



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, July 18 @ 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: 882 1801 3160

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88218013160>

Or One tap mobile :

US: +16694449171,,88218013160# or +16699006833,,88218013160#

Or Telephone:

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

US: +1 669 444 9171 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099

Webinar ID: 882 1801 3160

International numbers available: <https://us02web.zoom.us/j/88218013160>

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

Page

1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Matt Demchuk
Vice Chair: Tye Taylor
Members: Doug Boeschen, Michelle Deasy, and Rebekah Weeman
City Council 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 Update

4.3. Commissioners Update

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 June 20, 2022

4 - 5

Prepared By: Dave Jahns, Parks & Recreation Director

[PRC Draft Meeting Minutes 06.20.22](#)

6. SCHEDULED MATTERS:

6.1. Elect Chair and Vice Chair for the 22-23 Term (Demchuk)

- Action item / No staff report

6.2. Discuss reestablishing Commissioner park assignments and process for reviewing/submitting feedback on park observations (Demchuk)

6 - 15

- Discussion item / Previous park audit forms attached

[Park Audit Form 2016](#)

[Park Audit Example 2016](#)

6.3. Discuss upcoming Harvest Festival and the Commission's role in supporting the event

- Discussion item / No staff report

Prepared By: Dave Jahns, Parks & Recreation Director

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for August 15 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted on July 15, 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
June 20, 2022**

Meeting Minutes

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, Assistant Public Works Director Eric Janzen
- Absent: Commissioner Rebekah Weeman, City Council Liaison Eric Hall

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. Focus has been on weed and fire abatement, tree management, and Farmers' Market preparation. Late spring rains caused an increase in grass and weed growth in recent weeks.
- Director Jahns provided an update on spring and early summer recreation programming and upcoming summer events and programs. Commissioner Demchuk asked for clarification on which organization operates the pool. Commissioner Demchuk, Deasy, and Warner recommended looking into future partnership opportunities to expand programming and scheduling of the pool.

5. Consent Calendar

5.1 – Meeting Minutes of May 16, 2022.

- Commissioner Warner motion to approve; Taylor 2nd
 - Approved - unanimous

6. Scheduled Matters

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

- Presented by Commissioner Demchuk
- Commissioner Warner requested clarification on the approval process
- Commissioner Demchuk amended the action to approval of the design and wording of the plaque, deferring installation location specifics to Parks Maintenance staff.
- Commissioner Deasy motion to approve plaque design and wording as proposed; Warner 2nd
 - Approved – unanimous

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

- Staff presented an update on the 2022 4th of July program plan including that the City would no longer be moving forward with a fireworks display. Updated activities include an outdoor movie night, bicycle parade, community band concert and barrel displays.
- Commissioners provided feedback and opportunities for them to help support the upcoming events.

6.3 – Receive an update on work completed by ad-hoc subcommittees since the previous meeting

- Commission Warner, Deasy provided an update on initial discussions regarding the Master Plan subcommittee. Currently targeting Fall 2022 as a launch date for the planning process. Commissioner Demchuk recommended reviewing the SHAPE plan as part of the research phase.
- Commissioner Warner reported that the Crane Park Tennis Lighting subcommittee is scheduled to meet this coming week.
- Commissioner Demchuck and Taylor reported that Baldwin Park and Pickleball subcommittees scheduled to meet before the end of the month.
- Commissioner Deasy reported that the Trails committee is currently in review stage before moving forward to City Council.

Requests for items to add to future agendas:

- Update on process for reviewing and approving memorial bench donation requests.

7. Adjournment

Meeting Adjourned: 6:36 pm

APPROVED:

Matthew Demchuk, Chair

ATTEST:

Dave Jahns, Parks & Recreation Director

PARK AUDIT

Park Name: _____

Date and Time: _____

Performed by: _____ Phone: _____

Email: _____

	CONDITION			DESCRIPTION
	Good	Fair	Poor	
PLAYGROUND				
Play Equipment				
Surface				
Sandbox				
Graffiti				
SPORT FIELDS				
Turf				
Infield				
Backstop				
Bleachers				
Lights				
Graffiti				
Irrigation/Sprinklers				
TENNIS COURTS				
Surface				
Lines				
Nets				
Fencing				
Lights				
Trees & Shrubs				

	CONDITION			DESCRIPTION
	Good	Fair	Poor	
GENERAL				
Trees & Shrubs				
Turf				
Drinking Fountain				
Trash Cans				
Benches				
Restrooms – Ext				
Restrooms – Int				
Picnic Tables				
Signs				
Lights				
Fencing				
Pathways				
Bike Racks				
Graffiti				
Irrigation/Sprinklers				
SKATE PARK				
Surface				
Fencing				
Graffiti				
Litter				
Trees & Shrubs				

Notes:

Instructions:

- Attach additional pages and photos if needed
- Provide as much detail as possible

WAPPO PARK AUDIT

Date & Time: November 10, 2016 at 9:20 a.m.

Commissioner: MD

Trees & Shrubs – Some trees seemed to still be in need of some type of support. Not sure how long ago the newest trees were planted, but some seem to be strong enough to have the supports released, while others seem to be struggling to improve growth and strength.

Turf – Large field as you enter the park appears not to have been mowed for several months. There technically is no turf at this park, but if the large open area were mowed, owners and their dogs could possibly use it. (See photos)



Drinking Fountain(s) – The drinking fountain by the picnic tables near the entrance of the park does not work. The fountain inside the dog park does work.

