Motion: Davey                      2<sup>nd</sup>: Gardner                      Ayes 6 Noes 0                      PASSED**

The Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Steve Tyler  
Public Works Superintendent

**Holbrook-Palmer Park Foundation  
Event Garden, Holbrook-Palmer Park  
Status as of Dec. 1, 2015**

The purpose of the Event Garden is to provide an outdoor room connecting the Pavilion and Main House for the community to use for group and/or private events and classes. The garden will accommodate groups up to 150, while intimate enough to welcome individuals or small groups. The project was approved by unanimous vote of the City Council on Dec. 17, 2014. Following submission of plans by landscape architect (Freeman and Jewell) and selection of a contractor (Frank & Grossman), all required permits were obtained and documents filed with the Town allowing work to begin on Nov. 15, 2015. Work began a few days later.

Following the erection of safety fencing, installation of erosion control and protection of the trees that will remain, demolition of the existing site began and was completed on schedule. Several maples and a magnolia were saved and removed to a remote site for possible planting later in the project. Utility trenches and conduits are complete and backfilled. Leaks in the old irrigation system, which will be abandoned, are scheduled to be fixed by Dec. 1. This completes underground work and readies the site for hardscape installation scheduled to begin this week.

Next steps are installation of baserock, headers and irrigation control boxes and valves. Plant material, including 24-inch box oak trees, will begin arriving next week. The contractor plans to install the trees as they arrive. The architect has been notified of the schedule and asked to visit the site about Dec. 9 in order to approve tree orientation and to attend a pressure test of the irrigation system.

So long as the weather does not delay the schedule, the project will be completed by end December, 2015 as required by the Town. Punch list items will be addressed by Jan. 15, 2016.

The Holbrook-Palmer Park Foundation has asked the Friends of Holbrook-Palmer Park for help in raising \$10,000 by Jan. 15, 2016 to cover the added cost of 24-inch box oak trees over the cost of 15 gallon trees; a number of pledges have been received and the Foundation is optimistic that the goal will be reached.