



**City of St. Helena  
Parks & Recreation Commission  
Regular Meeting  
April 15, 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](mailto: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](mailto:cityclerk@cityofstheleena.org).

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

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Page

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 and Staff 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 Meeting Minutes of March 18, 2024 3 - 4  
[Meeting Minutes March 18, 2024](#)
  6. **SCHEDULED MATTERS:**
    - 6.1. Receive an Update on Grant Funded Project to Replace Waste and Recycling Receptacles in City Parks 5 - 7  
 Prepared By: Lesley Milton, Asst. to the City Manager  
[Staff Report Waste and Recycling Grant Project](#)
    - 6.2. Receive a Presentation on the Proposed Plan for the 2024 4th of July Festivities 8 - 9  
 Prepared By: Dave Jahns, Parks & Recreation Director  
[Staff Report 2024 Fourth of July](#)
    - 6.3. Ad-Hoc Subcommittee Updates and Discussion 10  
[PRC 2023-24 Goals and Committee Assignments](#)
  7. **ADJOURNMENT**

The next regular Parks and Recreation Commission meeting is scheduled for May 20 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on April 12, 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 Meeting  
March 18, 2024**

**Meeting Minutes**

- 1. Call to Order:** 5:33PM
- 2. Roll Call-** The following were present:
  - Chair: Michelle Deasy
  - Vice Chair: Doug Boesch
  - Members: Tye Taylor
  - City Council Member Liaison: Billy Summers
  - Staff: Recreation Supervisor Ashley Sylvester, Recreation Supervisor Kevin MacLeod
  - Absent: Commissioners Courtney Andrain and Jim Anderson, Parks & Recreation Director Dave Jahns
- 3. Public Forum - None**
- 4. Reports by Staff & Commission**
  - 4.1- City Staff**
    - Parks Maintenance and Operations Update
      - No report
    - Recreation Services Update
      - Supervisor MacLeod provided an update on Spring bocce registration and upcoming youth and adult sports programs.
      - Supervisor Sylvester updated on current ongoing youth and teen programs such as teen trips in partnership with Yountville, Taekwondo, and Kickboxing/ Muay Thai classes.
      - Parks & Rec is coordinating with Public Works for a potential Earth Day activity.
      - Supervisor Sylvester and Director Jahns attended the California Parks and Recreation Society's state conference earlier this month.
  - 4.2- Commissioners Update on Items of Interest Since Previous Meeting:**
    - Commissioner Taylor reported on opening day for Little League being a successful event. Thanked Public Works for preparing the fields at Crane Park.
    - Vice Chair Boesch updated on Crane Park's conditions, and has been using the new Grapevine app to report issues.
    - Chair Deasy provided an update on St. Helena Striders walking group has been successful, with an older demographic. Would like to see more families participating.
  - 4.3- City Council Liaison Update**
    - Councilmember Summers updated on the transfer tax committee and working towards increased transparency and understanding with City bills.
- 5. Consent Calendar**

5.1 - Special Meeting Minutes of January 16, 2024 meeting

- Motion to approve: Boschen; 2nd: Taylor
  - Approved: Unanimous

6. Scheduled Matters:

6.1- Ad-hoc Subcommittee Updates and Discussion

- Chair Deasy shared staff are setting up a meeting for the Parks and Recreation Master Plan.
- Commissioner Taylor inquired if there is a schedule that will be pushed out for the community regarding the dates there will be no lights at the pickleball and tennis courts.
- Chair Deasy inquired about meeting the grant deadline for the Crane Park replacement CIP money, supervisor Sylvester explained that there was an extension granted with State and Director Jahns will provide additional information at the next meeting.
- Commissioner Taylor and Boeschen inquired about the status of including more community access to School District Facilities/ Supervisor Sylvester shared about current usage and ongoing discussions between City and District Staff.
  - Chair Deasy shared she would like to see more community-wide pool usage and an equitable variety of swimming lessons.
- Vice Chair Boeschen updated on the Noche Comunitaria de Futbol/ Community Soccer Night on May 31st. Supervisor MacLeod has been working with Vice Chair Boeschen, Napa 1839, and Challenger Soccer for activities on May 31st.
- Vice Chair Boeschen inquired about the process of the Library and Parks and Recreation Reorganization.
  - Supervisor Sylvester responded that the item is tentatively slated to go before City Council on March 26 for their review and potential approval. Director Jahns will provide additional information when he returns and confirms with City Manager on final proposal. Councilmember Summer provided input and thanked the Community for their thoughtful comments and research into the issue.
- Councilmember Summers added he would like Wappo Park, walking trails, biking trails to look nicer in the coming months.