Trash Cans – Appeared to be emptied regularly.

Benches – There are only two benches in the dog park. According to a user that was there when I did my audit, dog owners are bringing in their own chairs and leaving them there. Especially because there is no shade where the benches. (See photos)



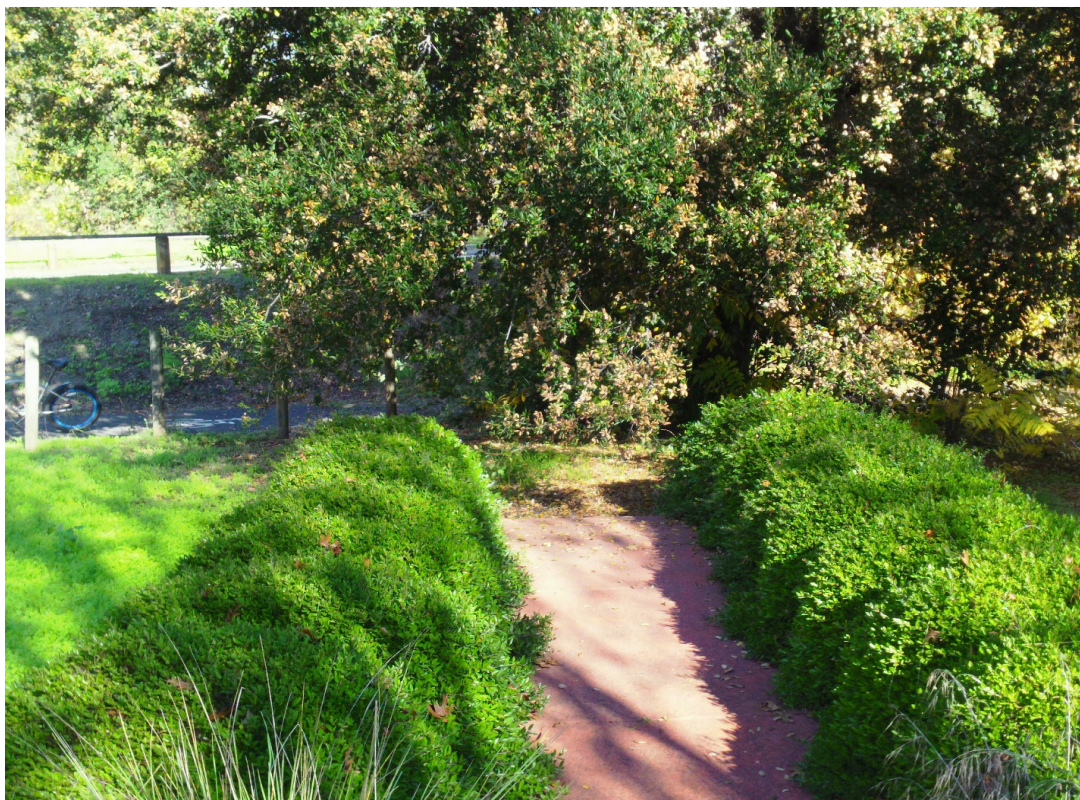
Picnic Tables – The tables themselves appear to be in good order. They are all of the full metal variety. However, it doesn't appear that the ones back behind the dog park get used.

Signs – Signage appears to be in good repair and the rules for the dog park are accessible and readable.

Lights – There is no lighting in this park. This may be something to consider putting in, especially for the fall & winter when the sun goes down much earlier.

Fencing – The fencing appears to be in good order. The entrance to the dog park was easy to open and go through.

Pathways – The pathways appear to be in descent order with the exception of access to the stone memorial at the entrance of the park. Access from the Pope Street entrance is overgrown with a nearby tree. (See photos)



Bike Racks – Both the bike rack by the entrance of the park and the one back by the back picnic tables are overgrown with surrounding trees and would make it difficult to access the racks. (See photos)



Graffiti – There was significant graffiti on the shed along the riverbank and on the Stonebridge. (See photos)



Irrigation/Sprinklers – Couldn't tell if there were any sprinklers or irrigation for this park due to the overgrowth.

Dog Park – As mentioned above, the dog park appeared to be in descent repair, with easy access through the double entrance gates. I met and spoke to a user and she indicated that on a typical day, there would about 10-12 owners there with their dogs around 10:30 am. She is a resident at Vineyard Valley and brings her dog there almost everyday around 10:30 and then again in the late afternoon. She would like to see some grass in the dog park since the entire area is either covered with weeds or bark. In the summer, the area gets quite dusty and in the winter is muddy. There are only two benches provided and thus dog owners have brought in their own chairs. (See photos)



Additional Comments – There are river level gauges along the riverbank. One suggestion would be to have better access to these gauges and perhaps have some of the larger flood events identified on theme. This would be a great source of history regarding flooding in the valley. Also, it appears that there is easy access to the area under the bridge where there is significant graffiti. Not sure if perhaps we want to try and block access or at the very least put up a sign with the City Ordinance banning graffiti. (See photos)



Stonebridge Park (across Pope Street from Wappo Park) – Did just a cursory walk around this small park. The drinking fountain doesn't work and it would be my suggestion that it simply be removed. The area is unkept and there are no resources for picnicking, etc. The Do Not Enter signs are visible. (See photos)

