



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, March 20 @ 5:30pm
Carnegie Building - Second Floor
1360 Oak Avenue**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Public Forum" portion of the agenda may do so, but please observe the time limit of four minutes.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofstheleena.org. The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at [/portal/](http://portal/).

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofstheleena.org.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en [/portal/](http://portal/).

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Matthew Demchuk
Members: Doug Boeschen, Tye Taylor, and Rebekah Weeman
City Council Member Liaison: Billy Summers
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
 - Parks Maintenance Update

- Recreation Services Update
- 4.2. Commissioners Update
 - 4.3. City Council Liaison 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 Special Meeting Minutes of February 21, 2023 3 - 6
[Draft Minutes February 21 Special Meeting](#)
 6. SCHEDULED MATTERS:
 - 6.1. Receive a presentation from Eagle Scout candidate, Euwan Oliver, on a proposed Eagle Scout project at Starr Baldwin Park.
 - Discussion Item/No Staff Report
 - 6.2. Receive a presentation from representatives from the Upper Valley Community Center, Inc. nonprofit foundation.
 - Discussion Item/No Staff Report
 - 6.3. Ad-hoc subcommittee updates 7
 - Discussion Item/No Staff Report[PRC 2022-23 Goals and Committee Assignments](#)
 7. ADJOURNMENT
The next regular Parks and Recreation Commission meeting is scheduled for April 17, 2023 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on March 17, 2023.

/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
Special Meeting
February 21, 2023**

Meeting Minutes

1. Call to Order 6:04 pm

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Vice Chair: Matthew Demchuk
- Members: Doug Boesch, Tye Taylor
- Staff: Parks & Recreation Director Dave Jahns
- City Council Liaison Billy Summers
- Absent: Rebekah Weeman

Public Forum – None due to Special Meeting

3. Reports by Staff and Commission

3.1 – City Staff Update

- Parks Maintenance Update
 - Report provided by Assistant Engineer, Mario Traverso.
 - Update on Lewis Station rehabilitation project, Crane Park lighting research, City-wide paving efforts, and Crinella Pump Station project.
 - Commission shared their appreciation in the paving update and concern with certain intersections that cross Highway 29 as a major walking route for students.
 - Commission requested future feedback on the Lyman Park playground fence, plans to improve Crane Park walkways, and McCullagh park improvements.
 - Commissioner Demchuk recommended that community stakeholders be engaged in any future plans impacting McCullagh Park.
- Recreation Services Update
 - Director Jahns provided report on recreation programs since last meeting.
 - Included update on sports programs, upcoming spring and summer program registration, and discussions with community partners.

3.2 – Commissioners Update

- No comments provided

3.3 – City Council Liaison Update

- Councilmember Summers shared he had received feedback from several community members on the pickleball proposal. Primarily around noise concerns.

- If Commissioners are interested in having items on future Council meetings, Councilmember Summers know and he will make that request with the Mayor and/or City Manager.
- Commission inquired about City Council goal setting and whether existing goals/format would carry forward.
 - Staff shared that staff and Council are in the process of reviewing and establishing goals for the next two year. Commission goals will inform that process.

4. Consent Calendar

- 4.1– Special Meeting Minutes of January 17, 2023
 - Commissioner Taylor requested clarification on who made specific comment from previous meeting. Staff clarified who was noted in their records.
 - Motion: Boeschon; Demchuk: 2nd
 - Approved: Unanimous

