



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, September 18 @ 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 "Oral Communication" 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/MeetingTypeList.aspx>

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/MeetingTypeList.aspx>

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Doug Boeschen
Members: Jim Anderson, Courtney Andrain, Tye Taylor
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
 - Elm Tree Tunnel Management Plan

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- Mediterranean Oak Borer Update
 - Recreation Services Update
 - [Tunnel of Elms Presentation 09.2023](#)
 - [MOB Presentation 09.2023](#)
- 4.2. Commissioners Update 19
[PRC 2023-24 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 August 21, 2023 20 - 22
[Draft Minutes August 21 Meeting](#)
- 6. SCHEDULED MATTERS:
- 6.1. Status Update on Parks Capital Improvement Projects 23 - 31
 - Discussion Item
Prepared By: Dave Jahns, Parks & Recreation Director
[CIP Summary Parks Projects 08.2023](#)
- 6.2. 2023 Harvest Festival Planning Update: Pet Pawrade Judge Nominations
 - Discussion Item
- 6.3. Ad-hoc Subcommittee Updates 32
 - Discussion Item[PRC 2023-24 Goals and Committee Assignments](#)
- 6.4. Discuss Upcoming Commission Meeting Dates
 - Discussion Item
- 6.5. Future Agenda Items:
 - Impact and User Fee Study Update
 - Waste Management Grant for Trash/Recycling Receptacle Replacement
 - Parks and Recreation Department Budget Overview
 - Other
- 7. ADJOURNMENT
The next regular Parks and Recreation Commission meeting is scheduled for September 18, 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 September 15, 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.



Tunnel of Elms Update 2023

Presented by
Operations Manager Clayton Church
Asst. Operations Manager Carlos Uribe



History

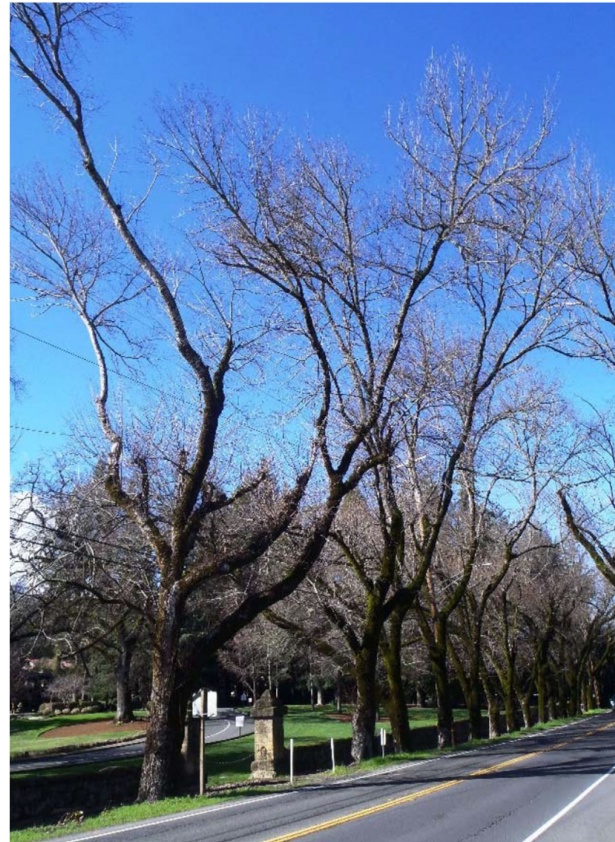
In 1885 Beringer Brothers planted an allee of American elms (*Ulmus Americana*) in front of their winery, located just north of downtown St. Helena. The two rows of elms now create a tunnel of canopy over Highway 29, known as the St. Helena Historic Elm Tunnel (the Elm Tunnel). The trees are recognized components of the Beringer Winery Historic District and contribute to the National Historic Landmark designation of the site. At approximately 135 years of age, the original elms are reaching the end of their normal expected lifespan. Over the years, individual trees in the stand have died due to Dutch elm disease (DED), creating gaps in the canopy. Young elms include three generations of replacement trees planted by the City between 2011, 2019, and 2021.

