# City of St. Helena
# Parks and Recreation Commission
# Special Meeting
# 1360 Oak Avenue, St. Helena, CA 94574
# Monday, June 24, 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.**

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1. CALL TO ORDER

2. ROLL CALL
Commission Chair: Matt Demchuk
Vice Chair: Vacant
Members: Bob Frescura, Rebekah Weeman, and Susan Kenward
City Council Member Liaison: David Knudsen
Staff Liaison: André Pichly, Parks & Recreation Director; 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 20, 2019. 3
    Prepared By: Andre Pichly, Parks & Recreation Director
    5-20-19 PRC meeting minutes

6. SCHEDULED MATTERS:

    6.1. Election of a Commissioner to the position of Vice Chair - *action item /*

*no staff report* (Pichly)
Prepared By: Andre Pichly, Parks & Recreation Director

6.2. Crane Park Lighting Improvements Update - *discussion only / no staff report* (Demchuk)
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

6.3. Skate Park Improvements Update - *discussion only / no staff report* (Demchuk)
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

6.4. 2019 Hometown Harvest Festival - proposed events and activities, planning discussion, commissioner assignments, and proposed timeline - *discussion only / not an action item* (Pichly)
Prepared By: Andre Pichly, Parks & Recreation Director

6.5. Fourth of July: fireworks, fundraising, bocce court lottery, court rentals, bike parade, concert in Lyman Park, opportunities for commissioner help at event - *discussion only / no staff report* (Hinds)
Prepared By: Andre Pichly, Parks & Recreation Director

6.6. Formation of a non-profit Friends group - *discussion only / no staff report* (Weeman)
Prepared By: Andre Pichly, Parks & Recreation Director

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for July 15, 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 June 20, 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 20, 2019**

**Meeting Minutes – Action Items Only**

1. **Call to Order** 4:38 pm

2. **Roll Call**
The following were present:
Commission Chair: Matt Demchuk
Members: Donna Hinds, Rebekah Weeman
Staff: Amalia Kulczycki, Stephanie Iacobacci, Erica Ahmann-Smithies, Edrees Argand, André Pichly, Carlos Uribe
Absent: Commissioners Bob Frescura and Susan Kenward; City Council Member Liaison David Knudsen

3. **Public Forum** – none.

5. **Consent Calendar**
   - Pichly's name left out of minutes, but was present at meeting. Meeting minutes from May 6, 2019, approved as amended (moved by Hinds/Weeman 2nd).

6. **Scheduled Matters**:

6.1 **Crane Park Light Improvements Update** - discussion only/staff report (DRAFT for City Council)/ not an action item (Demchuk) - Public Works Director Erica Ahmann-Smithies covered the highlights of the staff report, which goes to Council on Tuesday, May 28th, and asked if there was any feedback. One minor flaw (calling the commission a Committee) which will be corrected before the report is published. Update only – not an action item

6.2 **2019/2020 Park Assignments for Commissioners** - *discussion/no staff report/not an action item (Demchuk):* Tabled until July when the make-up of the Commission should be set for the next year.

6.3 **Park Maintenance Matrix** – *action item/no staff report (Demchuk*): brief discussion with Commissioners; Pichly will email each Commissioner a draft copy of the matrix and ask for feedback/input before Ahmann-Smithies finalizes.

7. **Adjournment**
Meeting Adjourned: 5:20 pm. Moved by Hinds; 2nd by Kenward.

**APPROVED:**
Matthew Demchuk, Chair

**ATTEST:**
André Pichly, Director of Parks & Recreation