

**Town of Los Altos Hills**  
**Parks and Recreation Committee**  
**August 20, 2018 Meeting REVISED Minutes**

Meeting Time: 3<sup>rd</sup> Monday 5:30 – 7:00 PM

Place: Parks and Recreation Bldg. 26379 Fremont Road, Los Altos Hills, CA 94022

1. **Call to Order/Roll Call (Quorum = 4)**
  - a. Chairman: Ingrid Sperow; Vice Chair: Nina Sutaria; Secretary: Kathy Evans
  - b. Members: Liza Reichert, Patty Radlo, Scott Vanderlip
  - c. Staff: Sarah Robustelli, Chris Knopf
  - d. Council Liaison: John Radford
  - e. Associate Members: Karen Lemes, Kit Gordon, Rebecca Hickman, Helene Karlsson, Kjell Karlsson, Val Metcalfe, Jim Basiji, Craig Murray, Theresa Martin, Alisa Bredo, Nick French.

**\*Committee has 4 vacancies**
2. **Review of July 16, 2018 DRAFT Minutes \* Special Meeting. Corrections made to the time of the meeting and the time of the adjournment – then unanimously approved.**
3. **Public Comments (list members of public) George Tyson, Council candidate. ([gktyson@gmail.com](mailto:gktyson@gmail.com)) Mr. Tyson wanted to stop by and meet each committee in town to announce his candidacy.**
4. **Facility Use Policy: A Facility Use Policy (FUP) was introduced by Parks & Recreation Staff at July's Special Meeting. After several discussions on the FUP, Parks & Recreation Staff, Sarah Robustelli and Chris Knopf, reiterated initial ideas, drafted from Portola Valley's Facility Use Policy, into a 2<sup>nd</sup> Draft for Town of Los Altos Hills. Several reasons for the introduction of a Facilities Use Policy, were as follows: 1) to foster community and facilities for Town residents and guests; 2) with the Town's constrained available space, to implement a buffer when Los Altos' Community Center goes under construction; 3) to recommend fees to reserve Town facility space as a set of guidelines to outside groups; 4) to restrict abuse of the Town's current, lax Facility Use Policy, and to, 5) streamline and organize the administration of the increased scheduling requests for Town Facilities.**
5. **Community Garden site location update – Ingrid announced that there is a new organic farm in town and they are interested in possibly partnering with P&R for programming and classes as soon as they get settled and have the appropriate permits in place. The informal meeting was between Ingrid Sperow and Genni Lawrence and they are both open and excited about the possibilities of some joint programming. Craig Murray has been contacted and was asked to introduce himself to Genni.**
6. **Update on Council's progress toward Town Hall Expansion: Sarah announced that an architect had been consulted to draw up some preliminary, conceptual plans to expand the Town Hall footprint. Neighbors will be contacted and consulted during the process, as their opinion is very important in the process.**
7. **Neighborhood Network Update – Kathy reported that the Fire District is hiring a new GM.**
8. **Fall Activity Guide update – Sarah and Chris: Reported that there are several new programs in the guide and it will be arriving soon to mailboxes. There have been some upgrades to the online Guide and it is now interactive.**
9. **Class and Camps Numbers 2018 vs. 2017 – Chris reported out that our classes over Spring and Summer were well attended and were well received by the community. We reviewed the age groups we are tasked with serving (preschool 0-5 years, elementary 5-11 years, Jr. high/high 13-18 years, young adult/college, 20-50 years, 55+ active adults) We can do some work on adding more programming for the teens and for the seniors. Parks & Rec will continue to add new programs where each year.**
10. **2018 Events Update**
  - a. Family Camp Out Recap (8/10-8/11)– Sarah and Chris (Suggestions for next year) the camp out was well attended and people had fun. Borrowing the movie screen from Laos Altos worked well and everyone liked it. This event will continue.
  - b. Softball Game (8/18) recap – Sarah and Chris (Suggestions for next year) the game went well although we lost this year, it was a success and will be continued annually.

- c. Hoedown update (9/8 3-8 pm) – Sarah and Kathy: There is still a need for adult and responsible youth volunteers at the craft tables this year, particularly at the tables with the hot soap making, and the hot glue guns, the hammers and nails and the sewing needles. All vendors have been contacted, all is set. We have added the square dance caller back into the program this year – we will do this every couple of years because residents have asked for it – although it has an added cost. Food vendor is Cabellas BBQ. They were very good last year and people were happy with the menu choices. Kathy requested help on the day after the event to help clean up 10-2pm. It takes about 4 people to wash everything and repack the craft boxes.
  - Need Volunteers for all 8 craft tables / Ice Cream / flowers
- d. Trick or Treat and Tour Town Hall (10/26 2-4 pm) – Sarah and Chris (Suggestions from last years event) This event will be consolidated to the main P&R building and the Town Hall Offices and will not use the History House, as it was too long a walk for the little trick-or-treaters. The time of the event changed because of school schedules and kids nap times.
- e. Holiday Barn Lighting (12/2 2-5pm) update – Sarah & Kathy: Everything on Track – report at next meeting in more detail.
- f. Trivia Night – review submitted questions: Sarah reported that this event has been put on hold because of lack of interest and lack of trivia questions submitted. They will revisit this in the spring.
- g. Piano concert / other fall music programming update – Scott and Sarah: The cost to host such an event was all researched, although the current piano player is no longer available. This kind of event will be looked at in the future if it comes up again. There is definitely resident demand for musical events in town, we just lack a venue.
- h. Downtown Green update – Sarah and Chris (Suggestions to make it better / What worked etc.): Sarah reported that this joint effort with Los Altos has been a success, and they have been able to reach out to new people at this venue. She added new activities like bubbles to draw people in. She and Chris felt it was a success and will continue it next year.

11. **Old Business: P&R Town Hall Presentation will be October 18th**

12. **New Business: There will be a WAYMO presentation at Town Hall 9/5 from 6-8pm to discuss self-driving cars in town.**

**Future 2018 Meetings:** September 17, October 15, **November 12 \*Special, No December January 14\*Special, February 11\*Special,** March 18, April 15, May 20, June 17, **No July.**

Adjourned Time: \_\_\_\_\_7:00 p.m.\_\_\_\_\_ Respectfully submitted: Ingrid Sperow