The City of St. Helena requested that Hort Science | Bartlett Consulting Divisions of the F.A. Bartlett Tree Expert Co. (H|BC) visually inspect the trees and prepare a **Tree Risk Assessment Report** that described the risk associated with each tree and recommends risk abatement treatments. That report was completed in Nov 2019 and included 144 trees 88 of which were mature trees and 56 that were young trees. Based on the results of the 2019 risk assessment, we performed advanced inspections, including areal and/or internal decay inspections of 27 trees and revised our management recommendations as appropriate based on those results, which were provided in the Updated Risk Assessment (Oct 8 2020).

Dutch Elm Disease

American elm is susceptible to Dutch elm disease (DED), a fungal pathogen that has been present in the Elm Tunnel and is partly responsible for the decline of individual trees and the integrity of the elm tunnel over time.

Dutch elm disease involves the fungi *Ophiostoma novoulmi* and *O. ulmi*, which are primarily vectored by two species of bark beetles. These beetles wound the trees as they feed on plant parts and breed under the bark, spreading fungal spores and infecting trees along the way. In addition, the disease can be spread from tree to tree through root grafts and un-sterilized equipment.





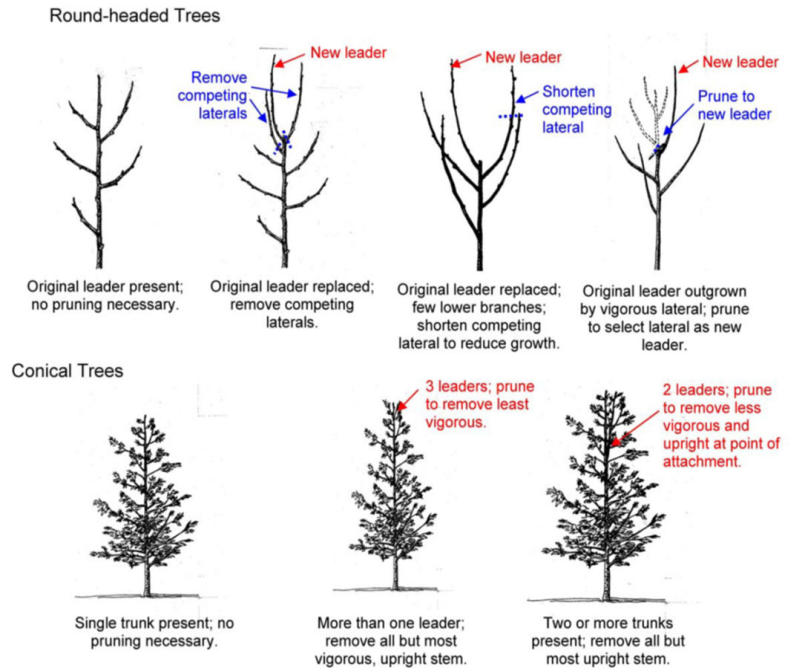
Duties

- CalTrans
 - Is the responsible party for tree removals, mature tree pruning, and stump grinding. CalTrans also pays for the Springtime inoculations and replacement trees for the Elm Tree Tunnel.
- Beringer
 - Provides water and grant access to the Elm Tree Tunnel. Beringer maintains the East side of the Elm Tree Tunnel and holds special clean up events.
- City of St Helena
 - Developed and practice the Elm Tree Tunnel Management Plan. Manage the Spring and Summer inoculations. Conducts replanting operations. Watering of young trees until establishment (approx. 5 years).

Management Plan

The trees are growing on California Department of Transportation (Caltrans) property and located within the City of St. Helena. Maintenance responsibilities for pruning, disease management, tree removal and planting of new trees are shared by the State and City. This unique dynamic requires a partnership between the vested parties to develop and implement a strategic plan for preserving the functional and aesthetic beauty of the trees into the future.

