



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
March 18, 2024 @ 5:30 PM
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: 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 Briefing

- Parks Maintenance and Operations Update
- Recreation Services Update

4.2. Commissioners Update on Items of Interest Since Previous Meeting

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 January 16, 2024 3 - 6

[Draft Minutes January 16, 2024](#)

6. SCHEDULED MATTERS:

6.1. Ad-hoc Subcommittee Updates and Discussion 7 - 8

[PRC 2023-24 Goals and Committee Assignments](#)
[PRC 2023-24 Park Assignments](#)

6.2. Future Agenda Items

- Pickleball Update
- Potential Public Art Proposal(s)
- Parks Capital Improvement Projects Update
- Other?

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for April 15, 2024 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 15, 2024.

/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
January 16, 2024**

Meeting Minutes

1. Call to Order 5:35 PM

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Vice Chair: Doug Boesch (Absent, joined by phone)
- Members: Jim Anderson, Courtney Andrain, Tye Taylor
- Staff: Parks & Recreation Director Dave Jahns, Assistant Operations Manager Carlos Uribe, Assistant City Manager April Mitts, Assistant to the City Manager Lesley Milton
- Absent: Councilmember Billy Summers

3. Reports by Staff and Commission

3.1 - City Staff

- Parks Maintenance Update
 - Report provided by Assistant Operations Manager, Carlos Uribe. Items of note included:
 - Arbor Day tree planting at Crane Park
 - Turf work at the ball fields at Crane Park
 - Tree pruning in various parks
 - Commissioner Andrain shared she has noticed the good work at Meily Park.
- Recreation Services update:
 - Staff provided a recap of holiday activities including the barrel tree lighting ceremony, 'Tis the Season, and cookie decorating/ornament making.
 - Director Jahns expressed gratitude towards Public Works for their help with all of the work in preparation and breakdown of the events.
 - Staff looks forward to working with different organizations to have a more coordinated holiday community event schedule next holiday season.
 - Staff are working on the launch of a new registration software. Expected to go live in February.
- Grapevine App (Report a Problem) Update - Assistant to the City Manager Lesly Milton shared a preview of the application and that is now live for community use.
 - Commissioner Deasy asked how they would address requests that take much longer to resolve such as potholes
 - Asst. Operations Manager Uribe commented that all items are triaged and will be addressed more quickly if there is a health or safety issue.
 - Commissioner Andrain suggested including a notice about a realistic response time.

3.2- Commissioners Update

- Commissioner Deasy shared to save the date (Feb. 26) for the upcoming Stone Soup event. Brought up an idea of partnering with different fitness groups for a teen focused program.

3.3 - City Council Liaison Update - None

4. Consent Calendar

4.1 Special Meeting Minutes from November 27, 2023 meeting

- Motion to approve: Andrain; 2nd: Anderson
- Taylor abstained
- Minutes Approved

5. Scheduled Matters

5.1 - Presentation from Local Organizing Committee Requesting to Host a Pickleball Tournament Fundraiser at Crane Park on May 4, 2024

- Committee presented their framework for a proposed pickleball event that will include a tournament, silent auction, and other activities. Request to utilize two adjacent tennis courts, in addition to the standard pickleball courts, for the purpose of hosting free introductory clinics.
- Commissioner Deasy shared that she expects a large interest in this tournament and thinks they will fill spots quickly.
- Commissioner Boeschen reported as a member of the organizing committee. Plan is for registration to be on a first come, first serve basis and a wait list will be created if necessary.
- Commissioner Anderson expressed that the clinics have been a big success and tournament sounds like a great idea.
- Commission shared their support for use of additional tennis courts for clinics. Provide proper notification to tennis and pickleball court users in advance of the tournament.

5.2 - Presentations of Boards, Commissions, and Committees Protocols and Rules of Conduct

- Presentation provided by Assistant City Manager, April Mitts
- Commissioners were provided with information of commissioner roles and responsibilities, rules of procedure and conduct, and the Brown Act.
- Commissioner Boeschen inquired if there is a question about procedure or breach of conduct, what are the follow-up steps.
 - ACM Mitts explained that the first point of contact is staff liaison, followed by City Clerk and/or City Manager.

Motion to receive item 5.4 ahead of 5.3 to accommodate audience members.

- Motion: Andrain; 2nd: Anderson
 - Approved: Unanimous

5.4 (Out of order) Update on Potential Merger of Library and Parks and Recreation Departments

- Presentation provided by Assistant City Manager, April Mitts
- Presented background, proposed structure, what proposal is and what it is not, possible challenges, clarification of budget and funding distribution, and proposed timeline.
- Commissioner Boeschon inquired about the timeline and if the structure would change immediately. Commissioner Andrain inquired about the functional difference between the Library Manager and Library Director.
 - ACM Mitts shared that day-to-day functions of both departments are not intended to change. Further collaboration, synergy, and support for one another is the goal. Currently the City Manager is hoping to make a determination on the path forward by March.
- Public comment:
 - Leslie Stanton - Commented that the library has been very successful on their own for a very long time. Library programs are unique from other City programs. Recommends management seek input from all staff involved.
 - Deanna Griffin - Shared she is new to her role as Executive Director of the Library Friends and Foundation. Looking to learn and support Library and other departments.
- Commissioner Deasy is interested in seeing examples of other cities that have and have not been successful with a similar merger.
- Commissioner Anderson requested additional examples of potential synergies.
- The Commission anticipates there to be further dialogue on this issue and encourages staff to continue to listen and receive feedback. Hopes that determination has not already been made if still seeking opinions of staff, commissions, and community members.

5.3 (Out of order)- Presentation of City Council Goals and City Manager Update

- Presentation provided by Assistant City Manager, April Mitts.
- Presented overview of goals and how that impacts direction to staff and commissions.
- City Council adopted eight goals in FY 2022-23
 1. Strengthen Financial Sustainability
 2. Improve Infrastructure
 3. Pursue Water Security
 4. Provide Effective Community
 5. Enhance Quality of Life
 6. Improve Employee Recruitment, Retention & Morale
 7. Enhance Organized Effectiveness
 8. Implement Capital Improvements Plans (CIP) Projects
- Commissioner Anderson asked if all of the goals are funded.
- ACM Mitts explained that goals that are tied to current budget cycle are funded.
- Commissions will be asked to provide an annual update to City Council on their workplans and to provide updates that may impact City Council decision making.

5.5 - Update on Crane Park Court Lighting project

- Director Jahns provided overview of light upgrade and that contract for new lights will be moving forward to City Council on January 23.

- Intended to provide better lighting, energy efficiency, and less impact on neighbors
- Courts will have individual timers to provide more individualized control and decrease lights being left on when not in use.
- Commission Boeschon recommended some tree trimming in conjunction with light installation to prevent light being blocked.
- Commissioner Taylor recommended staff follow-up with PG&E to see if any grant or rebate programs are available to help off-set cost of installing new LED lights.

5.6 – Ad-hoc Subcommittee Updates

- Updates deferred to the following meeting.

6. Adjournment

- Adjourned 8:18pm

APPROVED:

ATTEST:

Michelle Deasy, Chair

Dave Jahns, Parks & Recreation Director



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



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