



City of St. Helena
Parks and Recreation Commission
****Special Meeting****
Monday, August 31, 2020 @ 4:30 PM

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Parks and Recreation Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Parks and Recreation Commission meetings will be accepted via email to publiccomment@cityofsthelena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85919622983>

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Webinar ID: 815 1332 6074

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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: Michelle Deasy, Susan Kenward and Tye Taylor
City Council Member Liaison: David Knudsen
Staff Liaison: André Pichly, Parks & Recreation Director

- 2.1. Election of commission Chair and Vice-Chair (Pichly) action item/no

staff report

Prepared By: Andre 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. City Staff

- Parks Maintenance
- Capital Improvement Projects
 - a. Tennis Courts project update (Church)
 - b. Drinking fountain/bottle filling stations installation update (Church)
 - c. Skate Park lighting (Church)
- Recreation
 - a. Skate Park 10th anniversary event (Pichly)
 - b. Hometown Harvest Festival update (Pichly)

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 July 20, 2020. 7 - 10
[July 2020 minutes - signed](#)

6. SCHEDULED MATTERS:

- 6.1. Review and endorsement of new tennis court rules signage for Crane Park tennis courts (Church) - action item / attachments / no staff report 11 - 15
Prepared By: Clayton Church, Public Works Operations Manager
[Updated Tennis Court Rules sign draft](#)
[Sign Style for Park Facilities](#)
[Current tennis courts rules sign](#)
- 6.2. Parks & Recreation User Fee Workshop (Mitts) not an action item / no staff report
Prepared By: April Mitts, Finance Director
- 6.3. Prop 68 Grant Funding - discuss potential projects for this funding for the Commission to prioritize and endorse (Kellogg) - action item 17
Prepared By: Mandy Kellogg, Finance Manager

[Prop 68 - Parks Recreation Staff report](#)

- 6.4. Nomination and appointment of new subcommittee member to replace Commissioner Deasy on the subcommittee to review City Ordinance 2.56 (Pichly) action item / no staff report

Prepared By: Andre Pichly, Parks & Recreation Director

- 6.5. Prioritization of Chapter 12 (Parks & Recreation) of the [City of St Helena General Plan Update 2040 \(adopted June 2019\)](#) implementing actions: recommend the formation of an ad hoc subcommittee to review and make recommendations for the Commission to review and endorse (Pichly) - action item / no staff report

19 - 21

Prepared By: Andre Pichly, Parks & Recreation Director

[General Plan Chapter 12 Parks and Rec text only](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for September 21, 2020, at 4:30 pm

I do hereby certify that a copy of the foregoing agenda was posted on the City website on August 27, 2020.



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.

**THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN
VIRTUAL COMMISSION MEETINGS**

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom’s Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Parks and Recreation Commission will host a Virtual Commission Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City’s website after the adjournment of the meeting if technical difficulties occur:

[/Portal/](#)

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Parks and Recreation Commission Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Commission Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Parks and Recreation Commission Agenda
4. Listen only by calling the Zoom number listed on the Commission Agenda

Watch Commission Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

A. Before joining the virtual Commission Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

B. If you are logged into your account, Enter the **Meeting ID** listed on the Commission Agenda. If you have not created an account go to:

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C. Select if you would like to connect audio and/or video and tap **Join Meeting**.

D. For specific instructions for your device, go to:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Listen Only by Telephone:

A. **Dial** the number listed on the Commission Agenda.

B. At the prompt, enter the **Meeting ID** provided on the top of the Commission Meeting Agenda and **Press #. A participate ID is not required.**

C. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Parks and Recreation Commission Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in Advance to publiccomment@cityofsthelena.org.

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO PARKS AND RECREATION COMMISSION and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial *9 on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue. You will be notified at the end of your statement that you have been muted.

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
July 20, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:35 pm

- a. Swearing-in of Michelle Deasy by City Clerk

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Rebekah Weeman
- Members: Susan Kenward, Tye Taylor, and Michelle Deasy
- Staff: Parks & Recreation Director André Pichly, Operations Manager Clayton Church, City Manager Mark Prestwich, Finance Director April Mitts, Recreation Supervisor Amalia Kulczycki
- City Council Member Liaison David Knudsen

3. Public Forum – Demchuk read Mark Smithers' emailed public comment into the record.

4. Reports by Staff and Commission

- During the Operations Manager's update, Demchuk suggested consulting with the tennis community about the shade structures. Demchuk also commented that at Baldwin park weeds have taken over the No Smoking sign at the south entrance off Voorhees Circle; Operations Manager indicated that the weeds are the responsibility of a private property owner and they have been notified.

