



**City of St. Helena
Parks and Recreation Commission
Special Meeting
1480 Main St., St. Helena, CA 94574
Monday, February 27, 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.

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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. Parks Maintenance Update; Public Works
Youth and Adult Sport Updates; Recreation
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 January 23, 2017. 3 - 6
[Parks & Recreation Commission Special Meeting - January 23, 2017 MINUTES](#)
6. SCHEDULED MATTERS:
 - 6.1. Lyman Park Update; Jack Oliver

- 6.2. Adopt-a-Park Program; Review forms and content
- 6.3. Fourth of July Event; Recommendation to council for funding in the 2017-2018 Budget
- 6.4. Harvest Festival 2017; appoint commissioners to Harvest Festival sub-committees such as fundraising, pet parade, and non-profits coordination.
- 6.5. Parks & Recreation Town Hall Meeting; Direction on setting up a town hall meeting to review Lyman Park and other park priorities for 2017-2018.
- 7. FUTURE AGENDA ITEMS:
- 8. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for March 20, 2017 at 4:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on February 22, 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, January 23, 2017
City Hall – Conference Room

Meeting Called to Order at 4:40pm

Roll Call:

Present: Commissioner Demchuk - Chair
Commissioner Hinds – Vice Chair
Commissioner Phinney
Commissioner Strouss
Commissioner Smith
Haidi Arias, Recreation Director
Peter White – City Council Representative
Carlos Uribe – Public Works Manager
Tracey Perkosky – Grants and Finance Manager

Public Comment:

Jennifer Robedee – 470 Sunset, Angwin

Crane Park tennis team. Large cracks and we are entering the dangerous level. With this storm, they are getting worse. They are dangerous.

Donna Hinds – On behalf of Pam Smithers – Pam would like us to talk about and consider use of the lights. Being left on, time of use, etc.

Gail Lane - 1465 Sylvaner Avenue – We are division 2 team with older players.

Our captain fell and broke her wrist and had to have surgery. We would like to get on the agenda to discuss resurfacing the Crane Park tennis at a future date.

It was suggested that you come on the 4th of February to discuss this in an open forum for the budget meeting with the City Council.

Susan Ortega – Deer Park – December 8th Tree Committee meeting and they were talking about the tree on the scheduled matters. The tree committee asked me to bring Baldwin Park to the parks and rec meeting. The fence has been falling over onto the West side into the park. There are irrigation lines sticking up on the fence line and there are dead trees in the section. Middle of the park, west side.

Reports by Staff and Commission:

- Tracey Perkosky – Park Impact Fees Update - Project estimates and Park Impact Fee update will come next month. Because of the storms and the toll they took on us, I don't have the information ready for this meeting.

-Haidi Arias – Beautification Committee update – spoke to Joice Beatty and the Beautification Foundation meets every 2nd Wednesday of the month at 8:30am at Rianda House. Haidi and Carlos will attend those meeting and commissioners are

encouraged to attend when we can. Beautification Committee will also start to follow protocol and come to Parks and Rec with their ideas and proposed changes and fixes. They have several trees they would like to plant and were told that they need to come to the Tree Committee as well as Parks and Rec. Next meeting is February 8th, 2017.

-Commissioner Demchuk – asks how we have better communication between the two committees so we can work together and know when to work together.

-Carlos Uribe – need to establish a line communication when we see an agenda item that effect all. Leaves drop on play grounds, maybe choose another type of tree? Things like that. Let's talk.

-Open discussion and questions between commissioners asking about trees and projects and such.

Carlos Uribe – Little damage from the storm. One tree came down in McCullough Park. Couple storm drains full in Baldwin Park and we are working with that.

Commissioner Reports –

Tracy Smith – No water was working on Wappo Park.

-Carlos Uribe – it is on order as they froze

Approval of Minutes:

Commissioner Smith approved the December 5, 2016 minutes as revised.

Commissioner Strouss seconded the motion. The minutes were approved as presented.

Scheduled Items:

a. Mike Hastings – Report on fence idea and redwood tree plan for 1711 Spring Street.

- Thank you. 1711 Spring St. I am on the north-east side. I came to the tree committee in December. Asking for trees to be planted between my property and the park. What was the best type of tree did the tree committee think. They didn't want redwoods, they wanted Red Oaks. I will pay for them and the city will plant. The second part is that the Fence that runs along my property all the way into Baldwin. I have an interest in making that fence appropriate, stable, and preventing people from climbing on it, etc.

-What is the policy for height on fences for the city? 6 feet solid, 2 feet lattice. Peter White read the ordinance.

-Design of the fence. I have looked at the fence in its entirety, the first half from Spring St. needs to be replaced. More than happy to replace on my own. I don't feel that the second half needs to be replaced, but repaired. If I am paying for it what are my obligations? Discussion on design, thankful for bringing this our attention and paying for her.

-Noah Housh reads the ordinances and fence limitations. Are any of these setbacks? You do have the option of six feet of fence and Planning Department does not require permits for fences.

- At some point we should discuss as a commission and budget, redoing the entire fence as the second half needs to be fixed and/or replaced.
- Mike is going to move forward and replace his section of fencing. If we as a commission decide if we want to fix the fence, let's contact Mike and work together.

b. Lyman Park Update: Tracey Perkosky

- Hand out given
- Presented to City Council at the last meeting.
- In November the City received a letter from the Land and Water Conservation Fund that we received money in the past and we have requirements. Signage needed to be found and displayed was one requirement.
- Maintain space as outdoor recreation space in perpetuity. By accepting this money in the 1980's, we agree to that.
- There is an out clause if the city so desires, to change it from outdoor recreation space. There are limits and requirements for this.
- Tot lot, picnic, landscaping and irrigation were completed with the grant money received. Hand out explains more.

c. Adopt-A-Park form design and content

- This is just for design and content. Four different city adopt-a-park program examples. How much information do we want to give.
- Goals, Missions, Photos, Applications, make sure it is interactive online.
- What the city is responsible for and what we want the adoptee to take care of.
- We need direction from us and what to identify.
- Should we focus on the four little parks and then move from there?
- Recognition to Organization? We want them to commit to something greater than one fix. Help keep the park thriving. In the past we talked about one year, not one project.
- Wappo Dog Park as one, versus Wappo as a whole.
- Mennen, Wappo Dog Park, Mary Fryer, Baldwin, McCullough, Lyman let's talk about what parks.
- Homework is to go over design, ask questions, etc.
- Think about how to recognize the people that engage in this opportunity. Businesses and non-profits it is a great opportunity to have good P.R.
- Carlos and Haidi will tell us what we can do within each park.

Future Agenda Items:

- Baldwin Park Susan Ortega concern with photos
- Tracey Peroksy and Impact Fee Update with prices and such
- Tennis Court resurfacing

- Mike Hastings fence and the second half
- Jack Oliver and Lyman Park Update
- Adopt-A-Park update and direction
- Fourth of July funding with help from the city – staff report- agenda an item and
- Harvest Festival Committees
- Next meeting February 27th a special meeting due to Presidents Day

Meeting Adjourned at 5:55pm