



City of St. Helena
Parks and Recreation Commission
Special Meeting
Wednesday, November 17, 2021 @ 5:30 PM
Published: Wednesday, November 10, 2021
8:30 PM
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8:30 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/84019958524>

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.

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Matt Demchuk
Vice Chair: Tye Taylor
Members: Rebekah Weeman, Michelle Deasy, and Christopher Warner
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 October 13, 2021. 5
[October 2021 minutes](#)

6. SCHEDULED MATTERS:

- 6.1. Update on status of Prop 68 grant for replacement of Crane Park playground equipment and fence (Pichly) - information only / not an action item / staff report 7
Prepared By: Mandy Kellogg, Asst. Administrative Services Director
[Prop 68 - Parks & Recreation Staff report](#)
- 6.2. Update on current CIP: projects funded and scheduled for 2022 (Demchuk) - information only / not an action item / staff report 9 - 15
Prepared by: Mandy Kellogg, Asst. Administrative Services Department; Mark Rincon-Ibarra, Public Works
[CIP Funding Worksheet Parks Recreation Updated 111621](#)
[FY 2021-22 Parks CIP](#)
- 6.3. Recap of the 2021 Hometown Harvest Festival (Demchuk) - information only / not an action item / no staff report
Prepared By: Andre Pichly, Parks & Recreation Director

7. ADJOURNMENT

The next meeting of the Parks and Recreation Commission is a special meeting scheduled for December 13, 2021, at 5:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on November 10, 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 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
October 13, 2021**

Meeting Minutes – Action Items Only

1. Call to Order 5:34 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair Tye Taylor
- Members: Rebekah Weeman, Michelle Deasy, Christopher Warner
- Staff: Parks & Recreation Director André Pichly, Recreation Supervisor Amalia Kulczycki
- City Council Member Liaison Eric Hall

2. Public Forum – none.

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

5. Consent Calendar

5.1 – September 29, 2021, minutes. Motion to accept the minutes by Warner; Weeman 2nd. Unanimous.

6. Scheduled Matters

6.1 – Update on preparations for the 2021 Hometown Harvest festival (Demchuk) – not an action item / information only / no staff report.

Requests for items to add to next meeting agenda:

- No requests

7. Adjournment

Meeting Adjourned: 6:15 pm.

APPROVED:

ATTEST:

Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation

TITLE

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.

Staff recommended use of the funds to replace the play structures located at Crane Park, which was endorsed by the Parks and Recreation Commission on August 31, 2020.

The City received a proposal to replace the playground equipment in the amount of \$244,548. City staff requested approval of Capital Project C22-02 Replace Playground Equipment and Fence at Crane Park during FY 2021/22 Budget adoption process, which was approved with the following funding:

Funding Source	Amount
Prop 68 Grant Funding*	170,000
Park Impact Fees*	80,000
Total Funding	250,000

**Funding Sources will be adjusted according to the final grant amount received.*

The full grant application was submitted and received by State of California Department of Parks and Recreation on October 22, 2021. The City was notified on November 10th that the application was processed, and a contract is currently being prepared. The City will be required to complete the project no later than June 30, 2024.

Operations	CIP	Project	Estimated Costs	Grant Funded	Skate Park Lighting Fund	Park Impact Fee Funded
Adopted CIP Projects						
C19-03	X	Crane Park Lighting Improvements	401,611		1,200	400,411
C20-04	X	Starr Baldwin Park Fence & Pathway Repair - update amount with minor modifications to entrance	89,100			89,100
C22-01	X	Jacob Meily Address drainage	125,500			125,500
C22-02	X	Replace Playground Equipment and Fence at Crane Park	250,000	170,000		80,000
Endorsed in 2020 by P&R Commission - Paid for from Operations Budget						
Citywide	X	Parks & Recreation Master Plan - General Plan Chapter 12	125,000			125,000
Endorsed in 2021 by P&R Commission - not yet taken to City Council for Adoption						
Crane	X	Pickle Ball Courts - obtain estimates	TBD			
Jacob Meily	X	Adding swings to Park (Maintenance only private citizen to pay for)	TBD			
Wappo	X	Shade Structure & Other Amenities - potential public funding	TBD			
Starr Baldwin	X	New Entrance - very minimal, add to C20-04 - add some additional funding for entrance.	TBD			
				170,000		820,011
Endorsed by P& R Commision - but on hold						
Crane		X	Little League includes infrastruture upgrades, new shack, new restrooms	TBD		
Citywide	X		Uniform Signage	TBD		

Notes/Project Status	Scope of Work	Project Start Date				
		FY 22	FY 23	FY 24	FY 25	FY 26
Grant application has been approved Next Steps: public bidding Per grant must be completed by ____	Retrofit existing park light fixtures to LED and upgrade electrical equipment.	354,509				
	Remove and replace fence bordering, pathway repair, and minor modifications to entrance	89,100				
	FY 23 Conduct a site survey to address drainage and FY 24 install new turf and upgrade irrigation		50,000	75,000		
	Replace playground equipment and fence at Crane Park	250,000				
Amending project scope for C20-04				X		

5-YEAR CAPITAL IMPROVEMENTS PROGRAM

City of St. Helena, CA

FY 2021-22 to FY 2025-26



Crane Park Lighting Improvements

Project No: C19-03

Category: Civic

Project Location: 360 Crane Avenue

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Retrofit existing park light fixtures to LED and upgrade electrical equipment.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
3110 - Design	33,795							33,795
3160 - Construction Contract	13,307		348,209					361,516
3170 - Contingency			6,300					6,300
EXPENDITURE TOTALS	47,102		354,509					401,611
FUNDING SOURCES								
223-Skate Park Lighting Fund			1,200					1,200
734-Park Impact Fees	47,102		353,309					400,411
FUNDING TOTALS	47,102		354,509					401,611

Baldwin Park Fence & Pathway Repair

Project No: C20-04

Category: Civic

Project Location: 1591 Spring Street

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Remove and replace fence bordering, pathway repair, and minor modifications to entrance.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
3160 - Construction Contract	7,750		81,350					89,100
EXPENDITURE TOTALS	7,750		81,350					89,100
FUNDING SOURCES								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
734-Park Impact Fees	7,750		81,350					89,100
FUNDING TOTALS	7,750		81,350					89,100

Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation

Project No: C22-01

Category: Civic

Project Location: Jacob Meily Park St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: FY 23 conduct a site survey to address drainage and FY 24 install new turf and upgrade irrigation

Moved out 1 year due to Water Emergency

EXPENDITURE ACCOUNTS: Fund: 733 Dept: 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
3110 - Design				50,000				50,000
3160 - Construction Contract					75,500			75,500
EXPENDITURE TOTALS				50,000	75,500			125,500
FUNDING SOURCES								
734-Park Impact Fees				50,000	75,500			125,500
FUNDING TOTALS				50,000	75,500			125,500

Replace Playground Equipment and Fence at Crane Park

Project No: C22-02

Category: Civic

Project Location: Crane Park

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replacement playground equipment and fence at Crane Park

EXPENDITURE ACCOUNTS: Fund: 733 Dept: 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
3160 - Construction Contract			250,000					250,000
EXPENDITURE TOTALS			250,000					250,000
FUNDING SOURCES								
733-Prop 68 Grant			170,000					170,000
734-Park Impact Fees			80,000					80,000
FUNDING TOTALS			250,000					250,000