6.2 - Future Agenda Items

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

7. Adjournment

- Adjourned 6:33pm

**APPROVED:**

\_\_\_\_\_  
Michelle Deasy, Chair

**ATTEST:**

\_\_\_\_\_  
Dave Jahns, Parks & Recreation Director



**Report to the Parks and Recreation  
Commission  
Commission Meeting of April 15, 2024**

**Agenda Section: Scheduled Matters – Item 6.1**

**Subject: Receive an Update on the Grant Funded Project  
to Replace Waste and Recycling Receptacles in City Parks**

**CEQA  
Determination: Not a CEQA project**

**Prepared By:** Lesley Milton, Assistant to the City Manager

**Approved By:** Dave Jahns, Parks & Recreation Director

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**BACKGROUND**

In 2021 the City submitted for and received a grant from Upper Valley Waste Management for the construction of waste and recycling enclosures on Money Way, as part of an effort to activate the alley in our downtown economic district and to attempt to consolidate over 100 independent garbage, recycling and composting containers into consolidated bins in concealed locations. The purpose of the grant was to fund opportunities for waste diversion improvements.

Upon further review of the locations, property ownership and the infrastructure requirements for waste truck service on Money Way, it's not a feasible plan within the allotted budget. The City has contacted the grantor Upper Valley Waste Disposal to authorize the use of the grant funds for a different project. Instead of applying the funds to the Money Way Enclosure Project, the proposal is to instead use the funds to purchase new waste and recycling containers and, in some cases, composting containers for all City parks as well as build a waste enclosure structure at Jacob Meily Park to act as a consolidation station for waste materials from all east side City parks and facilities.

Staff presented and received feedback from the Parks and Recreation Commission on the modified approach for use of grant at their November 2023 meeting.

**DISCUSSION**

There are a variety of styles available for exterior waste, recycling, and composting containers. Considerations accounted for were durability of materials including how well it holds up in our environment, as well as functionality; how easy is it for birds or other animals to remove from the container and create litter, if the container will be in a location accessible to rain/weather and is there a clear understanding for the user for proper can usage/waste diversion. The proposed plan was presented to the Parks and

Recreation Commission and they provided input into their preferred variety and style of container as well as requested composting be attempted at least at the parks that had the highest levels of picnic activity. The City currently does not have the required infrastructure to service compost bins in public spaces so only limited composting will be added as a pilot program in locations with the highest levels of potential food waste. Including in this pilot program will include signage for education, as well as incorporation of a new service route by our Public Works staff.

The waste enclosure being proposed is sized to hold two, 4cubic yard containers - one for garbage and one for recycling with additional room for potential future composting. Design standards were developed, as the City does not currently have adopted standards for waste enclosures and preliminary bids for this structure. Based on these developed standards, the enclosure project is estimated to cost \$50,000. This structure will service not only Jacob Meily Park, that only has cart service which are exposed, but will also act as a collection location for three other City Parks, the Library and City Hall.

### **FISCAL IMPACT**

The current inventory and cost estimate of replacement waste and recycling containers is as follows. The total grant funding available is \$125,000.

|                            | <b>Garbage<br/>Cans</b> | <b>Recycling<br/>Cans</b> | <b>Compost<br/>Cans</b> |
|----------------------------|-------------------------|---------------------------|-------------------------|
| <b>Existing Containers</b> | 67                      | 46                        | 0                       |
| <b>Proposed Containers</b> | 53                      | 53                        | 6                       |
| <b>Difference</b>          | -21%                    | +15%                      | +100%                   |

Total cost for replacement of Cans (including tax & shipping): \$103,185.38

Total cost of waste enclosure: \$ 50,000.00

Total cost of proposed: \$163,185.38

Total grant funds available: \$125,000.00

*Additional City funds needed: \$ 28,185.38*

Staff is currently looking at potential funding options to cover the remaining balance. If no funding source is available as part of this fiscal year, staff will prioritize which receptacles are in highest need of replacement, and if necessary plan for a second phase of installation to ensure consistency throughout all parks.

### **RECOMMENDED ACTION**

Staff recommends the Commission receive the presentation and provide feedback on revised plan for use of grant funds for waste diversion efforts.

## **ATTACHMENTS**

- Waste Can Example:

[https://www.recycleaway.com/Recycling-and-Waste-Barrel-with-Swing-Lid\\_p\\_2036.html?utm\\_medium=cpc&utm\\_source=google&utm\\_campaign=RA%20-%20Performance%20MAX&utm\\_content=&utm\\_term=&gad\\_source=1&gclid=Cj0KCQiAw6yuBhDrARIsACf94RWdHM7LNGL8shOm--rN9c\\_yIEP7kf95hTPKh-l-jeHcuuop00Hly4aAgF-EALw\\_wcB](https://www.recycleaway.com/Recycling-and-Waste-Barrel-with-Swing-Lid_p_2036.html?utm_medium=cpc&utm_source=google&utm_campaign=RA%20-%20Performance%20MAX&utm_content=&utm_term=&gad_source=1&gclid=Cj0KCQiAw6yuBhDrARIsACf94RWdHM7LNGL8shOm--rN9c_yIEP7kf95hTPKh-l-jeHcuuop00Hly4aAgF-EALw_wcB)



Swing Lid Barrel in Brown with Trash labels





**Report to the Parks and Recreation  
Commission  
Commission Meeting of April 15, 2024**

**Agenda Section: Scheduled Matters – Item 6.2**

**Subject: Receive a Presentation on the Proposed  
Plan for the 2024 Fourth of July Festivities**

**CEQA**

**Determination: Not a CEQA project**

**Prepared By:** Dave Jahns, Parks & Recreation Director

**Approved By:** Dave Jahns, Parks & Recreation Director

**BACKGROUND**

The Parks and Recreation Department has facilitated community 4<sup>th</sup> of July festivities in various formats over the last several years. Parks and Recreation Department has led the implementation efforts for the associated fireworks display in Crane Park since 2015, with a hiatus from 2020 – 2022 due to COVID and local fire impacts. After consultation with the City's Public Safety staff, City Council approved the return of the fireworks display in 2023.

The full schedule of 4<sup>th</sup> of July activities provided last summer by Parks & Recreation, or in partnership with local organizations, included the following elements:

- Red, white, and blue bicycle parade
- Family fun activities at Lyman Park
- Saint Helena Community Band performance in Lyman Park
- Community festival at Crane Park
- Professional fireworks display at Crane Park

It is estimated that over 2,000 people were in attendance for the Crane festivities and fireworks show, with strong turnouts for the activities in the other locations as well. After a successful event in 2023, staff are currently well into the planning process for this year's 4<sup>th</sup> of July celebration.

**DISCUSSION**

Staff is proposing to bring back a similar slate of community activities for this year's 4<sup>th</sup> of July including the bicycle parade, activities and concert at Lyman Park, pre-fireworks show entertainment, and professional fireworks show at Crane Park

Staff issued a Request for Proposals to secure a qualified fireworks operator for the 2024 show in February and March of this year. After the process closed and review of submitted materials, Devastating Pyrotechnics, Inc. has been conditionally selected to provide the fireworks show in 2024. This is the same operator who provided the 2023 display. A Professional Services Agreement in the amount of \$40,000 will be considered by City Council at their April 23 meeting.

**FISCAL IMPACT**

The total cost for all associated events, activities, and materials for the 2024 4<sup>th</sup> of July festivities is estimated at \$55,000. This figure is currently accounted for in the approved 2024-25 Parks & Recreation operating budget. If the fireworks Professional Services Agreement is approved by City Council, staff will return to the practice of actively seeking sponsorship to help offset the cost of the event.

**RECOMMENDED ACTION**

Staff recommends the Commission receive the presentation and provide feedback or recommendations as desired.



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

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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\**