



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1480 Main St., St. Helena, CA 94574
Monday, October 2, 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, Paul Kass and Tracy Smith
City Council Member Liaison: Peter White
Staff Liaison: André Pichly, 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, on motion may be used to adopt all recommendation actions.
 - 5.1. Parks and Recreation Commission Meeting Minutes of September 18, 2017.

CEQA Determination: Exempt
[Parks and Recreation Minutes - September 18 2017](#)
6. SCHEDULED MATTERS:
Harvest Festival: Planning and Coordination
7. ADJOURNMENT

3 - 7

The next regular Parks and Recreation Commission meeting is scheduled for October 18, 2017 at 4:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on [Date].

André Pichly, 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.

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
September 18, 2017**

1. Call to Order 4:32 pm

2. Roll Call

The following were present:

Commission Chair: Matt Demchuk

Vice Chair: Donna Hinds

Member: Noelle Strouss

City Council Member Liaison: Peter White

Staff Liaison: Andre Pichly, Recreation Director

Amalia Kulczycki, Recreation Supervisor

Also present (as volunteer): Stephanie Iacobacci

Absent

Members: Paul Kass and Tracy Smith

3. Public Forum – no comments

4. Reports by Staff and Commission

5. Consent Calendar

5.1 Parks and Recreation Commission Meeting Minutes of May, June, July and August not available at this time.

Donna – Minutes from May, July and August will be presented for for approval at next regular meeting.

Corrections for Minutes from September 7th special meeting: Stephanie's email address is Stephanie.iacobacci@gmail.com. The meeting was adjourned at 10:06 am. Motion by Noelle to approve as revised and seconded by Matt. All approved.

6. Scheduled Matters: Harvest Festival/Pet Parade Update

PET PARADE

Tracy send email update with Matt

Registration is not yet up on City's website. Wine Country Animals has asked to walk last. Amalia and Andre have walked the route of the parade. There should be two different maps. Tracy gave list of categories from last year: Best in show, Best costumed pet, most creative combo/group, best pet owner look-a-like, most colorful, three more judges' choices.

This year we will delete most colorful and add one judges' choice. All agreed.

Tracy talked to Crush Fitness. They need to know how much space they will have. They could do a relay with medicine balls. They could do 5 minute cardio classes with kids. Committee prefers they do something wine related. Committee would like winery to sponsor event. **Stephanie** will contact a few. **Matt** will contact Schramsberg to see if they may want to do an event. Tracy contacted Sportago, they will donate gift bags. Top winners get ribbons and gift bags. Waiting to hear from Gotts.

Noelle discussed her progress as outlined in attached email.

Matt will respond to Tracy's email and tell her to ask Crush if they can come up with something Harvest themed.

Donna – Judges confirmed – Laddie Hall, Missy Gott, Peter White,
Judges – possible – Wayne/Marcus
MC – Tony Leonardini – wants to say something of interest about each group. Wants it to be organized. Matt and Donna will be meeting with Tony tomorrow.

Andre – will ask John Sorenson if he has interest in being a judge and if we can use the firetruck.

Amalia – still working on registration. Once registration is complete a blast will be sent to entire City e-news and the Parks & Recreation distribution list. **Amalia** will have registration set up by Wednesday.

Andre and **Amalia** will be setting up Facebook page for Pet Parade ASAP. **Andre** and **Amalia** will let Tracy know they will be setting up the Facebook page. Matt encouraged group to send invitations to facebook friends on the page is set up. This should be done by City. Facebook will be ready to go by the end of the day on Wednesday.

Amalia – Will add to registration form – something of interest about the group.
Matt will fill in gaps the morning of the parade will groups that do not give info in advance.

Matt will follow up with Brent Miller to get photos from event from last year. **Matt** will also talk to Rob McDonough to see if he will do photos for this year.

Amalia – has not ordered numbers yet. Can be personalized. They will say: "St. Helena Pet Parade 2017" Need to get numbers and ribbons ordered promptly.

Stephanie – will be at registration table.

Andre – Will talk to April about registration table.

HARVEST FESTIVAL

Amalia noted that Canine Companions for Independence (Santa Rosa) will have a booth and want to be in parade.

Matt will reach out to David Gardner with Nimbus.

Matt – discussed idea of a booth and GoFundMe to start building interest and take donations for Fireworks for next year. Group agreed.

Special meeting on Monday, Oct. 2nd at 4:30 pm in City Hall to finalize plans for Pet Parade and Harvest Festival.

Matt sent email to Alan at Alan's photography. Has not heard back. **Matt** will follow up with phone call.