A 15-year Elm Tunnel Management Plan that identifies goals, actions and priorities for the following based on City of St. Helena and stakeholder input, industry standards and best management practices. This management plan was organized to govern the oversight of the Elm Tree Tunnel from "cradle to grave".



Management Plan Cont'd

- Plant Procurement
- Plant Inspections and Acceptance
- Planting
- Plant Spacing and Location
- Staking
- Irrigation
- Mulching
- Pruning Young Trees
- Disease Management
- Protection from Decay
- Sucker Management
- Tree Monitoring and Record Keeping
- Pruning and Removal of Mature Elms
- Wood Reuse



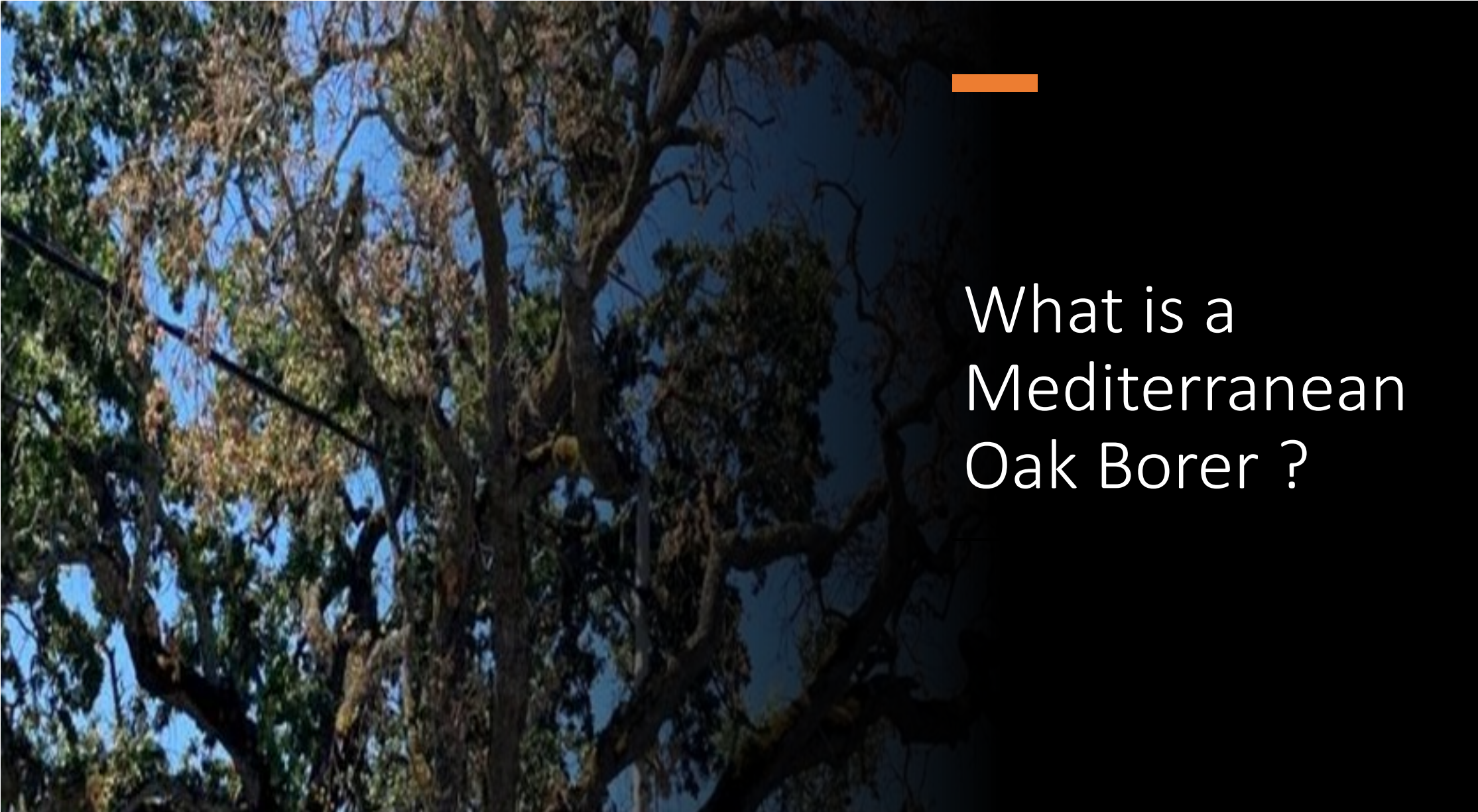
Current Activities

- 7/26/2023 City Staff met with CalTrans and identified 10 trees for removal in 2024.
- Summer inoculations have been performed as of 09/08/2023
- Re planting will be determined and will be completed per the Elm Tunnel Management plan Winter 2023 and Spring 2024.
- Stump grinding will be performed by CalTrans Winter 2023 and Spring 2024.



MOB- Mediterranean Oak Borer

Operations Manager Clayton Church
Asst. Operations Manager Carlos Uribe



What is a Mediterranean Oak Borer ?

- The Mediterranean Oak Borer (MOB) or (Xyleborus monographus) is an invasive ambrosia beetle*.
- Pencil lead size brown ambrosia beetle.
- Native to Europe, the Middle East, and North Africa, where it primarily attacks oak species.
- It has spread long distance to Korea and the United States (California and Oregon).
- Infests a variety of compromised oak and beech trees that are already affected by drought, other pests, and disease.
- Specific climate limits have not been determined but can thrive in areas <2,000 feet above sea level where oaks grow.
- The invasion pathway to CA and OR is not confirmed, ambrosia beetles are commonly transported in untreated wood, firewood, dunnage, and wood packing material.
- Detected in Lake, Napa, and Sonoma Counties.



Signs of Infestation



