



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, May 15 @ 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/](#).

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

Page

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
 - Recreation Services

- 4.2. Commissioners Update 3
[PRC 2022-23 Park Assignments](#)
- 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 Meeting Minutes of March 20, 2023 4 - 7
[Draft Minutes_March 20 Regular Meeting](#)
6. SCHEDULED MATTERS:
- 6.1. Receive a presentation on work completed during Eagle Scout Project at Starr Baldwin Park in April 2023.
• Discussion Item/ No Staff Report
- 6.2. Receive an update on the status of the 2022/23 - 2027/28 Parks Capital Improvement Program list; Provide feedback to staff regarding projects list. 8 - 15
• No Staff Report/ Parks CIP Report Attached
Prepared By: Joseph Leach, Public Works Director and City Engineer
[Parks CIP Summary Report_FY-24](#)
- 6.3. Ad-hoc subcommittee updates 16
• 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 June 19, 2023 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Avenue and 1360 Oak Avenue on May 12, 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 CFR 35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.



ST. HELENA PARKS AND RECREATION COMMISSION 2022-23 PARK ASSIGNMENTS

- Michelle Deasy (Chair): Lewis Station, Jacob Meily
- Matthew Demchuk (Vice Chair) : McCullagh, Stonebridge, Wappo
- Doug Boeschen: Crane West, Hunt Grove
- Tye Taylor: Mary Fryer, Mennen, Starr Baldwin
- Rebekah Weeman: Crane East, Lyman

Updated September 2022

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
March 20, 2023**

Meeting Minutes

1. Call to Order 5:36 pm

2. Roll Call

The following were present:

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

3. Public Forum – None

4. Reports by Staff and Commission

4.1 – City Staff Update

- Parks Maintenance Update
 - Report provided by Assistant Engineer, Mario Traverso.
 - Update on Public Works Parks Maintenance work: Lewis Station rehabilitation project, post-storm response, Crane Park weed abatement.
 - Verbal introduction of new Parks and Trees Superintendent, Chad Howell.
 - Met with lighting vendors to receive proposals for bocce court retrofit
 - Staff removed a damaged section of fence at Lyman Park – staff is evaluating timeline for reinstallation.
 - Plan to pave South Crane / Grayson area being reviewed and tentatively scheduled for Summer 2023.
 - Commission requested clarification on how the bocce light project related to tennis court project. Potential for projects to be delivered simultaneously.
 - Staff responded that bocce light replacement is a simple retrofit, but does not reprioritize the importance of the tennis court light project.
- Recreation Services Update
 - Director Jahns provided report on recreation programs since last meeting.
 - Included update on sports programs, new adult basketball program upcoming spring and summer program registration.
 - Recognized Recreation Assistant, Victoria Ramirez, for receiving the California Parks and Recreation Society District One's Student Scholarship award.

4.2 – Commissioners Update

- Commissioner Demchuk acknowledged Director Jahns for his presentation to City Council regarding the approved pickleball court conversion project.
- Commissioner Weeman completed a tour of her parks and noticed weeds have started to come in strong, following winter rains. Attended the Council and Commission appreciation event on March 17. Thanked the staff responsible for planning and implementing the event.
- Chair Deasy requested additional information on trash/recycling receptacles in the parks. Potential to increase and upgrade number and quality. Include green waste to be in accordance with state mandate.

4.3 – City Council Liaison Update - None

5. Consent Calendar

5.1– Special Meeting Minutes of February 21, 2023

- Commissioner Demchuk noted a typo on second to last page of minutes.
- Motion to accept as amended: Boeschen; Taylor: Second
 - Approved: Unanimous

6. Scheduled Matters

6.1 – Receive a Presentation from Eagle Scout Candidate Ewan Oliver on a proposed Eagle Scout project at Starr Baldwin Park.

- Ewan Oliver presented a proposed project to replace two picnic tables at Starr Baldwin Park. Included images of existing tables and schematics of new tables.
- All time, labor, and costs would be covered through Ewan's project process.
- Diagram distributed to commissioners is an example what benches will look like, not necessarily to scale.
- Working with staff to define which materials meet City standards, as well as will be a lasting installation.
 - Commissioner Demchuk noted that new benches being installed throughout town are made of recycled composite materials.
 - Commissioner Taylor and Boeschen mentioned redwood would be a nice material as long as accepted by the City.
 - Commissioner Weeman noted this would help project stand out in a positive manner from standard installation.
- Commission provided their unanimous support for the project and thanked Ewan for his efforts to help enhance the local parks.
- Commission requested that Ewan keep them updated if financial support is needed to acquire materials and complete the project.
- Public Comment: Kathy Carrick noted that the existing benches were a previous Eagle Scout project.

