



CANCELLATION NOTICE

City of St. Helena
Parks and Recreation Commission
Regular Meeting
1480 Main St., St. Helena, CA 94574
Monday, March 20, 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. ~CANCELLATION NOTICE~

The March 20, 2017 meeting has been cancelled. A special meeting may be scheduled at a later date.

2. CALL TO ORDER

3. 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

4. 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.

5. 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.

6. 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.

- 6.1. Parks and Recreation Commission Meeting Minutes of February 27, 2017.

3 - 6

[Parks & Recreation Commission Special Meeting - February 27, 2017](#)
[MINUTES](#)

7. SCHEDULED MATTERS:

- 7.1. Discussion on Baldwin Park Fencing Issue; Lead Staff: Carlos Uribe
- 7.2. Discussion on Park Impact Fee Results; Lead Staff: Tracey Perkowski
- 7.3. Harvest Festival Assignments. Two Commissioners for each sub-committee.
 - Pet Parade
 - Marketing Team
 - Logistics Team (Site Plan, Food Court)

8. FUTURE AGENDA ITEMS:

9. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for April 17 at 4:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on March 20, 2017 at 10:40 am.

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, February 27, 2017
City Hall – Conference Room

Meeting Called to Order at 4:29pm

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

Absent: Carlos Uribe – Public Works Manager

Public Comment:

Susan Ortega – Deer Park – I would like to bring back up the Baldwin Park fence on the west side that is falling over. Irrigation near it and leaning on it. Arborist or someone from the park department looking at it? I sent an email and haven't received a reply.

Reports by Staff and Commission:

Carlos Uribe – (not in attendance but presented by Haidi) Attached list from Carlos for the next three months. Any questions or comments go to Haidi so she can bring to Carlos directly.

-Tracy Smith – Wappo Dog Park – cushion around post that holds poop bags that is in the middle of Dog Park. Dogs are crashing into it as they are running around the park. Not safe.

-Matt Demchuk – Rules and Regulations sign at the tennis courts is not up yet. Haidi said it is coming in any day. Ordered and will be hung as soon as it comes in.

-Kim Phinney – Pam Smithers is asking about the lights and sign. Sign is being worked on and will be completed.

Haidi Arias – Finishing basketball on March 11. Spring T-Ball and Volleyball for the girls. Youth Soccer tryouts for Club teams. There will be one spring club and more fall teams. Bocce courts starting to be cleaned up soon and maintenance happening. March 13th is Bocce Ball Season sign ups, fees will continue to stay the same. Adult

Softball registration is out. New contract for Little League as theirs ends March 17, 2017, then it goes to council. The new contract will be updated and taking ideas from other cities and how they manage city fields. The current contract dates back to the 1960's.

Peter White – ADA Update/Upgrades at City Council meeting tomorrow night. This will involve many parks in our city. Mostly facilities, restrooms and buildings. Item 9.2, please take a look at it.

-Question: where does this money come from that will pay for these changes and upgrades.

Commissioner Reports:

Kim Phinney – tennis net on court 2, broken again. Already been zip tied. Needs a new net ASAP.

Haidi - *That is up to the pros and Haidi will contact to have them get/order and Carlos will install.*

Approval of Minutes:

Commissioner Smith approved the January 23, 2017 minutes as presented.

Commissioner Hinds seconded the motion. All in favor. The minutes were approved as presented.

Scheduled Items:

a. Lyman Park Update: Jack Oliver

-An update on the working idea list from the citizens that are Passionate about Lyman Park. Moving list, an idea list, and trying to understand the process from a higher level. Working together with the Citizens who care and our Commission, to then go to Council and present our findings and needs for Lyman.

-Next step with Tracey, Public Works and Finance Committee and then go over what is available.

-Susan Ortega, Lulii Lyman, Kelly Carlin all present at the meeting to offer ideas, support and interest in Lyman. This group present is also helping Jack Oliver (head of this project) with the project and changes to Lyman.

-Most important park in the city: Concerts, Cinco de Mayo, Kid, Adults. This park needs to look the best it can and it represents our city as 3 million people drive by yearly.

-Please refer to hand out.

-Nice walkways need to draw people in. Pavers need borders. Don't match other parts of Main Street. More inviting and safe.

-Changing the light. Dated, poor light and don't match.

-Trimming of trees and over grown bushes.

-LOTS of benches. Spruced up and taken out some.

-Fountain – getting a quote to make it working again and fix it

- Bathrooms – Redo and update and make usable for all of Main Street and businesses.
- Play Ground – bordered by roads on two sides and is not enclosed and secured. Poor line of site between tables and big bush. Structure noted on pamphlet is a put in place with what is existing space.
- Bocce addition and community bigger table that holds more people, BBQ, and bocce!
- McCullough Park was a good example of community involvement. Private/Public Partnership.
- Use existing footprint and improve.
- Costs: see attached.

-Jake from Pacific Tree Care and Susan Ortega walked around. There are some safety concerns/hazards. At the back of park, dead limbs over benches. Tree limbs over neighbor's yard. They were supposed to have been done by now.

DISCUSSION:

- Named pavers for donations in the park is a thought.
- How does it work with city if a Boy Scout wants to fix a bench in a park? You work with Carlos on how to do it and it also falls into our Adopt-A-Park.
- This would be a great Master Plan on how to change a park, change different items, and perhaps include PBID money.
- Impact Fees and ADA money can also be a part of this master plan.
- Next step to not lose interest and waste time as this is an interested group, so the process is clear and move forward.

b. Adopt – A – Park: Review forms and content

- Idea forms presented with duties/ideas needed.
- Go over forms versus Park load and duties
- Can we use each park representative for our parks and communicate?
- Time frame of parks needs to change on form. Discuss.
- Homework immediate for Commission is to build upon what Haidi has put out and identify time frame, needs based. Comments from Commissioners are due to Haidi by March 13th.

c. Fourth of July Event: Recommendation to council for funding in the 2017-2018 Budget – Kim Phinney

- Staff Report part of the Budget Hearing April 6th. 4:00 – 8:00pm at the Vintage Hall (confirm location).
- Encouraging Commission Members to write a letter to city council about the Fireworks being a line item budget addition.
- Commissioner Phinney makes a motion for a Recommendation from Commission to the City Council to expand Park and Rec Budget to include \$25,000 (half the current cost) for the 2017 4th of July Fireworks Show. Commissioner Hinds seconds. All in favor.

d. Harvest Festival 2017: appoint commissioners to Harvest Festival sub-committees such as fundraising, pet parade and non-profits coordination.

-ahead of the curve and who is on what committee. Tracy will do the Pet Parade again, but may not be there that day and will need a back-up person.

-need to start sooner than last year. Maybe in August.

-pre-registration and pick up NOT day of is a recommendation.

-Committees needed: Pet Parade, Marketing/Publicity, Site Plan and coordination of booths (including non-profits).

-October 21st is the Harvest Festival date for 2017.

e. Parks and Rec Town Hall Meeting: Direction on setting up a town hall meeting to review Lyman Park and other park priorities for 2017-2018.

-Commissioner Demchuk would like to take our wish list from Tracey and costs, get a town hall meeting and let the community know. What would they like to do? Priorities for the citizens and the Commission. Add Lyman Park new plans and master plan to this community day.

-Town Hall Meeting end of March and beginning of April. Date to be determined.

Future Agenda Items:

-Baldwin Park fencing and irrigation

-Harvest Festival Update

-Tracey Perkowsky presenting Park Impact Fee Results

-Adopt-A-Park form follow up after turning into Haidi

Meeting Adjourned at 6:13pm