



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, May 16 @ 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.

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this City Council Meeting will be held via teleconference only, and will not be physically open to the public. City Council members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar.

Meeting ID: 811 3170 9026

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81131709026>

Or One tap mobile :

US: +16699006833,,81131709026# or +12532158782,,81131709026#

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 +1 312 626 6799 or
+1 929 205 6099 or +1 301 715 8592

Webinar ID: 811 3170 9026

International numbers available: <https://us02web.zoom.us/j/81131709026>

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: Michelle Deasy, Christopher Warner, and Rebekah Weeman
City Council Member Liaison: Eric Hall
Staff Liaison: Dave Jahns, 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
 - Public Works Update
 - Parks & Recreation Update
 - 4.2. City Council Liaison
 - 4.3. 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 Special Meeting Minutes of February 07, 2022 5 - 6
[Special Parks and Recreation Commission- February 7, 2022 - Draft Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Receive an update on the 2022-23 budget process and status of the 2021/22 - 2025/26 Parks Capital Improvement Program list; Provide recommendations to staff regarding current capital improvement projects. 7 - 11
Action item/No staff report/ Parks CIP Report attached
Prepared By: April Mitts, Administrative Services Director
[2021-22 Parks CIP Report](#)
 - 6.2. Receive a presentation on proposed 2022 Fourth of July activities.
Not an action item/No staff report
Prepared By: Dave Jahns, Parks & Recreation Director
 - 6.3. Review and discuss current ad-hoc subcommittee assignments. 13
(Demchuk)
Not an action item/No staff report/Committee assignments attached
[PRC 2021-22 Committee Assignments](#)
 - 6.4. Discuss and establish time and date for future Parks & Recreation Commission meetings. (Demchuk)
Action item/No staff report

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for June 20, 2020 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on May 13, 2022.

/s/ Dave Jahns

Dave Jahns, 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.

MINUTES
City of St. Helena
Parks and Recreation Commission Meeting
Monday, February 7, 2022 @ 5:30 PM
virtual

Present: City Manager Mark Prestwich, Staff Liaison Amalia Kulczycki, Interim Parks & Recreation Director, City Clerk Cindy Tzaopoulos, Chair Matthew Demchuk, Vice Chair Tye Taylor, and Commissioners Christopher Warner, Michelle Deasy, and Rebekah Weeman

Absent: Council Liaison Council Member Eric Hall

1. CALL TO ORDER: 5:32 PM

2. ROLL CALL

3. PUBLIC FORUM: N/A

4. REPORTS BY STAFF AND COMMISSION

Public Works Update: *No update was provided*
Parks & Recreation Update
Ad-hoc Subcommittee Updates

5. CONSENT CALENDAR:

- 5.1. Parks and Recreation Commission Meeting Minutes of December 13, 2021
A motion was made by Commissioner Warner and seconded by Commissioner Weeman to approve the minutes of December 13, 2021

The motion passed

6. SCHEDULED MATTERS:

Annual Brown Act Review by City Clerk-Informational Only
Prepared By: Cindy Tzaopoulos, City Clerk

Recognition of Adoption of Ordinance Amending Parks & Recreation Commission's Scope

Commission Team Building Exercise
Prepared By: Amalia Kulczycki, Recreation Supervisor

Annual Governance Review of Council and Commission Rules and Procedures
- not an action item
Prepared By: Mark T. Prestwich, City Manager

Parks and Recreation Commission
February 7, 2022

Review of Institute for Local Government "Attributes of Exceptional Boards" document

7. ADJOURNMENT: 6:58 PM

APPROVED:

ATTEST:

Matt Demchuk, Chair

Amalia Kulczycki, Interim Recreation Director

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								PROJECT TOTAL
	Total YTD 05/11/21		2021-22	2022-23	2023-24	2024-25	2025-26	
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



ST. HELENA PARKS AND RECREATION COMMISSION 2021-22 Ad-Hoc Subcommittee Assignments

1. Baldwin Park Improvements (Taylor and Weeman)
2. Pickleball (Demchuk and Taylor)
3. Trails (Deasy and Weeman)
4. Parks Master Plan (Deasy and Warner)
5. ~~General Plan Update Chapter 12~~ – disbanded

Updated December 13, 2021