



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, May 20, 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, and Erica Ahmann-Smithies, Public Works 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.**

1. Parks & Recreation staff
2. Public Works staff
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 May 6, 2019.

3 - 5

Prepared By: Andre Pichly, Parks & Recreation Director

[5-6-19 PRC meeting minutes](#)

6. SCHEDULED MATTERS:

6.1. Crane Park Light Improvements Update - discussion only/staff report
(DRAFT for City Council)/not an action item (Demchuck)

7 - 11

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

[Crane Park Park Light Upgrades DRAFT staff report - Revised Scope](#)

- 6.2. 2019/2020 Park Assignments for Commissioners - discussion item only/no staff report/not an action item (Demchuk)
- 6.3. Parks Maintenance Matrix - discussion item only/no staff report/not an action item (Demchuk)

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

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for June 17, 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 16, 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
May 6, 2019**

Meeting Minutes – Action Items Only

1. Call to Order 4:32 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, Edrees Argand, André Pichly

Absent: None

3. Public Forum – Pam Smithers –reminded the Commission that May is Bike to Work Month, and that May 9th is Bike to Work and School Day. Encouraged participation and provided flyers (see page 3).

5. Consent Calendar

- Correction to item 6.1: Change Active Transportation and *Safety* Committee to Active Transportation and Sustainability Committee. Meeting minutes from April 15, 2019, approved as amended (moved by Hinds/Weeman 2nd).

6. Scheduled Matters:

- 6.1 **Crane Park tennis court lighting study update** *discussion only/no staff report (Demchuk)* – Public Works Director Erica Ahmann-Smithies updated the Commission on the plan moving forward. Update only – not an action item.
Public comment: Dave Knudsen – stated that project would reduce light pollution, and would provide better lighting for tennis players; Pam Smithers – requests that lights at Skate Park be made to go off when it's raining.
- 6.2 **Review of Municipal Code 2.56: Parks and Recreation Commission -** *discussion/no staff report/not an action item (Demchuk)*: Commission and staff reviewed the ordinance – not an action item.
- 6.3 **Formation of a sub-committee for accessible open space and trails –** *action item/no staff report (Demchuk)*:

Public comment: Dave Knudsen – would like to see the Parks and Recreation Commission to be sure they're looking at open space as part of their purview.

Anna Navarro was mentioned as a resource for the sub-committee.

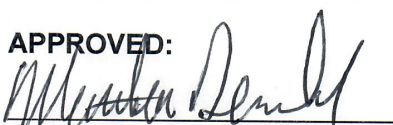
Motion by Kenward: Form an open space and recreation trails sub-committee and appoint Rebekah Weeman and Bob Frescura as the two commissioners serving on that sub-committee. 2nd by Hinds. Approved.

- 6.4 **Explanation of lottery system for bocce and tennis court rentals for Fourth of July Fireworks** – *discussion item/no staff report (requested by Hinds/discussion by Iacobacci and Pichly)*: staff described the purpose and process for the lottery. Hinds suggested not limiting the number of times a person could pay the non-refundable \$25 lottery entry fee. This would allow people to enter multiple times to increase their odds of getting a court to rent (referred to as a sponsorship), while at the same time raising funds to help offset the cost of the fireworks show. Those individuals who do have their name drawn would still pay the full cost of the court sponsorship, in addition to the \$25 per lottery-entrance 'donation'. Staff agreed this was a good idea. Hinds recommended that a person could not win more than 2 courts during the lottery, to which staff agreed. Iacobacci will modify the description of the lottery rules to include the option to enter multiple times and all applicable fees.

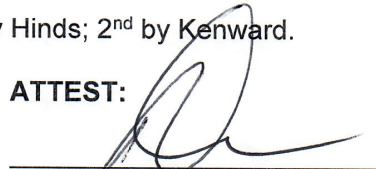
7. Adjournment

Meeting Adjourned: 5:57 pm. Moved by Hinds; 2nd by Kenward.

APPROVED:


Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation



Thursday, May 9th
A Fun, Community-wide Event For All Ages!

BAY AREA **25TH YEAR**

BIKE TO WORK DAY

MAY 9, 2019

AND BIKE TO SCHOOL DAY

ALL ARE WELCOME!
Just hop on your favorite pedal powered machine!

Sign up for weekly prize drawings!

WWW.NAPABIKE.ORG

PRESENTED BY

511 **M7** **METROPOLITAN TRANSPORTATION COMMISSION** **Alaska AIRLINES**

ITS **HONEY STINGER** **TIMBUK2** **Meatlike** **ORTIER** **in** **Flonit** **TRAILER AND CARGO**



Report to the City Council
Council Meeting of May 28, 2019

Agenda Section: Consent

Subject: Consideration and Proposed Approval of a Resolution revising the scope of work for the Crane Park Light Improvements, Project C19-03 to include a light study

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

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

Reviewed By: Andre Pichly, Parks & Recreation Director

Approved By: April Mitts, Finance Director

BACKGROUND

On February 12, 2018, the Parks and Recreation Commission developed a prioritization list for potential Capital Improvement Projects (CIP). The top priority of the Commission was the resurfacing of the tennis courts at Crane Park which is currently included in the adopted Fiscal Year 2018-2019 Capital Improvement Program Budget under CIP Project C19-02, Rehabilitate Crane Park Tennis Courts. In addition to the resurfacing of the courts, staff recommended the upgrading of the tennis court lighting to a more efficient LED system prior to resurfacing the courts. It was also recommended that other areas in Crane Park with older lighting systems, such as the Bocce Courts, Skate Park, and sand volleyball court, be upgraded to LED systems as well. Lastly, staff encouraged the Commission to consider the benefit of adding path lighting to areas of Crane Park to enhance the safety and security of users that may be in the park after sunset but before the park closes at 10 pm.