5. Consent Calendar

- June 15, 2020 minutes – approved (moved by Weeman; Kenward 2nd).

6. Scheduled Matters

6.2 – Review of Parks and Recreation Commission duties and responsibilities, and recommendation to staff for the formation of a Parks and Recreation Commission sub-committee to review and update City Ordinance 2.56: Recreation Commission. Subcommittee would draft a revision of the ordinance to be reviewed and endorsed by the Commission and forwarded to the City Council for consideration, discussion and approval (Prestwich/Pichly) information only/no staff report/not an action item.

- Demchuk indicated that he has volunteered to be a member of a sub-committee to review City Ordinance 2.56. Weeman motioned to appoint Demchuk and Deasy to the sub-committee. 2nd by Taylor. Approved.

6.4 - Discussion about future improvements in Wappo Park (Demchuk) information only/no staff report/not an action item Prepared By: Andre Pichly, Parks & Recreation Director

- Carl Doumani stated that his intentions are to build the soccer field on the City owned property at Wappo Park for the City of St Helena. Doumani said he is willing to pay all the expenses involved with such a project, including all plans, engineering, soil tests, required restrooms, irrigation, fences, access, required legal fees, etc., and he expects that the City would waive their fees. Doumani would like to be in-charge of the construction of the project, and would like to get it done this year if possible.
- Demchuk asked that someone from Public Works do research to find previous studies and reports that were done on Wappo Park to see if the Doumani proposal is viable and what restrictions exist. Weeman and Kenward concurred.
- Prestwich recommends that staff bring back information regarding limitations associated with the property, any Native American remains, Fish & Game restrictions, Public Contracting process, and the process along with advancing the idea. Prestwich said he would work with staff in order to bring information back to the next meeting.
- Demchuk would like staff to work with Mr. Doumani on identifying the options that might be available for building a soccer field and shade structure in Wappo Park.

6.5 - Review, discuss and provide feedback on St Helena User Fee Report regarding Parks & Recreation fees and charges and Park Impact Fees (Mitts)

USER FEES

- Mitts recommended holding a special meeting or workshop to conduct a more in-depth review of the report; this would allow time to obtain user fee comparisons with other agencies, to which Demchuk identified neighboring communities that could be used to see what they are charging and their fee structure. Mitts indicated this would be a comparison of the other agency adopted user fees and would not include the cost recovery percentages from other agencies, unless it was an agency in which Willdan had conducted their user fee study.
- Pichly described the parks and recreation industry's pricing pyramid for fees and charges. Mitts indicated that having the pricing pyramid would be useful for a future workshop.

IMPACT FEES

- Demchuk asked Mitts if Park Impact Fees need to be separated into two categories; Mitts replied that the study by Willdan shows what can be collected under the Quimby Act and what can be collected under the Mitigation Act. Mitts asked for input and direction from the PRC if that is their recommendation to have it set up separately, as it can be done in the current financial system. Mitts then asked if the commission is supportive of the Park Impact Fees as presented.
- Weeman motioned to accept the proposed Park Impact Fees. Kenward 2nd. Demchuck amended motion to include that in the future the impact fees be separated into funds identified as fees collected under the Quimby Act or under the Mitigation Fees Act. 2nd by Weeman. Approved.

6.6 - Feedback and Direction from Council Regarding Discussion on Walking Routes, Trails, and Publicly Accessible Open Space Report from Parks and Recreation

Commission Sub-Committee (Prestwich) information only/no staff report/not an action item

- Demchuk nominated Deasy to replace Frescura on the Walking Routes, Trails, and Publicly Accessible Open Space sub-committee. 2nd by Weeman. Approved.

6.8 - Election of commission Chair and Vice-Chair (Pichly) action item/no staff report

- Weeman nominated Demchuk for Chair. 2nd by Taylor. Approved.
- Demchuk nominated Weeman for Vice-Chair. 2nd by Taylor. Approved.

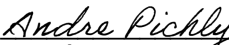
7. Adjournment

Meeting Adjourned: 7:29 pm.

APPROVED:


Matthew Demchuk (Nov 19, 2020 12:48 PST)
Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation

July 2020 minutes

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Andre Pichly (apichly@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE9LhQHX_jnB7V6Y6OBgtyiEuYva_1i9K

"July 2020 minutes" History

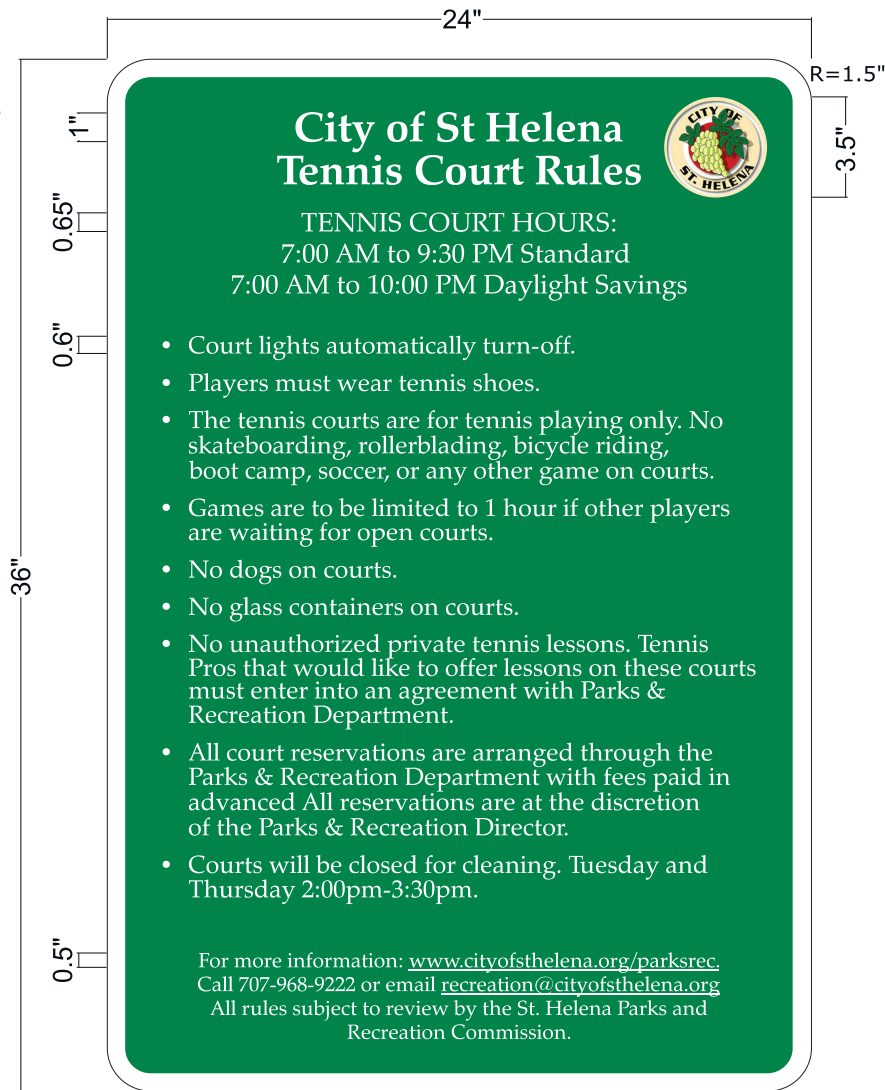
-  Document created by Andre Pichly (apichly@cityofsthelena.org)
2020-11-19 - 3:26:03 AM GMT- IP address: 75.144.20.138
-  Document emailed to Matthew Demchuk (matthew@demchuk.com) for signature
2020-11-19 - 3:26:30 AM GMT
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Signature Date: 2020-11-19 - 8:48:56 PM GMT - Time Source: server- IP address: 69.181.129.234- Signature captured from device with phone number XXXXXXX7076
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- 1. Sign Type: Unframed
 - 2. Aluminum Gauge: .080
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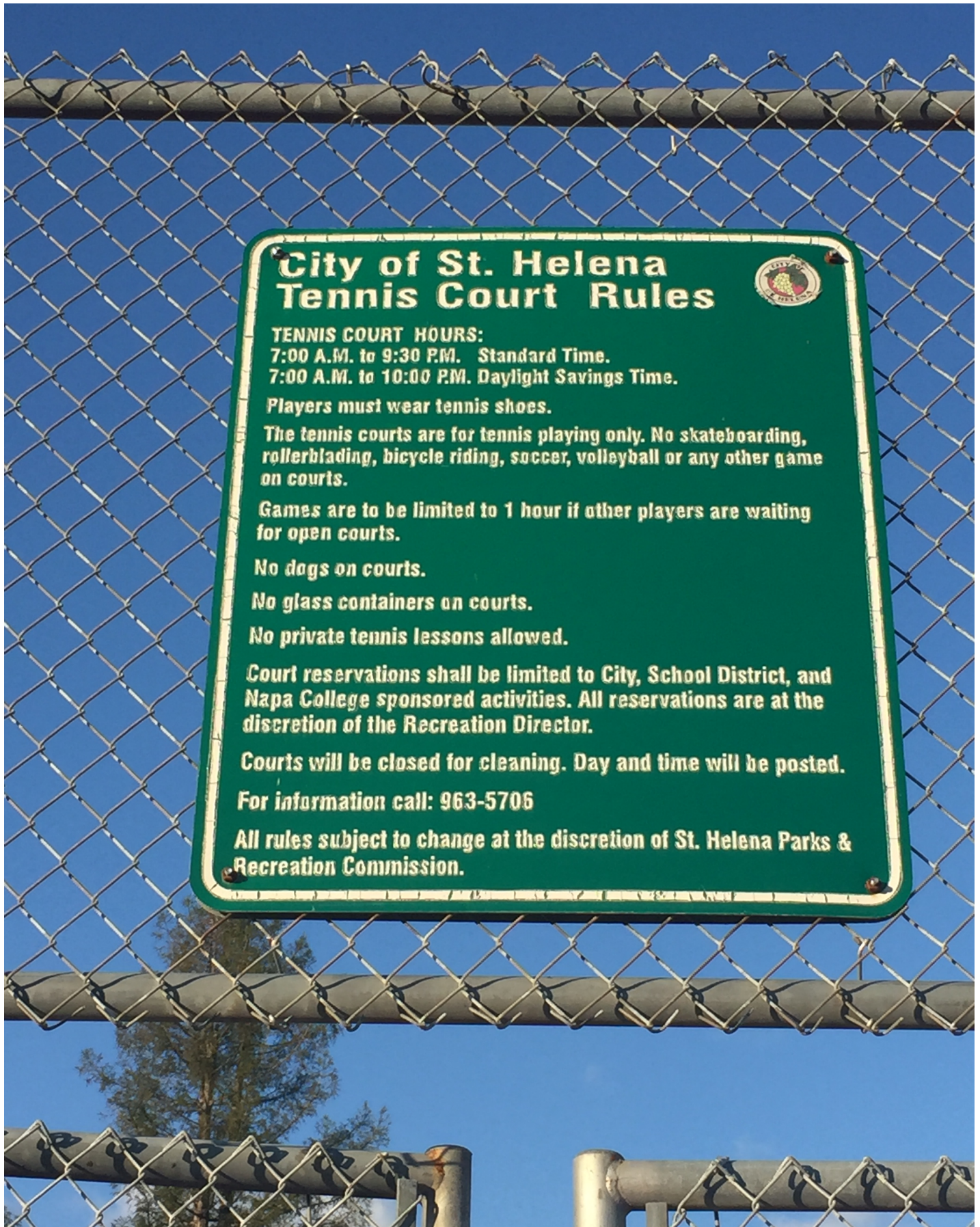
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SUBSTRATE: .080 ALUMN	BACK COLOR: GRN.COLORLOGO				
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Prop 68 Grant Funding - discuss potential projects for this funding for the Commission to prioritize and endorse - action item

Written by Mandy Kellogg, Finance Manager

Background

As part of the Parks and Water Bond Act of 2018 (Proposition 68) grant funds are available through the Per Capita Program. Proposition 68 was placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018. Funds for the program were appropriated via State Budget item 3790-101-6088(b). Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

Discussion

Under the Per Capita Program the City of St. Helena is eligible for an allocation of \$177,952 which requires a 20% match of \$44,488, with a total project funding amount of \$222,440. Project funds must be used to supplement, not supplant, local revenues in existence as of June 5, 2018. Therefore, if a grantee had a budget identified for a recreational capital expenditure, this cannot be reduced by the allocation with the Per Capita funds making up the difference.

Eligible projects must be capital outlay for recreational purposes. Projects that are identified as repairs or maintenance are not eligible under this grant program.

Use of the funds will require a sign acknowledging the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 as the funding source for the project to be installed during construction and at completion for a minimum of four years from the completion date. In addition, the City will be required to place a deed restriction on the property, safeguarding the property for the purposes consistent with the grant for the duration of the contract performance period.

Recommendation

Staff recommends using the funds to replace the play structures located at Crane Park and would like to receive feedback on this proposal and any additional recommendations. The application deadline is December 2021.

St Helena General Plan (adopted June 2019)**Ch. 12: Parks and Recreation**

- PR1.A Develop a comprehensive, long-range Parks and Recreation Master Plan to aid the City in creating an integrated system of parks. The plan should be updated periodically to address changing recreation interests, trends, needs, and priorities.
- PR1.B Create opportunities to develop additional parks at the following locations:
 - The City-owned land along the Napa River and Pratt Avenue for passive recreational uses;
 - Land adjacent to York and Sulphur Creeks, as well as the Napa River levee;
 - The water treatment plant site;
 - The City-owned Lower Reservoir area for a water-oriented community park and recreational facility; and;
 - Ensure that new parks are developed to include bicycle and pedestrian trails.
- PR1.C Identify a variety of funding sources for new parks and park improvements, including park land dedication, in-lieu fees, and regional, state, and federal grant programs, public/private partnerships, public/public partnerships with the St. Helena Unified School District, Conservation easements for public use, as well as other City funding sources.
- PR1.D Strive to acquire additional park land to meet or exceed the minimum standard of 5 acres of parkland per 1,000 residents and, ultimately, to achieve the target of 10.5 acres per thousand residents.
- PR1.E Develop a comprehensive network of bicycle and pedestrian trails that links the City's parks and enhances bicycle and pedestrian connectivity throughout the city and the region.
- PR1.F Mandate City park land dedication requirements for new infill projects. Include specific park acreage and use requirements according to the type, scale, and population and increase of new development. Consider in-lieu fees for small infill projects.
- PR2.A Prioritize the construction of new parks and recreation facilities to ensure that they are distributed equitably to all areas of the city. Park and recreation facility development studies should include the potential impacts of development on surrounding natural resources and agricultural areas.
- PR2.B Encourage the inclusion of pocket parks that include amenities, such as picnic tables, restrooms, shade and recreation spaces near retail, commercial, and industrial areas.
- PR2.C Locate parks and recreation facilities in areas that are easily accessible by public transportation, as well as cars, bicycles, and pedestrians.
- PR2.D Where possible, ensure that recreation programs and access to facilities are provided at costs affordable to all St. Helena residents.
- PR2.E Develop and implement a list of planned parks and recreation facilities.
- PR2.F Identify community locations that are not within a 10-minute walk of a park or recreation facility. Develop parks in the identified areas to ensure an equitable distribution of parks citywide.
- PR2.G Encourage the development of parklets throughout the city.
- PR2.H Encourage the development of linear parks throughout the city.
- PR3.A Develop design guidelines for recreational facilities that preserve viewsheds and maintain a transition buffer between urban and agricultural uses. Include specific design criteria regarding recreational trails and picnic areas adjacent to agricultural uses.
- PR3.B Identify locations where new recreational programs and facilities may be constructed.