Catholic school will not run kid zone. Not enough support to do it right after their fundraiser. They will allow us to use parking lot for carnival but we do not have anyone to run carnival. **Amalia** will reach out to parent group at the primary school. Volunteers work blocks of time. Zipline did not work well last year. The time will be 11-4. 5 hours, 12 people per shift. Volunteers collect tickets, check wrist bands and check for safety. Whoever runs it keeps the proceeds. Last year the soccer clubs raised \$3,000. **Matt** will make calls to drum up support in parent/teacher groups to volunteer.

Amalia will order inflatables ASAP and see what is available. **Amalia** will contact Party Jump tomorrow (Tuesday).

Matt will reach out to Little League to see if they might be interested in doing the volunteer for kid zone.

Ticket and wrist bands – April will have someone to man the booth.

Stephanie noted that the Boy Scouts do not want to have a booth because it is a lot of work and the cost of the booth is too much. Stephanie felt they may still be willing if they do not have to pay vendor fee. Vendor fee cannot be waived as it is not waived for others.

Amalia followed up with City employees and they do not want to do food, they want to activity.

Matt will follow up with Little League to see if they will do food and have Parent/Teacher do Kid Zone.

Andre to ask John Sorenson about doing Pizza Truck as fundraiser for 4th of July Fireworks. We will pay for materials. **Donna** will help volunteer when finished with Pet Parade.

Matt will reach out to Rotary about manning food booth.

Amalia gave update: Currently: Red Umbrellas – 30 booths / 14 vendors
4 more vendors will be sending in registration.
Last year 27 non profits / 31 vendors
This year 15 non profits / 19 vendors

Numbers do not include City, and a few others. Deadline was June, but Amalia is still accepting applications.

Community Band will play from 11-12 Free

Noema – will also play 12 – 1:45 2:30 - 4
Neme – marching band will play during break. Will be walking around and will be in Parade.
\$1600 for each

Amalia will contact bands and offer \$2000 for both bands to play.

Amalia will follow up with Tesla to see if they will sponsor the band.

Matt will reach out with Craig Bond about High School Band for suggestions.

7. Adjournment

Meeting Adjourned: 6:18 pm.

Attachments: Email from Noelle Strouss

From: **Noelle Strouss** nstrouss@cbnapavalley.com
 Subject: UPDATE - Pet parade Harvest Festival
 Date: September 14, 2017 at 3:16 PM
 To: Donna Hinds donna@donnahinds.com
 Cc: Amalia Kulczycki AKulczycki@cityofstheleena.org



Hi Donna-

- ü **We Care Animal Rescue** I spoke with Cindy 363-7086 cell. She will be handling this for Susan Wren and our contact person. They defiantly want to participate in the parade (with a 2-manned Paper Mache CAT) & will be getting 8 volunteers for parade day. They are excited to be involved and want to help anywhere. Additionally, they do want a booth and plan to have some cats/kittens for adoption.
- ü **Fideaux** 9/11/17 Ashley Urban, Fideaux General Manager 707-967-9935 ashley@fideaux.net They put together 2- gift certificates (1-\$20 1-\$30) a fun water dish, a Halloween toy, and a yummy bag of dog treats. Also, ordered our "GLOW IN THE DARK" Fideaux frisbee's for our staff to hand out the morning of the parade. Pick up next week
- ü **Coffee Roasting:** 9/11/17 Spoke with Amber Bohen, Mgr. 707-286-4065. amberb@napavalleycoffee.com They will be giving 10 hot chocolate coupons. She stated they are open at 6AM but I let her know staff to start coffee asap for us. ☺ Pick-up 10/5
- ü **Cameo** (Cathy Buck): 9/11/17 Cathy will donate 5 gifts for the prizes. Sent email for prize donations Cathy Buck cathybuck25@gmail.com (707) 287-4172 Pick-up 10/5
- ü **Big Dipper:** 9/12/17 spoke with Martin Kirkham mjkirkham@hotmail.com He will donate \$50 (\$2 each coupons) for the kids. Pick-up 10/5
- ü **A&W:** 9/13/17 Owner 209-366-3462 called and wants the bear Costume to walk in the parade. What he wants to do is give us 500 coupons for a free root beer float. These coupons are to be passed out to each person walking in the parade. It would be best to ask each group, when they check in for their number, "How many are walking in your group?" and give them the coupons. Doesn't have the staff for a root-beer float stand.

Nimbus Art: No Answer yet -- Emailed Jamie at info@nimbusarts.org Asked if they be interested in walking in the parade again with Dragon.

I'll have more updates at Monday's meeting.

Noelle Strouss
 Coldwell Banker Brokers of the Valley
 1289 Main Street
 St. Helena, CA 94574
 Office: 707-925-0111
 Cell: 408-691-3741
nstrouss@cbnapavalley.com
www.noellestrouss.com
 CalBRE #01157531