



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, June 20 @ 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: 894 2855 0929

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89428550929>

Or One tap mobile :

US: +16699006833,,89428550929# or +13462487799,,89428550929#

Or Telephone:

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

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

Webinar ID: 894 2855 0929

International numbers available: <https://us02web.zoom.us/j/89428550929>

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 and 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 Meeting Minutes of May 16, 2022

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Recommendation:

[Parks and Recreation Commission - May 16, 2022 - Draft Minutes](#)

6. SCHEDULED MATTERS:

6.1. Review and consider approval of plaque design for an existing memorial bench located at Crane Park.

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Action Item/Staff Report

Prepared By: Dave Jahns, Parks & Recreation Director

[Staff Report Item 6.1 06.20.22](#)

[Proposed Joice Beatty Memorial Plaque Design](#)

[Proposed Installation Location](#)

6.2. Receive an update on the proposed 2022 4th of July activities.

Not an Action Item/No Staff Report

Prepared By: Dave Jahns, Parks & Recreation Director

6.3. Receive an update on work completed by ad-hoc subcommittees since the previous meeting (Demchuk).

Not an Action Item/No Staff Report

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for July 18 at 5:30 pm. Meeting will take place either at Carnegie Building, 1360

Oak Avenue or remotely via Zoom. Meeting location will be posted at least 72 hours prior to the next meeting.

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

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
May 16, 2022**

Meeting Minutes – Action Items Only

1. Call to Order 5:35 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Tye Taylor
- Members: Michelle Deasy, Christopher Warner
- Staff: Parks & Recreation Director Dave Jahns, Administrative Services Director April Mitts, Assistant Public Works Director Eric Janzen
- City Council Member Liaison Eric Hall
- Absent: Rebekah Weeman

2. Public Forum – none

3. Reports by Staff and Commission

- Assistant Public Works Director Eric Janzen provided park maintenance update and scheduled maintenance activities for the coming months
- Director Jahns provided an update on spring recreation programming and proposed summer events and programs
- Director Jahns provided an update on progress that took place regarding the Vine Trail alignment since the Joint Commission Meeting of the Active Transportation & Sustainability Committee and Parks & Recreation Committee meeting on March 2, 2022.
- Council Member Hall provided an update on Vine Trail

5. Consent Calendar

5.1 – February 7, 2022, minutes – approved. Motion by Warner; Taylor 2nd.
Unanimous.

6. Scheduled Matters

6.1 – Update on the 2022-23 budget process and status of the 2021/22 – 2025/26 Capital Improvement Project list; Provide recommendations to staff regarding proposed Capital Improvement Projects.

- Presented by Administrative Services Director, April Mitts
- Commissioner Demchuk motion to create an ad-hoc subcommittee (Warner & Taylor) to study the Crane Park Lighting improvement project and bring a recommendation back to the commission at a future meeting; Second Deasy. Unanimous.
- Commission recommended moving forward with the Parks CIP list as proposed, with the addition of studying the feasibility of adding synthetic turf to the scope of the Meily turf drainage project
- Pam Smithers provided public comment on the item

6.2 – Presentation on July 4 Activities (Jahns)

- Staff presented the proposed activities and commissioners provided feedback. Staff will provide further follow-up on whether the City will move forward with fireworks at the following meeting.

6.3 – Review and discussion of ad-hoc subcommittees (Demchuk)

- Commissioners discussed current committee assignments and consensus was to keep existing committees with the addition of the Crane Park Lighting ad-hoc committee created with the action on item 6.1

6.4 - Discussion about day and start time for Parks and Recreation Commission meetings (Demchuk)

- Commissioners discussed and agreed that Regular Meetings would continue to take place on the 3rd Monday of each month at 5:30pm. Next meeting will be scheduled for June 20, 2022 at 5:30 pm.

Requests for items to add to next meeting agenda:

- No requests

7. Adjournment

Meeting Adjourned: 7:38 pm

APPROVED:

ATTEST:

Matthew Demchuk, Chair

Dave Jahns, Parks & Recreation Director



**Report to the Parks and Recreation
Commission
Commission Meeting of June 20, 2022**

Agenda Section: Scheduled Matters – Item 6.1

**Subject: Review and consider approval of plaque design for an
existing memorial bench located at Crane Park**

**CEQA
Determination: Not a CEQA project**

Prepared By: Dave Jahns, Parks & Recreation Director

Reviewed By: Dave Jahns, Parks & Recreation Director

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

During the August 19, 2019 Parks and Recreation Commission meeting (item 6.3) the Commission reviewed a request from the Beautification Foundation to install of two elm trees and a memorial bench in honor of Joice Beatty at Crane Park. The Commission approved the installation of the tree, memorial bench, and conditionally approved an accompanying memorial plaque, pending review and approval of the plaque's final design and wording, which would be brought before the commission at a future meeting.

The trees and bench were purchased by the Beautification Foundation and installed by Public Works in 2019. The Beautification Foundation has since reached out to staff and provided the design and proposed wording for the plaque for the Commission's review.

DISCUSSION

The Beautification Foundation is proposing two plaques to be installed on the memorial bench, located at Crane Park near the bocce ball courts. One smaller plaque to note the donation from the Beautification Foundation and a larger plaque in honor of Joice Beatty. Images of the existing bench and proposed plaques are attached for reference.

Commission approval is needed to move forward with the addition of the plaque(s) to the memorial bench in Crane Park.

FISCAL IMPACT

There is no fiscal impact with this item. The plaque(s) will be paid for and donated by the Beautification Foundation. Parks Maintenance staff will complete the installation, but it is not expected to require staffing resources outside of their regular schedule.

RECOMMENDED ACTION

Staff recommends that the Parks and Recreation Commission review the proposed plaque design and provide direction to staff on whether to move forward with installation.

Proposed Plaque Design



Proposed Installation Location