The Parks & Recreation Department held two open meetings at Crane Park next to the tennis courts for members of the tennis community and neighbors of Crane Park. Invitations were sent out via email, the City's Active Registration data base, social media, signage at the tennis courts, and word-of-mouth. The first meeting was held on Wednesday evening, September 26, 2018, and the second on Monday morning, October 1, 2018. Both dates and times were selected based on input from members of

the tennis community, as well as some of the tennis pros who teach out at Crane Park. Each meeting was attended by about a dozen members of the tennis community in addition to City staff, a Parks and Recreation Commissioner, and a City Council member. Staff invited a tennis court construction consultant and an outdoor sports facility lighting consultant to each of the meetings to describe options for court replacement or resurfacing, and upgrading of our current lighting system. During each meeting community members were able to share their thoughts and concerns for court resurfacing, lighting, court amenities and aesthetics, and the timing of the projects. This discussion, along with the attendees opportunity to discuss their ideas and concerns with the consultants was very productive. Each meeting lasted about one-hour. Between both meetings there was enthusiastic support to proceed with installing a slip-sheet on the center 4 courts, to resurface the 2 single courts, and upgrade the lighting system to a more efficient LED system that would have enhanced controls and reduced light spillage.

Parks and Recreation Commission also discussed and endorsed the use of Park Impact Fees for the upgrading of all Crane Park's existing lighting to LED systems as CIP Project C19-03. This would include the tennis courts, bocce courts, skate park, and sand volleyball court. These upgrades would use the existing lighting infrastructure. LED fixtures would replace the current metal halide fixtures and the existing control system would be replaced with a more advanced control system. LED lights last up to 130,000 hours, whereas metal halide bulbs have an operating life of around 15,000 hours. Further, LED lighting is expected to result in a cost savings of 30% in the City's energy bill. In addition, new path lighting was also discussed and endorsed. Stand-alone solar-powered lighting fixtures would be installed in areas in the park that need supplemental lighting to aid in park users leaving the tennis courts, bocce courts, and skate park after the lights have been turned off and to aid park users vehicles.

DISCUSSION

On November 27, 2018, City Council approved a resolution authorizing the Crane Park Light Improvements, Project C19-03 and a project budget of \$30,000 from Park Impact Fee funds to construct the project. The initial project budget was based on estimates provided by a contractor. However, it was discovered in early 2019 that the estimate was only for installation and did not include actual LED lights and equipment. At the same time there was a concern expressed from the community that the lighting upgrades would not address light pollution at the tennis courts and that a light study should be completed specifically for the tennis courts prior to any light upgrades. Staff took both updates to the Parks and Recreation Committee for discussion and it was recommended by staff that a light study should be completed by a consultant and that the same consultant would provide an equipment recommendation as well as an updated project estimate for completion.

Staff has since investigated costs for a light study and equipment recommendation and believes it will cost approximately \$15,000. Staff is recommending City Council approve the additional scope of work for CIP 19-03 Crane Park Light Improvement to include the light study. Once approved, staff can proceed with selecting a consultant and it is

anticipated that the study and recommendation could be completed within three months upon execution of an agreement. Once complete, updated information and costs will be brought to City Council for consideration.

The project is exempt from the requirements of CEQA pursuant to Section 15301 which exempts the maintenance and minor alteration of existing facilities and 15303 which exempts the construction of limited numbers of new, small structures and equipment.

FISCAL IMPACT

The anticipated cost for the consultant is within the approved project budget of \$30,000. New budget recommendations will be made to City Council at the conclusion of the light study.

RECOMMENDED ACTION

Staff recommends City Council adopt a Resolution revising the scope of work for the Crane Park Light Improvements, Project C19-03 to include a light study.

ATTACHMENTS

[Attachment 1: Resolution for Crane Park Lights](#)

CITY OF ST. HELENA

RESOLUTION No. 2019-

**Revising the scope of work for the Crane Park Light
Improvements, Project C19-03.**

RECITALS

- A. On November 27, 2018, City Council approved a resolution authorizing the Crane Park Light Improvements, Project C19-03 and a project budget of \$30,000 from park impact fee funds to construction the project; and
- B. The initial project budget was based on estimates provided by a contractor that were later discovered to only include the cost of installation and not the actual LED lights and equipment; and
- C. At the same time there was a concern expressed from the community that the lighting upgrades would not address light pollution at the tennis courts and that a light study should be completed specifically for the tennis courts prior to any light upgrades; and
- D. The Parks and Recreation Committee was provided an update and concurred with staff recommendation that a light study should be completed by a consultant and that the same consultant would provide an equipment recommendation as well as an updated project estimate for completion; and
- E. The costs for a light study and equipment recommendation should cost up to approximately \$15,000; and
- F. Staff is requesting that City Council approve the additional scope of work so that staff can proceed with selecting a consultant and bring back an update to City Council in Fiscal Year 2019/20.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. The project is exempt from the requirements of CEQA pursuant to Section 15301 which exempts the maintenance and minor alteration of existing facilities and 15303 which exempts the construction of limited numbers of new, small structures and equipment.
- 2. The Public Works Director/City Engineer is authorized to execute the Agreement for Maintenance of Post Construction Storm Water Best Management Practices for single and multiple parcel construction projects on behalf of the City of St. Helena.

Approved at a Regular Meeting of the St. Helena City Council on May 28, 2019 by the following vote:

Mayor Ellsworth:	_____
Vice Mayor Dohring:	_____
Councilmember Koberstein:	_____
Councilmember Chouteau:	_____
Councilmember Knudsen:	_____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk