

**REGULAR MEETING
PARKS AND OPEN SPACE COMMITTEE
THURSDAY JANUARY 13, 2022
REMOTE WEBINAR VIA ZOOM**

AMENDED MINUTES

COMMITTEE PRESENT: Chair Jean Bordon, Vice Chair Jena Watson, Committee Member Anne-Marie Walker, Committee Member Bryan Kemnitzer, and Committee Member Carolyn Lund

COMMITTEE ABSENT: Committee Member Kathy Pearson and Committee Member Mario Valente

OTHERS PRESENT: Public Works Director Robert Zadnik, Council Liaison James Campbell, and Office Coordinator Christina Cook

These minutes are intended to reflect the general content of the regular meeting. An audio file of the meeting is available on the City website at www.Cityofbelvedere.org

CALL TO ORDER OF REGULAR MEETING

The meeting was called to order at 4:00 PM. Chair Bordon read the COVID-19 disclaimer and special instructions for Zoom webinars.

ROLL CALL

Public Works Director Zadnik took roll call.

OPEN FORUM

Chair Bordon read the guidelines on open forum procedures and called for public comment. Director Zadnik stated he did not receive any public comment via email or via the Zoom platform. Chair Bordon then stated we would then move to the first agenda item.

SCHEDULED ITEMS

1. Approve minutes of November 11, 2021, Special Meeting.

MOTION: Committee Member Kemnitzer made a motion to approve the minutes as modified, Committee Member Walker seconded, and Director Zadnik took roll call.

AYES: Kemnitzer, Bordon, Walker, Watson, and Lund

NOES: None

ABSENT: Pearson, Valente

ABSTAIN: None

2. Comments from the Chair, Jean-Marie Bordon.

Chair Bordon stated she had no comment and called for public or committee comment, there were none.

3. Report from Robert Zadnik, Public Works Director.

Director Zadnik stated he would keep his update brief but had a few follow-up items he wanted the Committee to know about since the last meeting in November. The first item was the replanting project at Tom price park. This work is well underway, the site is almost completely cleared with exception of some the cherry trees. Staff removed all the vegetation and two smaller trees from the site, the plantings that were outlined by Blasen Architecture have been ordered and about 80% of those are in stock in at the yard. A tree service ground down the stumps of the two trees that were removed and limbed up the two oaks on the North side at Tom Price Park. There were some concerns over quantity and availability of the water and the quality of the water pulled out of the system. Director Zadnik followed up last month with our water service provider. He told them that the planting plan is low water use, they are not concerned about the anticipated draw onto the system. The other good news he reported is that we do have a two-inch water main line that's very close by, on the other side of the driveway exit area of the parking lot.

There are two other large projects he spoke about that are not on the agenda, those are Centennial Park and the Park Lane stair replacement. Blasen Architecture has not been able to make much progress on these projects since the last meeting because they need elevation data. Director Zadnik has reached out to three different surveyors, and they were about six to eight weeks out. Director Zadnik chose a survey crew that we have worked with in the past and got on their books and they are going to be starting the survey work on the 17th for both sites. The City is really narrowing the scope of work of the surveyors to try and control costs.

Director Zadnik let the committee know that Max Sandoval who was a long-term public works staff members has retired. He spent about 20 years in Belvedere. He said the Department of Public Works is openly recruiting for a new employee are hoping to bring in somebody that has the experience level when it comes to gardening.

Director Zadnik also reported on the bid opening for the playground project. There ended up being five bidders, which was a good spread for a project of this size, overall, the dollar amounts were close. The bids were within about \$150,000 of each other. The lowest of the two bids was close as well, which is a great indicator that we are getting competitive bids. The challenge now is collaborating with the professional estimator to try and control some of the costs. The lowest bid was about 17% higher than what our professional estimating team had had anticipated. There are a couple of strategies to try to manage this, the first thing that to look at is a very detailed review of what the big items are and look at things that we can pull out easily which could either be done in house or it could be done by volunteer work. There are a lot of demolition items, removing of the playhouse, removing the boat, and then taking out a temporary fence. The sandbox area, he thinks can be done either in house or a volunteer effort. Those items ended up being a high cost of \$25,000 or \$30,000. There are a couple of other things that can be done when it comes to storm drain installation. Director Zadnik thinks that a good strategy going forward is to talk with the bidder to see if we can pull out some items and then have our public works team work on them. The only other thing that Director Zadnik mentioned is that when it comes to funding strategy, the bids cannot be held indefinitely because they will expire. Director Zadnik thinks it is prudent to consider not building the project out, rejecting all the bids, and work within the budget and try and be creative

on how we can save costs. The goal is to continue to work on this work with volunteer groups and then the contractor to try and get to where we have a budget amount that's palatable. We would like to return to the Council at the February 14 Council Meeting with the funding solution, and hopefully approval of that contract.

Lastly, Director Zadnik mentioned that the Department of Public Works, at the request of the Committee have put soil around the new benches at Tom Price Park. The trees along the bike path in that area are in the Tiburon jurisdiction and our department has asked their superintendent in public works to try and cut in some rings around those trees and keep the grass and the weeds from growing around the trees.

Chair Bordon asked if there any members of the public who have any comment or questions on Director Zadnik' s report. Committee Member Walker wanted to verify that the trees that Director Zadnik was talking are the pistache trees that are in the lawn and mowed on all the time, and that now they will get rings and have the tutors and the binders removed.