- Mature stands of oaks may have signs of individual branches dying (flagging) in the top 1/3 of the tree. Leaves fall off leaving bare dead branches. Branch death starts in top 1/3 of the tree and advance down toward the trunk of the tree as beetle populations increase.
- MOB prefers upper limbs 6-8”.
- Bark has many round entrance and exit holes approx 1/16” in diameter.
- Wood colored boring dust is pushed out and accumulates in small mounds on and around the tree.
- MOB beetles grow fungi inside their tunnels and use it for food for larvae and adults. Some of the fungi may be pathogenic and cause tree decline, structural failure, and in some cases tree death.
- Tiny brown beetles present in tunnels or on tree surface. Female beetles average 3.1mm long and male beetles average 2.3mm long. Eggs and larvae are present in the tunnels.



Disposal





- Disposal options include includes: Solarizing/Tarping, Chipping, Air Curtain Burning
- Tarping/solarizing for two summers (requires monitoring of tarp/thick clear plastic to prevent rips or snags that may due to plastic degradation).
- Chipping eliminates beetles still present in the wood, this, in combination with solarizing helps eliminate beetle presence. (Limited to the size material being chipped.)
- Air Curtain burning process ensures total elimination of the beetle remaining in the affected tree.
- Best Practice Management DON'T move infected wood!
- Buy it where you burn it. Oak fire wood infested with MOB can spread the pest.
- The City is exploring Air curtain burner method to combat the spread MOB

Resources

- <https://www.pressdemocrat.com/article/news/mediterranean-oak-borer-beetle-workshop-for-arborists-open-to-the-public/>
- <https://ucanr.edu/sites/mobpc/>
- [https://www.cdfa.ca.gov/egov/Press Releases/Press_Release.asp?PRnum=20-103](https://www.cdfa.ca.gov/egov/Press_Releases/Press_Release.asp?PRnum=20-103)
- <https://www.oregon.gov/odf/Documents/forestbenefits/fact-sheet-mediterranean-oak-borer.pdf>
- <https://ucanr.edu/sites/mobpc/>
- https://napavalleyregister.com/life-entertainment/local/home-gardening/bill-pramuk-trees-and-people-in-napa-valley-mob-threatens-valley-oaks-and-blue-oaks/article_c2de6174-2c0d-11ee-bf62-771afba9eff8.html



