



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, June 21, 2021 @ 4:30 PM
Published: Thursday, June 17, 2021 4:36 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/86463959648>

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/kzhmVAdmH>

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, Tye Taylor (1 vacancy)

City Council Member Liaison: Eric Hall

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.**

City Staff

- Parks Maintenance
- Recreation

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 17, 2021. 5
Prepared By: Andre Pichly, Parks & Recreation Director
[May 2021 minutes](#)

6. SCHEDULED MATTERS:

- 6.1. Endorsement of location and memorial wording of two benches to be placed in St Helena City Parks (Church) action item / staff report attached 7 - 15

CEQA Determination: Not a CEQA project
Prepared By: Carlos Uribe, Assistant Public Works Operations Manager
[Memeorial Bench project details](#)
[Crane memorial bench map location](#)
[Existing bench in Crane bench](#)
[Meily memorial bench map location](#)
[Existing bench in Meily bench](#)
- 6.2. Discussion about Sand Volleyball Court at Crane Park (Demchuk) information only / no staff report / not an action item
Prepared By: Andre Pichly, Parks & Recreation Director
- 6.3. Pickle Ball survey questions review, comment, suggest, and endorse (Demchuk) - action item / sample survey questions attached / no staff report 17 - 18
Prepared By: Andre Pichly, Parks & Recreation Director
[Pickle Ball survey questions - DRAFT](#)
- 6.4. Review draft of revised City Ordinance 2.56: Parks and Recreation Commission, discuss the duties and responsibilities, recommend 19 - 25

modifications if needed, and endorse revised draft to be sent to City Council for consideration, discussion and approval (Prestwich/Pichly) - action item / staff report attached

Prepared By: Andre Pichly, Parks & Recreation Director

[Ordinance 2.56 Parks and Recreation Commission staff report](#)

[Ordinance 2.56 PRC research](#)

[Exhibit B: PRC code revision final draft](#)

7. ADJOURNMENT

The next meeting of the Parks and Recreation Commission is a Special Meeting scheduled for July 26, 2021, at 4:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 17, 2021.



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 timedial ***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
May 17, 2021**

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: Tye Taylor, Michelle Deasy
- Staff: Parks & Recreation Director André Pichly, Recreation Supervisor Amalia Kulczycki, Assistant Operations Manager Carlos Uribe
- City Council Member Liaison Eric Hall

2. Public Forum – Chris Birdwell commented on the sand volleyball court at Crane Park and said it does not have enough sand and the net system is not to sand volleyball specifications. Requests that a proper net be installed.

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

5. Consent Calendar

April 19, 2021, minutes – approved with the following amendment: Public Forum: Susann Ortega of the St Helena Community Gardens group addressed the Commission about the Community Garden program and its status. Motion by Weeman; Taylor 2nd.

6. Scheduled Matters

6.1 – Pickle Ball survey - discussion about types of questions to ask (Demchuk/Taylor) - discussion only / not an action item / no staff report

- Staff will bring sample questions for the Commission to review and suggest for Pickle Ball survey.

Requests for items to add to next meeting agenda:

- Pickle Ball survey sample questions for review (Demchuk/Taylor)
- Discussion about Sand Volleyball Court at Crane Park (Demchuk)

7. Adjournment

Meeting Adjourned: 5:22 pm.

APPROVED:

ATTEST:

Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation

Bench 1

Location:

Meil Park (perimeter path between park and Sulphur Creek)

Donor:

Alfaro Family (POC: Elizabeth Alfaro lizalfaro27@gmail.com)

Message on bench:

In loving memory of Salvador Alfaro Anguiano

11/9/43-3/25/21

“Your guiding hand will be on our shoulder forever”

Notes:

This gentleman passed away on the bench to be replaced with the new dedicated bench.

Bench 2

Location:

Crane Park (pathway from Pad 4 to tennis court 1)

Donor:

Jeff Feeny (707-580-5678 Jeff Feeny jfeeney@cbnapavalley.com)

Message on bench:

In Memory of

Mark Milat

“A Friend to St. Helena”









How would you rate your awareness and interest of pickle ball?

