



**City of St. Helena
Parks and Recreation Commission
Special Meeting
Monday, September 21, 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@cityofstheleena.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/85276777049>

Or iPhone one-tap :

US: +16699006833,,81513326074# or +12532158782,,81513326074#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 815 1332 6074

International numbers available: <https://us02web.zoom.us/j/85276777049>

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: Susan Kenward, Tye Taylor and Michelle Deasy

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.**

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. Pet PAWrade
 - b. Halloween Costume Bike Parade
 - c. Winter events status

Prepared By: Andre Pichly, Parks & Recreation Director

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 August 31, 2020.

5 - 7

[August 2020 special meeting 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
Prepared By: Clayton Church, Public Works Operations Manager

9

[Tennis Court Rules revised](#)

6.2. Park assignments for Commissioners (Demchuk) - not an action item / no staff report

Prepared By: Andre Pichly, Parks & Recreation Director

6.3. Baldwin Park ideas discussion (Taylor) - not an action item / no staff report / information only

11 - 15

Prepared By: Andre Pichly, Parks & Recreation Director

[Baldwin entrance now](#)

[Baldwin entrance idea 1 wider bridge](#)

[Baldwin entrance idea 2 park sign](#)

7. ADJOURNMENT

A special meeting of Parks and Recreation Commission is scheduled for October 12, 2020, at 4:30 pm. The regular meeting scheduled for October 19, 2020, will be canceled.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on September 17, 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: <https://zoom.us/join> and enter the **Meeting ID**
 - 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
Special Meeting
August 31, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:31 pm

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, finance Manager Mandy Kellogg, Recreation Supervisor Amalia Kulczycki
- City Council Member Liaison David Knudsen

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

- Taylor nominated Demchuk for Chair, Weeman 2nd; Taylor nominated Weeman for Vice-Chair; Kenward 2nd. Commission approval was unanimous. Pichly to take staff report to City Council on September 22nd asking Council to make an exception to the exception to the St Helena Protocol for Committees, Commissions and Boards and approve Demchuk to serve another year as Parks and Recreation Commission Chair.

3. Public Forum – none

4. Reports by Staff and Commission – given by staff and commissioners

- Taylor reported on observations about Baldwin Park, which were noted by Operations Manager Church

5. Consent Calendar

- July 20, 2020 minutes – approved. Motion by Weeman; Taylor 2nd).

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 Prepared By: Clayton Church, Public Works Operations Manager

- Church presented revised language for the new Tennis Court rules. Taylor commented that the following should be added to the list at the 2nd from the bottom bullet point: “First come, first served”. Motion by Taylor to accept as amended with added language; 2nd by Kenward. Approved.

6.2 - Parks & Recreation User Fee Workshop (Mitts) not an action item / no staff report

- Commission expressed support for the pricing philosophy as presented.

6.3 - Prop 68 Grant Funding - discuss potential projects for this funding for the Commission to prioritize and endorse (Kellogg) - action item

- Kenward motioned that the Prop 68 grant funding that the City has been pre-approved to receive be used to help fund the replacement of the Crane Park play structures. Weeman 2nd. Approved.

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

- Weeman nominated Kenward. Deasy 2nd. Approved.

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

- Weeman nominated Taylor. Kenward 2nd.
- Taylor nominated Demchuk. Weeman 2nd. Approved.

Requests for items to add to next meeting agenda:

- Park assignments
- Taylor's Baldwin Park comments for discussion
- Tennis signage final approval
- User Fees discussion

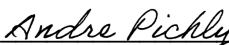
7. Adjournment

Meeting Adjourned: 5:59 pm.

APPROVED:


Matthew Demchuk (Nov 19, 2020 12:50 PST)
Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation

August 2020 special meeting minutes

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Andre Pichly (apichly@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAucWaDdTyeVO-wHr-rltPUNxOhY9IezS4

"August 2020 special meeting minutes" History

-  Document created by Andre Pichly (apichly@cityofsthelena.org)
 2020-11-19 - 3:22:38 AM GMT- IP address: 75.144.20.138
-  Document emailed to Matthew Demchuk (matthew@demchuk.com) for signature
 2020-11-19 - 3:23:01 AM GMT
-  Email viewed by Matthew Demchuk (matthew@demchuk.com)
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City of St Helena Tennis Court Rules

TENNIS COURT HOURS:
7:00 AM to 10:00 PM

- Court lights automatically turn-off.
- Players must wear tennis shoes.
- Do not alter court surfaces or equipment.
- The tennis courts are for tennis playing only. No skateboarding, rollerblading, bicycle riding, boot camp, soccer, or any other game on courts.
- Games are to be limited to 1 hour if other players are waiting for open courts
- No dogs on courts.
- No glass containers on courts.
- No unauthorized private tennis lessons. Tennis Pros that would like to offer lessons on these courts must enter into an agreement with Parks & Recreation Department.
- Court use is based on a first come first serve basis. All court reservations are arranged through the Parks & Recreation Department with fees paid in advance All reservations are at the discretion of the Parks & Recreation Director.
- Courts will be closed for cleaning. Tuesday and Thursday 2:00pm – 3:30pm.

For more information: www.cityofsthenela.org/parksrec.
Call 707-968-9222 or email recreation@cityofsthenela.org
All rules subject to review by the St. Helena Parks and
Recreation Commission.