5. Scheduled Matters

- 5.1 – Receive an update and provide feedback on proposed course of action to convert a tennis court to pickleball courts at Crane Park
 - Staff provided background on the Commission and staff's work to analyze the community's interest in pickleball and provided a recap of the discussion that took place at the January 17 Parks and Recreation Commission meeting.
 - Commission and ad-hoc subcommittee's recommendation is to convert Court #6 at Crane Park into four pickleball courts.
 - Staff provided an update on what has taken place since last meeting
 - Staff further defined scope of work and has been in contact with potential contractors
 - Received three proposals, with price range of \$27,300 - \$64,500.
 - Staff has narrowed decision to two potential contractors, dependent on project delivery date.
 - Staff, commissioners, and pickleball players analyzed the "crowning" concern on Court #6
 - Played a simulated game and all agreed the court condition will not have a significant impact on pickleball play.
 - Staff and subcommittee reviewed need for a new dividing fence line.
 - Not necessary to move forward, but would be a preferred option.
 - Staff and subcommittee reviewed concerns for impact of the noise from paddle/ball sound, hours of operation, and increased number of players.
 - Sound dampening is a viable option.
 - Concern to add sound barrier initially due to a high price tag, loss of visibility into courts, and unknown of what the actual impact will be to others.
 - Staff shared that existinf courts have a sublayer called a slip sheet overlay system. Prevents cracking, but will add some additional costs/planning if the courts were ever to be returned to a tennis court in the future.
 - Staff reccomends a six-month pilot period to evaluate impacts such as noise, shared park use, and court availability.

- Project will be funded either from existing departmental budget or park impact fee.
- Scheduled to go before the City Council on March 14 as an informational item.
- Staff will continue outreach to neighbors and tennis community as project moves forward.
- Public Comment Opened at 7:13pm
 - Courtney Andrain – Would recommend moving forward with a new fence addition between the courts. Thinks there would be less sound impact than in Yountville due to proximity of houses.
 - Jim Andersen – Agree with previous comments that new, permanent dividing fence should be added.
 - Chris Smith – Dividing fence should be added to minimize safety concerns. Agree with approach to have a six-month pilot period before adding sound barriers.
- Commissioner Taylor asked community on recommendations for dividing fence material recommendations.
 - Consensus was that all that players have seen are cyclone fencing. Gates on the sides preferred.
- Public Comment closed at 7:17pm
- Chair Deasy made motion to move forward with Option B, as proposed with a dividing fence, a six-month evaluation period, and provide staff authority to identify funding source and select contractor
 - Boesch: 2nd
 - Approved: Unanimous

5.2 – Receive and discuss potential partnership with St. Helena Public Library Friends & Foundation to co-host a community fundraiser

- Director Jahns provided update on conversations with Library Foundation regarding an opportunity to partner with the Parks & Recreation Commission on a community fundraiser in fall 2023.
- Chair Deasy further elaborated the Library foundation has historically been successful at fundraising. Discussed this being a more accessible fundraiser.
- Commissioner Demchuk shared this would be an opportunity for additional exposure for Library Foundation and introduction, hopefully, to a Parks & Recreation Foundation.
- Staff will report back with further details at a future meeting.

5.3 – Ad-hoc Subcommittee Updates

- Chair Deasy provided an update from the Diversity, Equity, Inclusion conversation on February 1st. Support for subcommittees actionable items to support equitable recreation. Interest from subcommittee to establish a mission statement for the commission and/or department.

- Chair Deasy provided update on Trails and Open Space Committee, who is getting organized behind the scenes before moving forward to Planning Commission.
- Commissioner Taylor shared there have been discussions with Public Works regarding tennis court light proposal. New lighting proposal information provided since last commission discussion. Additional conversations needed, but have narrowed down options.
- Staff, Commissioner Deasy, and Demchuk will be setting a time to discuss a Master Plan timeline.

6. Adjournment

Meeting Adjourned: 8:08 pm

APPROVED:

Michelle Deasy, Chair

ATTEST:

Dave Jahns, Parks & Recreation Director



ST. HELENA PARKS AND RECREATION COMMISSION 2022-23 Goals and Ad-Hoc Subcommittee Assignments

1. Revisit current Baldwin Park improvement project and work in partnership with Public Works to complete or revise existing CIP (*Taylor and Weeman*)
2. Recommend a path forward to develop pickleball space in St. Helena (*Boeschen and Taylor*)
3. Support the Trails and Open Space Committee in bringing the plan forward to City Council and begin implementation process (*Deasy and Weeman*)
4. Launch the Parks & Recreation Master Plan process, beginning with a community-wide needs assessment and review of existing programs (*Deasy and Demchuk*)
5. Complete Crane Park court lighting project (*Boeschen and Taylor*)
6. Equitable recreation - Increase participation, access, and inclusion for our Latino community (*Boeschen and Deasy*)
7. Enhance programming, events, and gathering opportunities for teens and young adults (*Demchuk*)

Updated December 2022