



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, August 19, 2019 @ 4:30 PM
Agenda Amended 8-15-19**

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: Rebekah Weeman

Members: Bob Frescura, Susan Kenward and Tye Taylor

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.**

- Commissioners
- Staff

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 July 15, 2019.

3

Prepared By: Andre Pichly, Parks & Recreation Director

[7-15-2019 Parks and Recreation Commission Meeting Minutes - signed](#)

6. SCHEDULED MATTERS:

6.1. Presentation of the Park Maintenance Matrix - discussion item only/no

5 - 9

staff report/not an action item (Demchuk)

Prepared By: Mark T. Prestwich, City Manager

[Open Space Maintenance matrix updated August 2019](#)

[Park Maintenance matrix updated August 2019](#)

- 6.2. Presentation by Brent Randol from the Napa County Regional Park & Open Space District on both what the District is doing, as well as the proposed ballot measure - discussion item only/no staff report/not an action item (Demchuk)

- 6.3. Beautification Foundation presentation regarding the planting of two [Ulmus Parvifolia 'True Green' Chinese Elms](#) and a memorial bench in honor of Joice Beatty - discussion item only/no staff report/not an action item (Uribe)

11 - 15

Prepared By: Carlos Uribe, Maintenance Manager

[6.2 benches information](#)

[6.2 - bocce tree locations](#)

- 6.4. Purpose of advisory Commissions - discussion item only/no staff report/not an action item (Pichly)

- [Municipal Code: Chapter 2.56 Parks and Recreation Commission](#)

Prepared By: Andre Pichly, Parks & Recreation Director

- 6.5. 2019/2020 Park Assignments for Commissioners - discussion item only/no staff report/not an action item (Demchuk)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for September 16, 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 August 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
July 15, 2019

Meeting Minutes – Action Items Only

1. Call to Order 4:34 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice-Chair: Rebekah Weeman
- Members: Bob Fresura, Susan Kenward
- Staff: Amalia Kulczycki, Stephanie Iacobacci, André Pichly
- City Council Member Liaison: David Knudsen

3. Public Forum – none.

5. Consent Calendar

- Meeting minutes from June 24, 2019, approved (moved by Weeman/Frescura 2nd).

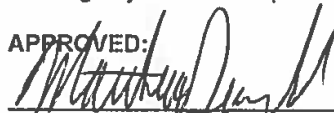
6. Scheduled Matters:

- No actions items under Scheduled Matters at the June 24th meeting.

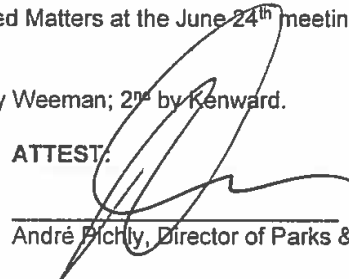
7. Adjournment

Meeting Adjourned: 6:35 pm. Moved by Weeman; 2nd by Kenward.

APPROVED:


Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation

Department of Public Works - Open Spaces

[illegible]

Department of Public Works - Landscape and Open Spaces																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Department of Public Works - Parks Responsibilities																							
		MAINTENANCE FREQUENCY																					
		Daily	Weekly	Biweekly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	When Time Permits	As Needed	Never	# of Staff	Time Needed Hours	Time Needed Minutes	Time Needed Days	Name	Name	Name	Name	Name	Name	Name
1	Meily Park																						
	Buffer zone							X				2	8		3.00								performed before June 1st (fire abatement)
	Garbage	X										1		45									
	Cleaning Bathrooms	X										1		30									
	Blowing of pathways		X									1	2										
	Mowing		X									1	2										
	Landscape Pruning					X						3	8		4.00								
	Tree Trimming							X				3	16		3.00								raising canopy, limbs in pathways
	Raking				X							2	6		3.00								
	Mulch							X				2	8		1.50								for weed control
	Maintenance of sprinklers								X			4	3										
	Maintenance of lighting/bulb replacement								X			2	2										
	Maintenance of fences, benches and tables								X			2	1										
	Playground bark under play structure							X				3	3										safety surfacing
	Pathway lights								X			2	4										
	Contract large tree pruning								X	X													
	Striping parking stalls							X				2	4										
	Maintenance of turf area								X			2	8										
	Maintenance of playground equipment				X							1	6										inspections bi-monthly
	Mulch for community garden							X				1	2										
	Spread pre-emergent for weed abatemet						X					1	2										spread in late fall before it rains
2	Lyman Park - 1498 Main Street																						
	Garbage	X										1		30									
	Cleaning Bathrooms	X										1		30									
	Blowing of pathways		X									1		45									
	Mowing			X								1	1										
	Landscape Pruning					X						4	5										
	Tree trimming								X			3	3										raising canopy, limbs in pathways
	Events clean-up/site prep								X			2	2										
	Stage Set-up/Take down								X			4	2	30									Septemeber 16th, May 5th (Cinco de Mayo) for St. Helena school events
	Bunting on the Gazebo								X			2	2										4th of July, Memorial Day, Music in the Park Day
	Pressure wash Gazebo								X			1	3										
	Raking				X							2	6										
	Mulch							X				3	8		2.00								
	Holiday decorations							X				2	6										
	Maintenance of sprinklers								X			1	3										per sprinkler, repairs, inspections
	Maintenance of lighting/bulb replacement								X	X		2	2										
	Maintenance of fences, benches and tables									X		2	6										fix broken fence slates, replace/repair wood slate