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

- Michelle Deasy (*Chair*): Lewis Station, Wappo
- Doug Boeschen (*Vice Chair*): Crane, Hunt
- Jim Anderson: Lyman
- Courtney Andrain: City Hall Grounds, Jacob Meily, McCullagh, Stonebridge
- Tye Taylor: Mary Fryer, Mennen, Starr Baldwin

Updated September 2023

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
August 21, 2023**

Meeting Minutes

1. Call to Order 5:33 pm

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Members: Doug Boesch, Jim Anderson, Courtney Andrain,
- Staff: Parks & Recreation Director Dave Jahns
- Absent: Tye Taylor, Councilmember Summers

3. Public Forum

- None

4. Reports by Staff and Commission

4.1 – City Staff Update

- Parks Maintenance Update provided via written report.
 - Volleyball lighting at Crane Park upgraded to LED lights.
 - Baldwin irrigation repaired.
 - Maintenance on baseball fields at Crane Park.
 - Repaired a water leak and drinking fountain at Crane Park.
 - Reviewing upgraded electrical options at Lyman Park gazebo.
 - In process of purchasing a top dresser to help with field and open space management.
 - Testing a new cleaner/disinfectant in the restrooms that is more environmentally friendly.
 - New parks maintenance employee Scott Borges began earlier this month.
- Recreation Services Update
 - Staff provided update on programming and events of note that took place since last meeting:
 - Summer programs concluded
 - Fall soccer underway
 - Adult softball and bocce playoffs upcoming
 - Summer concert series
 - Support implementing National Night Out
 - Provided progress update on new technology and communications platforms.
 - City Council approved Public Art Donation and Installation Policy on August 8.

4.2 – Commissioners Update

- Chair Deasy provided update on her experience with youth soccer, and discussed opportunity to outreach to families that are

participating in the soccer program during practices and throughout the season.

- Commissioner Anderson reported that Pickleball courts are getting lots of use at various times of the day. Commissioner Andrain shared their has been an interest amongst players to connect with one another and schedule time to play with one another.
- Chair Deasy shared her observation of a new sculpture located at Nimbus arts. Perhaps opportunity to partner with them or other agency to create a piece specifically to be displayed in a public space.

4.3 – City Council Liaison Update

- None

5. Consent Calendar

5.1–Meeting Minutes of July 17, 2023

- Motion to approve: Boeschen; Andrain: 2nd
 - Approved: Unanimous

6. Scheduled Matters

6.1 – Discuss and consider adoption of 2023-24 Commission Goals and Subcommittee Assignments

- Commission discussed potential goals and recommended the following be included for the 2023-24 term:
 - Launch Parks and Recreation Master Plan (*Deasy and Anderson*)
 - Complete Crane Park court lighting project (*Taylor and Anderson*)
 - Support equitable recreation efforts (*Boeschen and Deasy*)
 - Recommend aesthetic and functional improvements for Lyman Park (*Andrain and Anderson*)
 - Increase public access to community recreation facilities (*Boeschen and Taylor*)
 - Establish a Parks and Recreation Service Awards program (*Boeschen and Andrain*)
- Additionally, the commission discussed keeping on-call subcommittees in place to support ongoing initiatives as needed:
 - Trails and Open Space (*Deasy*)
 - Pickleball (*Boeschen and Anderson*)
 - Public Art (*Deasy and Andrain*)
- Motion to approve goals and subcommittee assignments for the 2023-24 term: Deasy; Boeschen: 2nd
 - Approved: Unanimous

6.2 – Review and Update Park Assignments

- Commission discussed process for monitoring parks and selected the following park assignments:
 - Deasy – Lewis Station, Wappo
 - Boeschen – Crane, Hunt
 - Anderson – Lyman
 - Andrain – City Hall Grounds, Jacob Meily, McCullagh, Stonebridge

- Taylor – Mary Fryer, Mennen, Starr Baldwin

6.3 – Future Agenda Items

- Commissioner Andrain recommended adding holiday lighting and décor to a future meeting.