6.2 – Receive a presentation from a representative from the Upper Valley Community Center, Inc.

- Kathy Carrick, Board President of Upper Valley Community Center, Inc., provided presentation.
- Provided history of the non-profit foundation, their efforts to support community facilities, and activities, and fundraising progress to date.

- At this stage, the four remaining board members are ready to transition to a new Parks & Recreation foundation, which will support various projects and individuals within the community.
- Currently working on re-writing bylaws and working with staff through the transition process.
- Commissioner Weeman shared her gratitude and understanding that this discussion has been in the works for a long time. Understands this is a complicated process. Will be a great benefit to the community. Recommended reaching out Napa Community Foundation for advice and possible support.
- Staff shared they are working through the revision process with the City Attorney's office. Goal is to have new bylaws and begin recruiting new board members by this summer.
- Commissioner Weeman noted the American Canyon Parks & Recreation foundation is a great example to review and potentially model.
- Commission shared their gratitude to Kathy and the Board for both their historic and future support of the community.

6.3 – Update on Ad-Hoc Subcommittees

- Baldwin Park Upgrades - Commissioner Taylor and Weeman are planning a site visit to Baldwin Park. Gratitude for Ewan Oliver's proposed work to begin enhancing amenities.
- Pickleball - Staff provided update on pickleball court transition process. Will be moving forward with Vintage Contractors and estimated delivery is late May or early June.
 - Commissioner Boeschen noted there are other considerations that need to be discussed: Rules, additional court amenities, signage, etc.
- Trails and Open Space - Commissioner Deasy provided update on Trails Committee work. Making good progress, but have slowed down to make sure new City staff that have understand the plan and the path forward and how it aligns with City Council goal setting process.
 - Commissioner Demchuk shared that historically City Manager or representative has provided update on annual goals and how those trickle down to the Commission.
 - Staff shared goal setting process with City Council is currently underway and an update will be brought back to the Commission.
- Master Plan - Staff shared that City Manager is comfortable with Master Planning process beginning as soon as staff and Commissioners are ready. Will include regular input from Public Works Department. Goal is to begin process in Summer 2023.
- Crane Park Lighting - Commissioner Taylor shared that Commission is waiting on additional information from staff on existing Crane Park light controls as well as most recent light study.
- Equitable Recreation – Subcommittee has identified May 19 for a Community Soccer Night at the high school. Event will include soccer, children's activities, food, and music. Opportunity for the whole community to come together.
 - Commissioner Deasy shared this is a first step and would like to keep momentum moving after event – programs, communication, financial support, etc. Capture information from event participants that evening.

- Teen Participation – Commissioner Demchuk provided update on work that the Interact Club has completed including existing food drive. Good club to partner with on this initiative.
 - Opportunity to use teen volunteerism as a launching point. Art or community murals another option.

Requests for items to add to future agendas:

- Update on capital Improvement program and budget process.

7. Adjournment

Meeting Adjourned: 7:17 pm

APPROVED:

Michelle Deasy, Chair

ATTEST:

Dave Jahns, Parks & Recreation Director

Category Summary Report

FY 2022-23 to 2027-28

1 - Civic

	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
C19-03 Crane Park Lighting Improvements			400,000					400,000
C20-02 Repaint Fire Station # 1						100,000		100,000
C20-04 Baldwin Park Fence & Pathway Repair			80,000					80,000
C22-01 City Hall Relocation - Tenant Improvements								
C22-02 Replace Playground Equipment and Fence at Crane Park			250,000					250,000
C22-03 Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation			20,000	105,500				125,500
C24-01 Parks & Recreation Master Plan			125,000					125,000
			875,000	105,500		100,000		1,080,500
PROJECT FUNDING SOURCES								
101 General Fund						87,639		87,639
420 Go Bonds						12,361		12,361
733 Prop 68 Grant			170,000					170,000
734 Park Impact Fees			705,000	105,500				810,500
			875,000	105,500		100,000		1,080,500

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.

