



**City of St. Helena
Parks and Recreation Commission
Special Meeting
Monday, December 13, 2021 @ 5:30 PM**

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.

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 click the link below to join the webinar: <https://us02web.zoom.us/j/84019958524>
Webinar ID: 815 1332 6074

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

International numbers available: <https://us02web.zoom.us/j/84019958524>

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

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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: Amalia Kulczycki, Interim Parks & Recreation Director and Mark Prestwich, City Manager
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 November 17, 2021

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6. SCHEDULED MATTERS:

- 6.1. Discussion and Establishment of Time and Date for Future Commission Meetings

- 6.2. Review/Discussion of Ad Hoc Subcommittees and Consideration of Establishing a Parks Master Plan Ad Hoc Subcommittee

- Baldwin Park Improvement Ad Hoc Committee
- Pickle Ball Ad Hoc Subcommittee
- General Plan Update Chapter 12 Ad Hoc Subcommittee
- Trails Ad Hoc Subcommittee
- Consideration of Parks Master Plan Subcommittee

- 6.3. Discussion and Scheduling of 2022 Governance Meeting

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled virtually for January 17, 2021 at 4:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on December 9, 2021.

/s/ Amalia Kulczycki

Amalia Kulczycki, Interim 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
November 17, 2021**

Meeting Minutes – Action Items Only

1. Call to Order 5:50 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair Tye Taylor
- Members: Rebekah Weeman, Michelle Deasy
- Staff: Parks & Recreation Director André Pichly, Recreation Supervisor Amalia Kulczycki, City Manager Mark Prestwich, Administrative Services Director April Mitts, Finance Manager Mandy Kellogg
- Absent: Commissioner Christopher Warner, City Council Member Liaison Eric Hall

2. Public Forum – Tony Montelli thanks Pichly for his service to the community.

4. Reports by Staff and Commission – given by Recreation staff and commissioners. The Parks Maintenance staff update provided by Operations Manager Clayton Church was read to the Commissioners.

5. Consent Calendar

5.1 – October 13, 2021, minutes. Motion to accept the minutes by Weeman; Taylor 2nd. Unanimous.

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
- 6.2 – Update on current CIP: projects funded and scheduled for 2022 (Demchuk) – information only / not an action item / staff report
- 6.3 – Recap of 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: 6:47 pm.

APPROVED:

Matthew Demchuk, Chair

ATTEST:

André Pichly, Director of Parks & Recreation