- ☐ I play pickle ball regularly.
- ☐ I've played pickle ball, but I'm not playing regularly.
- ☐ I'm aware of pickle ball but have yet to play.
- ☐ I am not aware of pickle ball but would be interested in learning more (*provide link to general pickle ball info.*)
- ☐ I'm not interested in pickle ball (*End of survey if not interested*)

How long have you been playing pickle ball?

- ☐ 0-2 years
- ☐ 3 to 4 years
- ☐ 5 to 6 years
- ☐ More than 6 years

Describe your standard of play.

- ☐ Beginner - interested in working on my basic skills and understanding of the rules.
- ☐ Intermediate - getting the hang of it but would love to improve/learn even more.
- ☐ Advanced – experienced player; skilled and knowledgeable.

Which of the following best describes why you play pickle ball as often as you do?

- ☐ Staying active
- ☐ Staying healthy
- ☐ Staying fit
- ☐ Keeping in shape
- ☐ Reducing stress levels
- ☐ Improving endurance

As a pickle ball player, please rank the following in order of importance.

- ☐ Fitness – I like the exercise; it's a good workout.
- ☐ Lower Impact – playing pickle ball is easier on my body than other active sports.
- ☐ Competition – I enjoy playing against others and improving my skills.
- ☐ Fun – playing pickle ball is enjoyable for me; it's a fun game.
- ☐ Social – I like being with other players; playing with friends and making friends.
- ☐ Economic – it's affordable; lots of enjoyment for a small investment.
- ☐ I currently do not play pickle ball.

How many times a week do you play?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 3
- ☐ 4

When do you prefer to play?

- ☐ Morning
- ☐ Afternoon
- ☐ Evening
- ☐ No preference

Where do you play pickle ball most often?

- ☐ St Helena
- ☐ Calistoga
- ☐ Yountville
- ☐ Napa
- ☐ Other _____

Travel related decision making related to pickle ball.

- ☐ Before leaving home, checked on pickle ball opportunities in the places you were going to visit.
- ☐ Played with a local pickle ball group in the place you visited.
- ☐ Chose a place at least partially on the available opportunities to play pickle ball.
- ☐ Played pickle ball when traveling, but only with traveling partners.

Gender

- ☐ Male
- ☐ Female
- ☐ Prefer not to say.

Age

- ☐ Under 18
- ☐ 19-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60-69
- ☐ 70+

Zip Code

**Parks and Recreation Commission
Regular Meeting
June 21, 2021
Staff report for Scheduled Item 6.4**

Prepared by: André Pichly, Parks & Recreation Director

Review draft of revised City Ordinance 2.56: Parks and Recreation Commission, discuss the duties and responsibilities, recommend modifications if needed, and endorse revised draft to be sent to City Council for consideration, discussion, and approval.

Background

At the July 20, 2020, Parks and Recreation Commission meeting, City Manager Mark Prestwich discussed the need for City Ordinance 2.56: Parks and Recreation Commission, to be reviewed and updated by an Ad Hoc Subcommittee of the Parks and Recreation Commission. He directed the Parks & Recreation Director to research the ordinances for other parks and recreation commissions in other communities, note similarities and differences, eliminate language that refers to obsolete practices, and to articulate the current duties and responsibilities using clear language to bring the ordinance up to date. The subcommittee would then review and consider the draft of the revised ordinance and present it to the full Parks and Recreation Commission for their review, discussion, and endorsement.

Discussion

The Parks and Recreation Director researched the ordinances for parks and recreation commissions (or commissions with similar functions) in 20 different cities and compared them to St Helena's City Code 2.56. In total, 18 different duties and responsibilities were evaluated and compared. This research can be found in Exhibit A.

Considering the current scope of the St Helena Parks and Recreation Commission, a revised version of Ordinance 2.56 was developed in a draft form and includes language that better reflects the current duties and responsibilities of the Parks and Recreation Commission (Exhibit B).

