



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
**McClellan Ranch Environmental Education Center**  
**22221 McClellan Road, Cupertino, CA**  
**Thursday, November 17, 2016**  
**7:00 PM**  
**SPECIAL MEETING**  
**DRAFT MINUTES**

**CALL TO ORDER**

Chair Stanek called the meeting to order at 7:06 p.m. in the McClellan Ranch Environmental Education Center, 22221 McClellan Road, Cupertino, CA.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Commissioners present: Carol Stanek, David Fung, Judy Wilson (arrived at 7:12pm)  
Helene Davis, Neesha Tambe

Staff present: Christine Hanel, Kevin Khuu

**APPROVAL OF MINUTES**

1. Regular Meeting of October 6, 2016 – Commissioner Tambe moved to approve the minutes of October 6, 2016. Commissioner Fung seconded. Commissioners voted 3 Yes and one abstained. Motion carried 3 to 1.
2. Special Meeting of October 25, 2016 – Commissioner Fung moved to approve the minutes of October 25, 2016. Commissioner Davis seconded. Commissioners voted 3 Yes and one abstained. Motion carried 3 to 1.

**ORAL COMMUNICATIONS**

Bill Wu, Cupertino resident, representing the Cupertino Skate Park Committee, spoke to the commission about adding a skate park to Memorial Park, to replace the dried pond.

**STAFF AND COMMISSION REPORTS**

Acting Director Christine Hanel reported on following events:

- 11/11 – Veterans Day Memorial Event @ Memorial Park
- 11/16 – Senior Center Birthday Lunch (Thanksgiving Holiday Themed) – served 110 lunches.

Announced Colleen Ferris' graduation from Leadership Academy and Kelsey Hayes' graduation from NRPA's Supervisors Management School.

Reminded commissioners about the Tree Lighting Ceremony on Friday, December 2<sup>nd</sup> at 6pm and Breakfast with Santa on Saturday, December 3<sup>rd</sup> from 8am to 12pm.

#### Commission Reports:

Commissioner Fung attended the Veterans Day Event and mentioned about a Shakespeare event hosted by the Cupertino Library. Chair Stanek also attended the Veterans Day Event and mentioned the Shakespeare event hosted by the Cupertino Library.

### **NEW BUSINESS**

#### 3. McClellan Ranch Update

Barbara Banfield and Keith Wandry presented a power point on the accomplishments, growth, and future of the Environmental Education Center and McClellan Ranch. Introduced Joanne McFarlin as the new part time Special Programs Coordinator. The Commission showed support and suggested improvements to public outreach and communication to foster the growth of the center.

#### 4. Sponsorship Policy

Jeff Ordway presented a draft policy on Special Event Sponsorships. Staff report attached was submitted to Commission with the draft policy. Staff requested input from the Commission. Discussion followed. Commissioner Tambe recommended adding more specific verbiage about the City's no tolerance policy on discriminatory sponsors and sponsors must follow the same values as the City.

### **OLD BUSINESS**

#### 5. City wide Parks, Open Space and Recreation Master Plan

Christine Hanel confirmed the plan will be presented to City Council on December 6<sup>th</sup>, 2016.

#### 6. 2016-17 Work Plan

Chair Stanek recommended removing the Beekeeping Ordinance from February's meeting, as the ordinance was already presented and passed by City Council. Christine Hanel requested pushing out the Library agreement and Main Street Park subjects. Neither would be ready for the December meeting. The Commission agreed to move the subjects to a later date.

Commissioner Tambe motioned to cancel the December meeting, Commissioner Davis seconded. Motion passed unanimously. Blackberry Farm update was moved to January 5<sup>th</sup> meeting.

Chair Stanek inquired about the Stocklmeir property in February. Discussion followed. The Commission requested to revisit the subject and recommended to move the item to the January 5<sup>th</sup> meeting.

**ADJOURNMENT** – Chair Stanek adjourned the meeting at 8:30 p.m.  
Respectfully submitted,

Kevin Khuu, Senior Office Assistant  
Recreation and Community Services Department  
*Minutes approved at the \_\_\_\_ regular meeting*