



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, May 6, 2019 @ 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 four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Matt Demchuk

Vice Chair: Donna Hinds

Members: Bob Frescura, Rebekah Weeman, and Susan Kenward

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & 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 four 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.**

4.1. 1. Parks & Recreation

2. Public Works

3. Commissioners

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 April 15, 2019.

Prepared By: Andre Pichly, Parks & Recreation Director

[4-15-2019 Parks and Recreation Commission Meeting Minutes](#)

3 - 4

6. SCHEDULED MATTERS:

6.1. Crane Park tennis court lighting study update - discussion/no staff

report (Demchuk)

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

- 6.2. Review of Municipal Code 2.56: Parks and Recreation Commission - discussion/no staff report (Demchuk)

5 - 6

[Muni Code 2.56 Parks and Recreation Commission](#)

- 6.3. Formation of a sub-committee for accessible open space and trails - action item/no staff report (Demchuk)

- 6.4. Explanation of lottery system for bocce and tennis court rentals for Fourth of July Fireworks - discussion/no staff report (requested by Hinds/discussion by Iacobacci and Pichly)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for May 20, 2019 at 4:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1480 Main Street and 1360 Oak Avenue on May 2, 2019.

André Pichly, Parks & 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
Special Meeting
April 15, 2019**

Meeting Minutes – Action Items Only

1. Call to Order 4:31 pm

2. Roll Call

The following were present:

Commission Chair: Matt Demchuk

Members: Donna Hinds, Bob Frescura, Susan Kenward, and Rebekah Weeman

City Council Member Liaison: David Knudsen

Staff Amalia Kulczycki, Stephanie Iacobacci, Erica Ahmann-Smithies, and Carlos Uribe

Absent: Staff Liaison André Pichly, Parks & Recreation Director

3. Public Forum – None

5. Consent Calendar

- Meeting minutes from February 25, 2019, approved (moved by Frescura/Hinds 2nd).

6. Scheduled Matters:

- 6.1 **Formation of a sub-committee that could explore accessible open space and trails** *action item/no staff report (Demchuk)* – Sub-committee for Accessible open space & trails was not created, but discussed. The Ahmann-Smithies (Public Works Director) mentioned she was under the impression the request from council was for both the Parks and Rec commission and Active Transportation and Safety Committee to meet regarding this. Ahmann-Smithies mentioned the next ATSC meeting is May 1st. Demchuk suggests that the Parks and Recreation Commission join the meeting. Commissioners Frescura and Weeman volunteered to attend the meeting. Ahmann-Smithies will notify the Staff Liaison to the ATSC (Tobias Barr) and add it to the agenda for ATSC.
- 6.2 **Special event: Fourth of July Fireworks, community concert, and bike parade; fundraising efforts; need for volunteers on day of event** - *discussion/no staff report/not an action item (staff)*: Fourth of July update was provided by staff members Iacobacci and Kulczycki.
 - Fundraising has begun; Iacobacci comments that we will need a sustainable plan for next year since we will lose the city sponsorship of half the firework show. Commissioner Weeman

suggested contacting CalFire, Napa Valley Vintners, and Safeway, and getting a multi-year commitment.

- Kulczycki informs the committee of the addition of the pool for 2019 celebration.
- Demchuk suggested doing the Bike Valet in one of the tennis courts at Crane Park and raffling off something for those who ride their bike.
- A suggestion was made to sell glow sticks.
- The Commission requested staff to create a volunteer list including tasks so they can recruit volunteers.

7. Adjournment

Meeting Adjourned: 5:59 pm. Moved by Hinds; 2nd by Frescura.

APPROVED:

ATTEST:

Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation

Chapter 2.56
PARKS AND RECREATION COMMISSION

Sections:

[2.56.010 Membership.](#)

[2.56.020 Meetings.](#)

[2.56.030 Duties.](#)

[2.56.040 Budget submittal.](#)

2.56.010 Membership.

The **parks** and **recreation commission** shall consist of five members. Commissioners shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents to the **commission** on a case-by-case basis, with the consent of the city council. Commissioners shall serve for a term of two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for some trustees for the purpose of staggering term expirations. Each commissioner shall be appointed by the mayor with the approval of the city council and may be removed without cause by the city council. If a vacancy shall occur otherwise than by expiration of the term of office, it shall be filled by appointment for the unexpired portion of the term. The superintendent of schools of the St. Helena Unified School District shall be an ex officio member of the **commission**. (Ord. 14-6 § 2: prior code § 2.120)

2.56.020 Meetings.

The **commission** shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by three commissioners, with written notice served upon each commissioner at least three hours before the time specified for the proposed meeting. A majority of the commissioners shall constitute a quorum for the transaction of business. The commissioners shall appoint the chairperson and vice-chairperson from their number, each of whom shall serve for one year and until his or her successor is appointed. The **commission** shall cause a proper record of their proceedings to be kept and shall file minutes of all meetings with the city clerk. (Prior code § 2.121)

2.56.030 Duties.

The duties of the **commission** shall be as follows:

- A. To act in an advisory capacity to the city council and its **recreation** director in all matters pertaining to the public **parks** and **recreation** and to cooperate with other governmental agencies and civic groups in the advancement of sound **parks** and **recreation** planning and programming;

- B. To formulate policies on **recreation** services for approval by the city council;
- C. To advise with the city council and its **recreation** director on problems of administration, development of **parks** and **recreation** areas, facilities, programs and improved **recreation** services;
- D. To recommend the adoption of standards on organization, personnel, areas and facilities, program and financial support;
- E. To make periodic inventories of **recreation** services that exist or may be needed and interpret the needs of the public to the city council;
- F. To aid in coordinating the **recreation** services with the programs of other governmental agencies and voluntary organizations. (Prior code § 2.122)

2.56.040 Budget submittal.

The **commission** shall submit annually a budget to the city council for its approval in whole or in part. The budget should provide not only for **recreation** services and operating costs for the ensuing year, but should also contain estimates and recommendations for such long-term capital outlay as may be necessary to provide for an orderly and coordinated development program. (Prior code § 2.123)