Fiscal Impact

Not applicable.

Recommended Action

Staff and the Ad Hoc Subcommittee is asking the full Parks and Recreation Commission to review the draft of revised Ordinance 2.56, discuss any thoughts and concerns they may have about the revised scope of duties and responsibilities, and endorse the draft which would then be sent to the City Attorney to prepare a final draft of the updated ordinance for consideration by the City Council.

Exhibit A		Commonalities																
		Advises on park development	Advise on open space/acquisition of open space	Advise on recreational programs	Advise on park/recreation facilities	Advise on trails	Advise on seniors/aging services	Advise on youth/youth services	Advise on library services	Advise on public art/cultural arts	Advise on cemetery	Advise on City beautification	Advise on preservation, restoration, conservation, and/or habitat areas	Advise on trees control	Meeting date/time set by Ordinance/determined by Commission	Submit dept budget / recommend dept. budget	Cooperate with other governmental agencies	Recommend adoption of standards for organization, personnel, areas and facilities and program and financial support
		Parks and Recreation Commission																
Cities	St Helena	■		■	■										O	S	■	■
	Calistoga (Community Resources Commission)	■	■	■	■		■	■		■		■	■		C	R	■	■
	Yountville (Reso No. 2731-08)			■	■		■	■	■	■					O	R		■
	American Canyon (go to Chapter 2.29)	As directed by council, City Manager, or Community Services Department - no specifics on scope												C	As directed - no specifics on scope			
	Napa (go to Chapter 2.72)	■		■	■					■			■		C			■
	Healdsburg	As directed by council - no specifics on scope												O	As directed by council - no specifics on scope			
	Sonoma	■	■	■	■	■					■		■	■	O			
	Novato (Reso No. 64-07)	■	■	■						■					C		■	
	Corte Madera			■	■										C			
	Santa Rose (go to Chapter 2.04)	■		■	■					■		■			C			■
	Benicia	■		■	■			■			■				O		■	■
	Danville	■		■	■			■		■					C			
	Rohnert Park			■	■					■		■			C			■
	Mill Valley (go to Chpater 2.08.130)	■		■	■								■	■	C			■
	San Jose	■		■	■											R		
	San Rafael	■	■	■	■											R	■	■
	Half Moon Bay (double click below to open Bylaws)		■	■	■	■									O		■	■
	San Luis Obispo	■		■	■										C			
	Davis (Reso No. 06-184)	■		■	■					■					C	R		■
West Sacramento (go to Chapter 2.20.220)			■	■		■	■									■		
Sacramento (go to Chapter 2.62)	■		■	■			■							C	R		■	

**City of Half Moon Bay
Parks and Recreation Commission Bylaws**

Article I: Name and Authorization

- A. Name
 - 1. The name of the Commission, as provided by the City of Half Moon Bay, CA shall be known as the Half Moon Bay Parks and Recreation Commission, herein after referred to as the "Commission."
- B. Authorization
 - 1. The Commission exists by the authority of the Half Moon Bay City Council.

Article II: Mission Statement

- A. The mission of the Commission is to advise the City Council on the best means to provide quality park and recreation services for our community and visitors.

Article III: Purpose and Function

- A. Purpose
 - 1. The Commission shall serve as advisors to the Half Moon Bay City Council on issues related to the field of parks and recreation services. The role of the Commission is to work within the priorities and direction of the City Council. The Commission shall have no administrative power or authority to incur any indebtedness or contractually obligate the City of Half Moon Bay.
- B. Function
 - 1. The function, at the discretion of the City Council, will be to:
 - a. Encourage participation in recreation, athletic, and leisure services provided by the City and in the community.
 - b. On the specific direction of the City Council:
 - (i) Study issues and receive community feedback on parks and recreation programs.
 - (ii) Recommend to the City Council the adoption of policies and standards concerning: recreation programs, recreational facilities, open space, trails, parks, and other related services.
 - c. Review and make recommendations to the City Council on draft master plans concerning long range parks and recreation plans.
 - d. Assist in developing partnerships with schools, the County of San Mateo, the State