	TASK, SERVICE PROVIDED/REQUIRED	MAINTENANCE FREQUENCY																						NOTES/STATUS
		Daily	Weekly	Biweekly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	When Time Permits	As Needed	Never	# of Staff	Time Needed Hours	Time Needed Minutes	Time Needed Days	Name	Name	Name	Name	Name	Name	Name	
	Maintenance of playground equipment						X					1	3											should be doing inspections weekly
	Litter								X	X		2	2											
	Holiday set-up									X		4	6											ice ring was 2 days longer, hang lights, mulch customer entrance
3	Crane Park - 360 Crane Avenue																							
	Garbage	X										1	3											
	Cleaning restrooms	X										1	1											
	Blowing off pathways		X									1	1											
	Mowing			X								1	3	30										
	Landscape Pruning						X					4	8		2-3									
	Tree Pruning							X				4	8		2-3									
	Farmers Market clean-up/site prep		X									1		45										seasonal Summer x2 for clean up
	Raking					X						4	8		3.00									
	Mulch							X				5	8		7.00									
	Holiday decorations (pre-emergent)							X				4	8		2-3									October before it rains, weed abatement
	Sprinkler Maintenance									X		1	2											per sprinkler, can be longer
	Outdoor lighting maintenance of lighting/bulb replacement									X		1		30										
	Maintenance of fences, benches and tables									X		3	5											
	Maintenance of playground equipment										X	1	7											should be doing inspections weekly
	Striping parking stalls								X			2	7											
	Pressure wash tennis courts							X				1	4											
	City sponsored 4th of July								X			8			5.00									park prep, event,
4	Stonebridge																							
	Buffer zone								X			2	3											performed before June 1st, fire abatement
	Contract large tree pruning									X		2	5											
	Removal of fallen branches								X	X		2	1											
	Mowing and weed eating			X								2	3											
5	Wappo Park - 201 Pope St																							
	Buffer zone								X			3	8		2.00									performed before June 1st, fire abatement
	Multi-use pathway maintenance						X					2	6											
	Maintenance of benches and tables								X	X		1	2											
	Dog Park maintenance						X					2	3											Weed abatement, more as needed
	Invasive weed abatement						X					2	6											
6	Mennen																							
	Buffer zone								X			2	3											Performed before June 1st, fire abatement
	Mowing			X								1	1											
	Tree trimming									X		1	2											Raise canopy, clear pathways
	Benches & BBQ									X		1	2											
	Graffiti									X		1	1											

