



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, July 15, 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: Rebekah Weeman

Members: Bob Frescura and Susan Kenward

City Council Member Liaison: David Knudsen

Staff Liaisons: 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.**

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 June 24, 2019.

Prepared By: Andre Pichly, Parks & Recreation Director

[6-24-2019 Parks and Recreation Commission Special Meeting Minutes - signed](#)

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6. SCHEDULED MATTERS:

6.1. 2019 Hometown Harvest Festival - proposed events and activities, planning discussion, event/activities timeline, and update on vendors and non-profits - *discussion only / not an action item* (Pichly)

Prepared By: Andre Pichly, Parks & Recreation Director

6.2. Formation of a non-profit Friends group - *discussion only / no staff report* (Weeman)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for August 19, 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 July 11, 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
June 24, 2019**

Meeting Minutes – Action Items Only

1. Call to Order 4:34 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Members: Bob Fresura, Rebekah Weeman, Susan Kenward
- Staff: Amalia Kulczycki, Stephanie Iacobacci, Erica Ahmann-Smithies, Edrees Argand, André Pichly, Carlos Uribe
- City Council Member Liaison: David Knudsen

3. Public Forum – none.

5. Consent Calendar

- Meeting minutes from May 20, 2019, approved (moved by Frescura/Weeman 2nd).

6. Scheduled Matters:

- 6.1 **Election of a Commissioner to the position of Vice Chair** – action item/no staff report (Pichly): Kenward nominated Weeman, Frescura 2nd. Approved.
- 6.2 **Crane Park Light Improvements Update** - discussion only/not an action item (Demchuk): Public Works Director Erica Ahmann-Smithies updated the commission about the upcoming light study by GHD and costs (\$15K for tennis court light study; \$10K to develop specs for lighting plan).
- 6.3 **Skate Park Light Improvements Update** - discussion only/not an action item (Demchuk): Public Works Director Erica Ahmann-Smithies indicated that Grind Line Skateparks, Inc., will be conducting a site assessment. From that a plan design package would be developed. A professional services agreement (PSA) with Gates +Associates for landscape design work will be going to Council on July 23rd for approval.
Kenward opposed this item and asked that staff seek out local contractors who she believes would be interested in the project and could possibly use the work. She said she would forward a list of local contractors for staff to contact about the opportunity.
- 6.6 **Formation of a non-profit Friends group** - discussion/no staff report/not an action item (Weeman): Tabled until July.

7. Adjournment

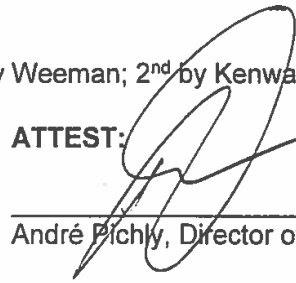
Meeting Adjourned: 6:13 pm. Moved by Weeman; 2nd by Kenward.

APPROVED:



Matthew Demchuk, Chair

ATTEST:



André Pichly, Director of Parks & Recreation