



City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, June 19 @ 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/](#).

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/](#).

Page

1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Matthew Demchuk
Members: Doug Boesch, 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 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 May 15, 2023 4 - 6
[Draft Minutes_May 15 Meeting](#)
6. SCHEDULED MATTERS:
- 6.1. Discuss Commission's role in reviewing and supporting future public art donations, installations, and community initiatives
• Discussion item
Prepared By: Dave Jahns, Parks & Recreation Director
- 6.2. Discuss creating and consider future adoption of a Commission equity and welcoming statement
• Discussion item
Prepared by: Michelle Deasy, Chair
- 6.3. Ad-hoc Subcommittee Updates 7
• Discussion item
[PRC 2022-23 Goals and Committee Assignments](#)
- 6.4. Recognition of outgoing Commissioner(s)
• Discussion item
Prepared By: Dave Jahns, Parks & Recreation Director
7. ADJOURNMENT
The next regular Parks and Recreation Commission meeting is scheduled for July 17, 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 June 16, 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
May 15, 2023**

Meeting Minutes

1. Call to Order 5:32 pm

2. Roll Call

The following were present:

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

3. Public Forum – None

4. Reports by Staff and Commission

4.1 – City Staff Update

- Parks Maintenance Update
 - Report provided by Public Works Director, Joe Leach
 - Update on Public Works Parks Maintenance work: primary focus has been weed removal and fire fuel abatement. Provided update on staffing and current vacancies.
 - Commission inquired who would be Public Works liaison moving forward. Director Leach shared it most likely be a representative from the Operations Team with participation and insight from the Parks and Trees Superintendent
 - New “Report an Issue” software platforms are being reviewed and should be implemented later this summer.
- 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, volunteer program, community soccer night on May 19, and proposed return of the 4th of July fireworks and festivities.

4.2 – Commissioners Update

- Commissioner Weeman completed a walkthrough of Starr Baldwin and documented issues with photos. Looking forward to update on status of CIP projects specific to that park. Would like to see additional programming in Lyman Park.
 - Commissioner Demchuk inquired about status of fence around children’s play area.

- Staff will follow-up with Public Works operations team on estimated time of repair
 - Commissioner Boeschen shared his support and enthusiasm for a new app-based platform to report and record issues within the parks.
- Commissioner Demchuk stated the need to address foxtails, specifically in the dog park area of Wappo Park.

4.3 – City Council Liaison Update

- Councilmember Summers shared his support for the updates and inquiries provided by staff and commissioners.

5. Consent Calendar

5.1–Meeting Minutes of March 20, 2023

- Commissioner noted their appreciation for detailed minutes.
- Motion to approve: Boeschen; Weeman: 2nd
 - Approved: Unanimous

6. Scheduled Matters

6.1 – Receive a Presentation on work completed during Eagle Scout project at Starr Baldwin Park in April 2023.

- Staff provided an update on the work completed by Eagle Scout candidate, Ewan Oliver on April 22.
- Project included the installation of three new picnic tables for community use.
- Ewan is proposing the addition of new park entrance signage as an addition to his proposed project.
- Commission thanked Ewan for his time, dedication, and selecting a local park to complete his project. Provided appreciation for the signage concept and gave a few suggestions on the sign design and layout
- Staff will follow-up with Ewan and Commission representatives for Starr Baldwin to finalize the sign design and installation.

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.

- Report provided by Public Works Director, Joe Leach
- Director Leach clarified timeline of review and approval process for CIP budget.
- Parks & Recreation Master Plan is the only new project added since previous year. All other legacy projects remain in place.
- Shared the Parks & Recreation Master Plan will most likely create quite a few additional projects to be considered for addition to the CIP list in future years. Project list will be reviewed and potentially modified annually.
- Director Leach provided update on status of projects proposed to be funded by Park Impact Fees.
 - Commissioner Demchuk requested current balance of Park Impact Fee fund.
- Director Leach provided an overview of each Parks-related CIP project.
- Commission recommended moving forward with the design and analysis of Meily Park irrigation and turf project, and synchronizing decision of turf replacement with the Master Planning process.

- Commissioner Demchuk referenced previous work and reports completed by SHAPE committee as important documentation to inform the master planning process.

6.3 – Update on Ad-Hoc Subcommittees

- Commissioner Weeman shared the Trails and Open Space committee is currently in a holding pattern to align with staff schedules and review process.
- Commissioner Boeschen shared that Crane Park lighting committee is awaiting final decision on funding from Park Impact Fees. Design has been narrowed to one or two final options
- Commissioner Boeschen reminded the group about the upcoming Community Soccer Night. Commission provided additional recommendations for community outreach.

Requests for items to add to future agendas:

- N/A

7. Adjournment

Meeting Adjourned: 7:31pm

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