	TASK, SERVICE PROVIDED/REQUIRED	MAINTENANCE FREQUENCY																			NOTES/STATUS			
		Daily	Weekly	Biweekly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	When Time Permits	As Needed	Never	# of Staff	Time Needed Hours	Time Needed Minutes	Time Needed Days	Name	Name	Name	Name		Name	Name	Name
7	Mary Fryer Park - 1300 Mitchell Drive																							
	Buffer zone								X			2	5											performed before June 1st, weed abatement
	Maintenance of playground equipment					X						1	4											doing inspections
	Maintenance of benches and tables									X		1	1	30										
	Mulch									X		3	5		2									
	Tree trimming									X		2	6											
	Graffiti									X		1	2											
8	Baldwin Park - 1591 Spring Street																							
	Mowing			X								1	2	30										
	Blowing off pathways		X									1		30										
	Maintenance of fences, benches and tables								X	X		1	2	30										
	Tree trimming									X		2	3											
	Graffiti											1	1											
9	Lewis Station																							
	Garbage	X										1		15										
	Cleaning Bathrooms	X										1		20										
	Blowing of pathways				X							1		15										
	Landscape Pruning								X			2		4										
	Maintenance of lighting/bulb replacement											1	1											
	Maintenance of fences, benches and tables									X		2	4											
	Pergola maintenance										X	2	8		5.00									currently in need of total rebuild
	Pavers											2	4											
	Graffiti											1	1											
10	St Helena Skate Park																							
	Garbage		X									1		30										
	Clear Drains								X	X		1		30										
	Garaffiti								X	X														
	Weed eater						X					2	2											weed abatement
	Pressure wash									X		1	4											
	Irrigation									X		1	3											
	Water Fountain									X		1	4											check sprinkler for repairs
	Skate park tile									X		2	2											reapir valve
	Fence maintenance										X	2	1											per panel
	Trash cans									X		1	2											
	Blowing								X			1	1											
11	Stabo Park																							
	weed abatement								X			1	3											Fire abatement

Tree Benches /TheBenchFactory

<http://www.thebenchfactory.com/tbf-tree-benches>

[Home](#) > [Tree Benches](#)

Tree Benches

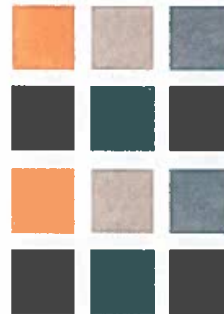
Parent SKU: TBN-85



★★★★★ 8
Reviews

~~\$1,624.85~~
Sale Price
\$1,298.85

No Yes



★ REVIEWS



Surfa
Mour
Kit
-
Tree
Benc
~~\$74.85~~
Sale
Price
\$58.

DESCRIPTION

SPECIFICATIONS

REVIEWS

DOCUMENTATION

Description

Assembly Information

Spacious circular seating comes with pre-assembled seats, backs (if you order the bench with back) & frames - just bolt together, and you're done with assembly.

- Seat/Back: Recycled plastic
- Benches install around any tree, fountain or planter up to 3.5 or 4' in diameter
- Enjoy a beautiful day on this unique bench under the shade of a tree
- Perfect benches to showcase and enjoy your favorite trees!
- Spacious six-sided seating accommodates up to 12 people
- Backless bench has a 92" OD & 49" ID - encircles any object that is up to 4' in diameter
- Bench with back has a 92" OD & 43.5" ID - encircles any object that is up to 3.5' in diameter

re-assembled seats, backs and frames bolt together easily

100% recycled plastic lasts a lifetime

★ REVIEWS

Specifications

SKU	2ZK2389	2ZK2390
Model Name	Bench with Back	Backless Bench
Diameter	92"	92"
Material	Recycled Plastic	Recycled Plastic
Mount Type	Portable	Portable
Arms	No Arms	No Arms
Length	(6) 45.75"	(6) 45.75"
Width	(6) 15.25"	(6) 15.25"

Tree Benches | TheBenchFactory

<http://www.thebenchfactory.com/tbf-tree-benches>

Height	30"	17"
Seat Dimensions	45.75" l x 15.25" w x 17" h	45.75" l x 15.25" w x 17" h
Weight	298.0	244.0

Reviews

★★★★☆ 4.6

8 Reviews

0 Questions \ 0 Answers

★★★★★ (5)
 ★★★★★ (3)
 ★★★★★ (0)
 ★★★★★ (0)
 ★★★★★ (0)

 WRITE A REVIEW

 ASK A QUESTION

Reviews (8)

Questions (0)

★ REVIEWS

Ron M. Verified Buyer

04/12/19

★★★★★

Bench with back

Everything was great but no nuts for the bolts.

 Share

Was This Review Helpful?  0  0

M

Michael M. Verified Buyer

02/14/18

★★★★★

Awesome

Great materials, awesome construction, built to last a lifetime! Exactly what I wanted!

 Share

Was This Review Helpful?  1  0

E

Ernesto M. Verified Buyer

04/06/17

★★★★★

TREE BENCH

VERY GOOD BENCH