- PR3.C Design and locate new parks to minimize noise and activity impacts on nearby agricultural and residential uses. This includes requiring context-sensitive site designs that minimize negative impacts on surrounding uses, such as pathway and picnic area locations, ball field usage and park lighting.
- PR3.D Provide habitat elements in urban/agricultural interface areas. Habitat elements may include roosting trees and nesting boxes for birds, bats, and other wildlife, as appropriate.
- PR4.A If feasible, revise and update the City's recreation program in order to enhance existing programs and/or develop new programs.
- PR4.B Promote design guidelines for the development of parks and recreation facilities. Design parks and recreation facilities that are attractive, safe, and easy to maintain. This action may be included in a Parks and Recreation Master Plan.
- PR4.C Identify locations to accommodate active recreational uses to meet citywide needs. Potential locations include: • Bicycle and pedestrian trails, interpretive areas, trail heads, and comfort stations along York and Sulphur creeks and the Napa River; and • A community park at the City-owned Lower Reservoir area
- PR4.D Support opportunities to involve children and youth in a participatory planning process for the planning, design, construction, and maintenance of City parks.
- PR4.E Design children's play areas to include shade and wind protection.
- PR4.F Provide multi-purpose event spaces for events in the park system, where possible.
- PR4.G Install art designed by local artists in parks, where possible.
- PR4.H Encourage the development of soccer fields, multi-sport facilities and open access to a community pool.
- PR4.I Identify key improvements to existing parks, such as parking, picnic facilities, restrooms, tot lots with play structures, and multi-modal access points. This action may be included in a Parks and Recreation Master Plan.
- PR5.A Emphasize joint planning and cooperation with all public agencies as the preferred approach to meeting St. Helena's parks, facilities and program needs.
- PR5.B Mandate City parkland dedication requirements for new infill projects. Include specific park acreage and use requirements according to the type, scale and population and increase of new development. Consider in-lieu fees for small infill projects.
- PR5.C Provide local organizations, the St. Helena Unified School District and the private sector with opportunities and support for creating and implementing solutions to meet the City's parks and recreation facilities' needs.
- PR5.D Cooperate with local groups in designing and constructing recreation facilities. Where possible, coordinate recreation and child care programs and facilities with school district programs.
- PR5.E Negotiate joint-use agreements for recreation facilities with the St. Helena Unified School District.
- PR5.F Involve the private sector in providing and maintaining parks and recreation facilities through formal agreements with the City and in sponsoring increased volunteerism.
- PR5.G Investigate the feasibility of creating a non-profit foundation to seek and receive funds for the support of parks and recreation programs. Look to St. Helena's successful library foundation as a local model.
- PR5.H Foster neighborhood park planning committees, including neighborhood residents, business owners, and representatives from local groups to help plan, design, and maintain parks and recreational facilities.
- PR5.I Work with community members and representatives of local sports organizations to define facilities needs as community needs change with time.

- PR5.J Develop a public outreach program to involve community members in park maintenance and upkeep, and in mitigating vandalism. Create park signage to encourage responsible use of parks, and partner with the police force to support enforcement efforts.
- PR6.A Develop and adopt a citywide bicycle and pedestrian master plan to improve bicycle and pedestrian safety, and to encourage community members to walk and bike more often. Build on St. Helena's existing partnership with the Napa Valley Transportation Authority (NVTa) to ensure that the City's master plan is consistent with countywide transportation planning efforts. (Also see: Circulation, Topic Area 2; Open Space and Conservation, Topic Area 2)
- PR6.B Develop guidelines for the design, construction, and maintenance of bicycle and pedestrian trails in St. Helena. Include guidelines for installing context-sensitive and solar lighting, and mitigating noise impacts from the trails. Include guidelines for wayfinding and interpretive exhibits that use signs, art, and other visual clues to enhance users' experiences. Highlight the rich history of the City and provide education and information for users. Coordinate the guidelines with Napa County or regional trail connections.
- PR6.C Develop and adopt an ordinance that requires new development and redevelopment projects to provide bicycle and pedestrian improvements and amenities.
- PR6.D Endeavor to secure easements or title to land along Sulphur Creek, York Creek, and the Napa River.
- PR6.E Coordinate with countywide efforts to establish regional trail systems through the city limits.
- PR6.F Develop a maintenance and operations plan for the City's trail network. Provide a high level of service to users by preventing deterioration, encroachment of vegetation, vandalism and crime. Consider including an Adopt-a-Trail program and invite local businesses to participate in trail maintenance. Include a funding program to support the plan.