



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1480 Main St., St. Helena, CA 94574
Monday, May 15, 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

Commission Chair: Matt Demchuk

Vice Chair: Donna Hinds

Members: Noelle Strouss and Tracy Smith

City Council Member Liaison: Peter White

Staff Liaison: Tracey Perkosky, Acting Recreation Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing the Commission should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by **the Brown Act, the Commission 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 commission 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.**

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, one motion may be used to adopt all recommendation actions.

5.1. Parks and Recreation Commission Meeting Minutes of April 17, 2017

[Parks & Rec Minutes April 17th](#)

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6. SCHEDULED MATTERS:

6.1. Election of Commission Secretary and Discussion of Action Minute Format

6.2. Discussion and Direction for July 4th Celebration

6.3. Discussion and Direction for Harvest Festival and Commission Member

Assignments

- 6.4. Discussion and Proposed Approval of Adopt-A-Park Program
- 6.5. Discussion and Selection of Sub Commission Members for Parks Capital Improvement Projects

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for June 12, 2017 at 4:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on May 11, 2017.

Tracey Perkosky, Acting 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
Regular Meeting**

Monday, April 17, 2017
City Hall – Conference room

Meeting called to order at 4:37 pm

Roll Call:

Present: Commissioner Demchuk – Chair
Commissioner Hinds – Vice Chair
Commissioner Strouss
Haidi Arias, Recreation Director
Tracy Perkowsky

Absent: Peter White – City Council Representative
Commissioner Smith

Public Forum: There was no Public Comment

Reports by Staff and Commission:

Tracy Perkowsky: Parks and Rec fees (tennis, Lyman, Wappo) were passed on to Erica Smithies be included in the CIP (Capital Improvement Projects). They will be discussed in regular council meetings. The Mayor expressed support of the tennis fees.

Haidi Arias: Bocce is full now. Filled Friday night and added team for Sunday night. The Supervisor job for Recreation will be announced soon. The new Director will be appointed mid-May to late June. Want one or two P&R Commissioners to be on selection panel.

Scheduled Matters:

Update on the 4th of July Fireworks 2017

City Council approved \$20,920 for fireworks to supplement the \$19,020 that was remaining from prior fundraising. The Supervisor will start the process of renting out Bocce courts and tennis courts. The \$5,000 raised from court rentals goes to security and clean-up and prep. John Sorensen requested an additional security guard. Courts will be same cost as last year and renters from previous year get first priority for renting again. The

fireworks contract will be signed soon. Haidi will be leaving detailed “to do” list for the fireworks event.

Discussion on future special events such as Harvest Festival and 4th of July:

Commissioners need to decide how to raise money for future events. The new Director will need to be involved with the non profits (Harvest Festival). Requires 20-30 volunteers just for the kids zone. All cash handling is done by the City staff. Consideration of using corporate sponsors/wineries for future fireworks fundraising.

Update on Adopt a Park Program:

Need feedback from commissioners. Give feedback to Tracey Perkosky by May 5th by email to traceyp@cityofsthelena.org Tracey will email Commissioner Smith. Tracey will have a full draft version by the next meeting. The list of projects handed out is the list that Carlos Uribe is willing to delegate to outside organizations. Commissioners will need to match groups toward the right park depending on the amount of work they want to do. Additionally, commissions should bring other ideas of projects. A suggestion was made to add a line for “proposed project”. Commissioners discussed the time period for commitments and concluded the commitment should be for one year to coincide with the City fiscal year and the school year. The first year may not coincide exactly depending on when the program starts. Applicants will go through the Director and the Commissioners for approval. Parks & Rec will need a complete package detailing the program to present to City Council for approval. The next meeting will be May 15th.

Future Agenda Items:

Tracey Perkosky to follow up on appointment of new Commissioners.

Secretary will be elected.

Adopt a Park – including marketing plan

4th of July

Interim Director

CIP – update

Adjournment: 5:30 pm