[Exhibit B](#)

Chapter 2.56 PARKS AND RECREATION COMMISSION

Sections:

[2.56.010 Membership.](#)[2.56.020 Meetings.](#)[2.56.030 Duties.](#)[2.56.040 Review of Annual Budgets-submittal.](#)

2.56.010 Membership. SHARE

The parks and recreation commission shall consist of five members. Commissioners shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents to the commission on a case-by-case basis, with the consent of the City Council. Commissioners shall serve for a term of two years, with the term of office to expire at the end of the fiscal year. The City Council may establish one-year terms for some trustees for the purpose of staggering term expirations. Each commissioner shall be appointed by the mayor with the approval of the City Council and may be removed without cause by the City Council. If a vacancy shall occur otherwise than by expiration of the term of office, it shall be filled by appointment for the unexpired portion of the term. ~~The superintendent of schools of the St. Helena Unified School District shall be an ex officio member of the commission.~~ (Ord. 14-6 § 2: prior code § 2.120)

2.56.020 Meetings. SHARE

The commission shall meet at least once a month at such date, time and place as ~~designated by the commission they may fix by resolution.~~ Special meetings may be called at any time by three commissioners, with written notice served upon each commissioner at least three hours before the time specified for the proposed meeting. A majority of the commissioners shall constitute a quorum for the transaction of business. The commissioners shall appoint the chairperson and vice-chairperson from their number, each of whom shall serve for one year and until his or her successor is appointed. The commission shall cause a proper record of their proceedings to be kept and shall file minutes of all meetings with the city clerk. (Prior code § 2.121)

2.56.030 Duties. SHARE

The duties of the commission shall be as follows:

- A. To act in an advisory capacity to the City Council and ~~its~~ the director of Parks & Recreation in all matters pertaining to the public parks and recreation, and to cooperate with other governmental agencies and civic groups in the advancement of sound parks and recreation planning and programming;
- B. To ~~formulate review and recommend developed~~ policies on recreation services, park use, and park improvement and for development for approval by the City Council;
- C. To advise ~~with~~ the City Council, City Manager, and its Director of Parks & Recreation, and Director of Public Works ~~director on problems of administration, development of matters related to~~

Exhibit B

parks and recreation areas, facilities, park development, and programs and ~~improved~~ recreation services;

D. To periodically study, review, evaluate and recommend the adoption of standards and policies on parks and recreation matters.

E. Provide recommendations related to: organization, personnel, areas and

- facility maintenance and development
- facilitsocial equity, environmental stewardship, and health and wellness
- projects within the city that may have an impact of the availability and delivery of parks, trails, and recreation servicesies;
- service levels;
- prioritize parks and recreation needs;
- Parks and Recreation Master Plan;
- programs and events, and;
- parks and recreation user fees; and financial support;

E. To appoint ad hoc sub-committees as may be necessary to provide preliminary review, comment, and make recommendations prior to being presented to the full Commission as appropriate to carry out Commission objectives.

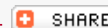
FE. Establish annual goals and action plan consistent with City Council goals and objectives. To make periodic inventories of recreation services that exist or may be needed and interpret the needs of the public to the city council;

F. To aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations. (Prior code § 2.122)

G. Shall provide an annual report to the City Council related to its activities for the past year.

K. Members of the Commission shall not receive compensation for attendance at Commission meetings but are entitled to reimbursement for expenses incurred of their duties upon approval of the City Manager.

2.56.040 Review of Annual Budgets ~~submittal~~.



The commission shall submit annually a budget to the city council for its approval in whole or in part. The budget should provide not only for recreation services and operating costs for the ensuing year, but should also contain estimates and recommendations for such long-term capital outlay as may be necessary to provide for an orderly and coordinated development program. (Prior code § 2.123)The commission shall receive and provide feedback on an annual budget presentation from the Administrative Services Department of the budgets for the Parks & Recreation Department, park maintenance, and parks and recreation-related Capital Improvement Plan projects.

| [Exhibit B](#)