NOTES: Resolution 2018-167 - Establishing C19-03 with a budget of \$30,000

Resolution 2019-57 Revising Scope to include a light study for Tennis Courts

Estimated Construction FY 21 for Bocce, Skatepark, volleyball, and pathway lighting only.

FY 23 - Per P&R Commission - put together a break out group to work with Eric J. and Dave J. to look in more details to make a determination if they would like to recommend going forward with the tennis court lighting. Subcommittee - Chris W. and Tye T. - potentially look at grant funding for LED upgrades. Per P&R Commission - keep project on CIP project list at full cost.

FY24 - remaining lights to retrofit: Tennis Courts, Bocce Courts & bollard lighting

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES								
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			360,000					360,000
3170 - Contingency			40,000					40,000
EXPENDITURE TOTALS			400,000					400,000
FUNDING SOURCES								
223-Skate Park Lighting Fund								0
734-Park Impact Fees			400,000					400,000
FUNDING TOTALS			400,000					400,000

Repaint Fire Station # 1

Project No: C20-02

Category: Civic

Project Location: 1480 Main Street

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Repaint Fire Station # 1.

Original Date: FY 21, deferred until FY 22

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
3110 - Design						20,000		20,000
3160 - Construction Contract						80,000		80,000
EXPENDITURE TOTALS						100,000		100,000
FUNDING SOURCES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
101-General Fund						87,639		87,639
420-Go Bonds						12,361		12,361
FUNDING TOTALS						100,000		100,000

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.

NOTES: FY 23 Update - Outstanding project items are the portions of the fencing where the neighbors do not want to cost share.

P&R Commission Direction - (1) move forward with replacement of all fencing where the portion adjacent to non-cost share properties would have a bump out

P&R - subcommittee will meet and make a recommendation at next P&R Commission meeting with recommendations. Retain current budget and Ad Hoc Committee make recommendations

FY24 - update to include Baldwin Park entry improvements

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
	2023-24	2024-25	2025-26	2026-27	2027-28			
3160 - Construction Contract	80,000							80,000
EXPENDITURE TOTALS	80,000							80,000
FUNDING SOURCES								
734-Park Impact Fees	80,000							80,000
FUNDING TOTALS	80,000							80,000

City Hall Relocation - Tenant Improvements

Project No: C22-01
Category: Civic
Project Location: 1088 College Avenue
Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Tenant Improvements for City Hall and Police Department Relocation to Napa Valley College, St. Helena campus.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 101 **Dept:** 4000

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23							
EXPENDITURE TOTALS								
FUNDING SOURCES								
101-General Fund								0
592-Equipment Replacement Fund								0
FUNDING TOTALS								0

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

NOTES: FY 23 update - grant application has been approved. PW currently preparing RFP. Per Grant guidelines, project must be completed on or before 6/30/24
FY24 - RFP issued May 23; deliver by end of FY24

EXPENDITURE ACCOUNTS: Fund: 733 Dept: 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
3160 - Construction Contract			230,000					230,000
3170 - Contingency			20,000					20,000
EXPENDITURE TOTALS			250,000					250,000
FUNDING SOURCES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
733-Prop 68 Grant			170,000					170,000
734-Park Impact Fees			80,000					80,000
FUNDING TOTALS			250,000					250,000

Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation

Project No: C22-03

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

NOTES: FY 23 - P&R Commission Direction - (1) proceed with design in FY 23 and construction in FY 24

Add to scope for design - Astroturf vs. grass

FY24 - change budget for design; keep overall budget but increase construction; assume consultant to develop topographic survey and grading/irrigation design

EXPENDITURE ACCOUNTS: Fund: 733 Dept: 5010

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
3110 - Design			20,000					20,000
3160 - Construction Contract				105,500				105,500
EXPENDITURE TOTALS			20,000	105,500				125,500
FUNDING SOURCES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
734-Park Impact Fees			20,000	105,500				125,500
FUNDING TOTALS			20,000	105,500				125,500

Parks & Recreation Master Plan

Project No: C24-01
Category: Civic
Project Location: Citywide
Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Develop parks and recreation master plan consistent with the 2019 General Plan, Ch 12.

NOTES: FY24 - includes parks, programming for civic facilities and recreation services

EXPENDITURE ACCOUNTS:

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
3110 - Design			125,000					125,000
EXPENDITURE TOTALS			125,000					125,000
FUNDING SOURCES								
734-Park Impact Fees			125,000					125,000
FUNDING TOTALS			125,000					125,000



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