7. Adjournment

- Meeting Adjourned: 7:30pm

APPROVED:

ATTEST:

Michelle Deasy, Chair

Dave Jahns, Parks & Recreation Director

5-YEAR CAPITAL IMPROVEMENT PROGRAM
CITY OF ST. HELENA, CA
FY 2023-24 to FY 2027-28



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City of St. Helena FY2023-24 to FY2027-28

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Category Summary Report

FY2023-24 to FY2027-28

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
C23-01	Emergency Back-Up Power - Corp Yard & Crinella Pump Station			390,102					390,102
C24-01	Parks & Recreation Master Plan			125,000					125,000
C24-02	Trails & Open Space Amenities - Phase 1			50,000					50,000
				1,315,102	105,500		100,000		1,520,602
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
733	Civic CIP			55,177					55,177
733	Civic CIP HMGP Funds			279,748					279,748
734	Park Impact Fees			755,000	105,500				860,500
773	Wastewater Capital Improvement			55,177					55,177
				1,315,102	105,500		100,000		1,520,602

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								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
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

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								PROJECT TOTAL
	Total YTD 05/16/23		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

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								
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								
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.

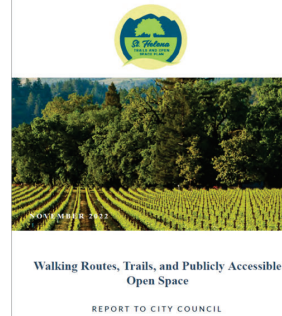
NOTES: FY24 - includes parks, programming for civic facilities and recreation services

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

Trails & Open Space Amenities - Phase 1

Project No: C24-02
Category: Civic
Project Location: Citywide
Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Parks & Recreation Commission Ad Hoc subcommittee on Walking Routes, Trails, and Publicly Accessible Open Space developed findings/recommendations for Council consideration. Phase 1 of project deliver is for recommended projects that do not require additional study, processing, permitting or stakeholder engagement.

NOTES: FY24 - preliminary budget to provide signage, fencing, gates and trail amenities such as benches to be installed by City Staff.

EXPENDITURE ACCOUNTS:

EXPENDITURES								PROJECT TOTAL
	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	
3160 - Construction Contract			50,000					50,000
EXPENDITURE TOTALS			50,000					50,000
FUNDING SOURCES								
734-Park Impact Fees			50,000					50,000
FUNDING TOTALS			50,000					50,000



ST. HELENA PARKS AND RECREATION COMMISSION 2023-24 Goals and Ad-Hoc Subcommittee Assignments

1. Launch the Parks & Recreation Master Plan process, beginning with a community-wide needs assessment and review of existing programs (*Deasy and Anderson*)
2. Complete Crane Park court lighting project (*Taylor and Anderson*)
3. Equitable recreation - Increase participation, access, and inclusion for our Latino community (*Boeschen and Deasy*)
4. Gain a better understanding of facility needs and recommend aesthetic and functional improvements for Lyman Park (*Andrain and Anderson*)
5. Develop a plan to increase public access to community recreation facilities (*Boeschen and Taylor*)
6. Establish a platform to recognize community members through a Parks and Recreation Service Awards program (*Boeschen and Andrain*)

Ongoing Subcommittees

- *Trails and Open Space Plan (Deasy)*
- *Pickleball (Boeschen and Anderson)*
- *Public Art (Deasy and Andrain)*

Updated August 2023