Chair Bordon asked if any other members have any questions for Director Zadnik, there were none. Chair Bordon called for further questions of the public, there were none.

OLD BUSINESS

4. Report from subcommittee on Placement of Memorial Trees

Chair Bordon asked Committee Member Walker to report. Chair Bordon referenced two attachments to the agenda that were memorial opportunities in Belvedere that were sites where residents could donate. The other attachment was an undated 2-page list of then existing sites from 2013. Chair Bordon asked if re-visiting the family in Tiburon who wanted to donate a tree with this added information was a possibility. Committee Member Walker said there had been talk of an existing list of Belvedere residents who wanted to donate. The City was not able to locate such as list. Committee Member Kemnitzer thanked those who had done this research.

There was no further comment from the Committee or the public.

NEW BUSINESS

5. Discussion and Possible Action on Recommending to the Director of Public Works that Requests for funding for the following be included in his Recommendations for the 2022/2023 Budget of the City of Belvedere: (see attached Memo).

Chair Bordon stated this was a very important item and the time for the Committee to let Director Zadnik know what was needed in the budget, because by the March Committee meeting the budget would be well under way. This is a large item and Chair Bordon called on Director Zadnik to comment first. She then read the title of the item and referenced Director Zadnik's memo that was in the agenda packet. Chair Bordon referenced Upper Hawthorne and Park Lanes. She feels these should be separate line items in the budget and not listed as general lane maintenance because they need replacements and upgrades. She then asked Director Zadnik to comment on these items. Director Zadnik then shared his screen of the Capital Budget 5 year look ahead. He reviewed the budget line items and how they are used.

Chair Bordon called for Committee member comment. Committee Walker commented that she did not feel the Fire district would approve wood stairs for any lane given her conversations with the Fire Marshall. She asked Director Zadnik if the numbers were accurate for non-wood stair installation. Director Zadnik commented on lessons learned from the Golden Gate stair installation and different soil conditions affecting pricing. Committee Member Kemnitzer spoke about prioritizing the lists and items. He suggested focusing on one or two items and making sure the funding is there. Director Zadnik commented that the Committee should focus on the two big projects and dove tail in some of the smaller ones. Chair Bordon called on Council Liaison Campbell to comment on the lanes as emergency evacuation routes and if they may qualify for funding. Council Liaison Campbell did not think the Belvederes Lanes would qualify.

Director Zadnik reviewed the reasoning for the thinking of the focus of essential items such as roads and public safety. Chair Bordon commented how there was no longer a budget line item for Artists' View and that she would like that added back into the budget. Committee Member Kemnitzer felt keeping Artists' View in the budget was important. Committee Member Kemnitzer asked Director Zadnik to prioritize the Lane projects in relation to the City's seawall project. Director Zadnik said a voting decision would probably be going to voters in November and it may be too much to ask for both from residents. Committee Member Kemnitzer had further thoughts on fundraising for the Park. Director Zadnik talked about advocacy for the lane's initiative and shared dollar programs and that bids for projects become stale very quickly. Chair Bordon talked about the Park Lane and Upper Hawthorn Lane repairs and Jan Andersons report to state that these are repairs that were noticed 2015 and it is now 2022. She feels the City Council should give more credence to the Committees recommendations and quit putting them off. Committee Member Walker agreed. Chair Bordon also wanted to make sure the Artist's View and the lanes initiative does not drop out of sight and stay as a line item on the City's budget. She also talked about the bench that was removed from the toddler section of the park plans. Committee Member commented that the fence is in terrible condition and needs to be replaced and not working on the toddler area. Director Zadnik thanked the Belvedere Community Foundation for donating the money to repair/replace the fence and talked about strategy to repair the fence and reallocate some of the funds to the bench in the toddler area. Chair Bordon referenced Director Zadnick's memo about further vegetation work. Director Zadnik commented that there is a line item in the budget for vegetation maintenance. He spoke about partnering with the fire department on some vegetation control. He thought that segmenting a particular project and asking the City for funding for that project would be a good plan. Committee Member Walker agreed. There was discussion of a code enforcement officer

No motion made. Chair Bordon called for public comment, there was none.

6. Discussion and Possible Action on Developing a Protocol for Grant Applications to the Belvedere Community Foundation and Discussion and Possible Action on Appointment of a Sub-Committee.

Chair Bordon called for Director Zadnik to comment. He stated that the Belvedere Community Foundation (BCF) does not award grant funding unless there is a signed contract for the project. Chair Bordon asked about other types of funding like State and Federal and if they have similar requirements. Committee Member Kemnitzer commented on the specificity that the BCF requires for pledging funds. Chair Bordon congratulated Committee Member Watson for now being a board member of the BCF. Chair Bordon asked if Committee members Kemnitzer and Watson could work together with Director Zadnik for project presentation.

No motion was made. There were no further Committee comments. Chair Bordon called for Public Comment, there was none.

MEETING ADJOURNED AT 5:29 PM.

THE FOREGOING AMENDED MINUTES were approved at a regular meeting of the Parks and Open Space Committee March 10, 2022 by the following vote:

AYES: Kemnitzer, Bordon, Walker, Watson, and Lund

NOES: None

ABSENT: Walker, Valente

ABSTAIN: None