City of St. Helena
Parks and Recreation Commission
Special Meeting
1480 Main St., St. Helena, CA 94574
Monday, January 23, 2017 @ 4:30 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. CALL TO ORDER

2. ROLL CALL
Committee Chair: Matt Demchuk
Vice Chair: Donna Hinds
Members: Noelle Strouss, Kim Phinney and Tracy Smith
City Council Member Liaison: Peter White
Staff Liaison: Haidi Arias, Recreation Director

3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by **the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMISSION
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.**

4.1. Tracey Perkosky; Park Impact Fees Update
Haidi Arias; St. Helena Beautification Foundation Update

5. CONSENT CALENDAR:
Members of the Parks and Recreation Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

5.1. Parks and Recreation Commission Meeting Minutes of December 5, 2016. 3 - 5
Parks & Recreation Commission Special Meeeting, December 5, 2016 MINUTES

6. SCHEDULED MATTERS:

6.1. Mike Hastings - Report on fence idea and redwood tree plan for 1711

Spring St.

6.2. Lyman Park Update; Tracey Perkosky

6.3. Adopt-A-Park form design and content

7. FUTURE AGENDA ITEMS:

8. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for February 20th at 4:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on January 19,2017.

Haidi Arias, Recreation Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

St. Helena Parks and Recreation Commission
Special Meeting
Monday, December 5, 2016
City Hall – Conference Room

Meeting Called to Order at 5:02pm

Roll Call:
Present: Commissioner Phinney
Commissioner Strouss
Commissioner Smith
Haidi Arias, Recreation Director
Carlos Uribe, Public Works Manager
Tracey Perkosky, Grants & Finance Manager

Absent:
Commissioner Demchuk - President
Commissioner Hinds – VP
Steve Palmer, Director of Public Works
Peter White – City Council

Public Comment:
Jack Oliver – Progress and research on Lyman Park and updating the Commission. Referenced McCullough Park submission to the city versus what they are working on now. Does a city survey exist of Lyman Park exist? Carlos Uribe recommended doing a record search with the city. Jack suggests getting a new one to complete needs based on actual surveys. Tracey reminds us that because you are in the public comment and not on the agenda, we are not able to comment.

Approval of Minutes:
Commissioner Phinney approved the October 24, 2016. Commissioner Strouss seconded the motion. The minutes were approved as presented.

Reports by Staff and Commission:
-Phinney made a motion to move Recreation Directors report to the end of the meeting. Commissioner Smith second. All in favor.

Scheduled Items:

a. **Park Audit Review – Carlos Uribe**
-Thank you for the park audits. Second and third set of eyes is extremely helpful.
-Leaves and pruning guidelines are from Rescape California. BPM's guidelines. Water saving, reducing maintenance and labor, weed

suppression without using round-up all the time, leaving leaves so they can go back into the Earth thin layer of organic material. Reducing run off, using leaves there, and reduction of emissions. Pruning practices, minimizing sheering as that requires more maintenance. There are seven principles that we as a city try to follow.
-Going to take everything we gave, categorize and prioritize based on safety, maintenance.
-Next week we are working on the playground at Lyman Park. Mulching on Spring Street.
-Signs are going to be ordered. Latches etc. are being fixed. Wind screens will be coming up. Water Fountains will be fixed.
-Wappo Park maintenance is about three times a year.
-Parks and Recreation Maintenance consists of five people and two supervisors. They are responsible for all Parks, Buildings, Streets, Storm Drains, Fleet Management and Sewer, Government Buildings and trees.
-Picking up trash and garbage bags as well as restrooms. We are starting Saturday and Sunday, full time included in this pick up.
PUBLIC COMMENT:
-Leaves from trees at Lyman Park to decompose had beetles didn't they? Carlos replied no, those were the beetle skeletons, live beetles aren't in the leaves on the ground. Beetles had already done their damage.
-At what point will the sales tax and hotel tax coming in, when we will be seeing the benefits of that? Mayor, April 1st is the new sales tax, end of May about, back to the city. With respect to the hotel tax, that has already been factored into the future budget.
-Jack Oliver – Lyman Park pavers. Is there an inventory of pavers that can match what is existing in order to replace? If someone wanted to donate new pavers and do that, what is best? There is back stock that we currently use to replace or expand, as far as redoing a whole section, there is not enough.
-Bocce courts at Crane Park, if we were to ad to Lyman Park, did the city build them at Crane and does the city maintain them? If approved, is this something the city could maintain? Seasonal Bocce has a crew that maintains Crane Park Bocce, city maintenance does not maintain them.
-Tree work at Lyman Park, what is the best way to get pruning etc. done? Permit process involved because it is on city property. The city tree pruning schedule, Lyman Park is being pruned this year.

b. Park Impact Fees – Tracey Perkosky

-Good idea to come back and prioritize.
-How we are proposing to spend these funds is within legal requirements.
-Construction and Rehabilitation versus maintenance.
-Park in Lieu (development of new park) Park Impact Fees for Rehabilitation and Acquisition.
-Wappo Park and Lyman Park are priorities based on interest and history.

- Wappo Park, usable path with signage, turf/grass/better shade for Dog Park, pruning redwood trees.
-Lyman Park – supporting the proposed plan from interested citizens led by Jack Oliver in addition to BBQ,
-Top Priority for Parks and Rec Fees are…we as a group need to decide.
-Amount of money available for us and ball park numbers for construction and maintenance will be available from Tracey at the next meeting.

Future Agenda Items:

-St. Helena Beautification Foundation update
-Jack Oliver and Lyman Park update
-Park Impact Fee Update on amount we have and cost as well as adding priorities to the list.
-Jameson Animal Rescue future project at Wappo
-Mike Hastings – 1711 Spring Street – would like to present his fence idea and Redwood Tree plan.

Meeting Adjourned at 6:29pm