



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
June 17, 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/](#).

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: Doug Boeschen
Members: Jim Anderson, Courtney Andrain, Tye Taylor
City Council Member Liaison: Billy Summers
Staff Liaison: Dave Jahns, Director of Community Services
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 Meeting Minutes of May 20, 2024 3 - 6
[Meeting Minutes May 2024](#)
 6. SCHEDULED MATTERS:
 - 6.1. Receive an update on the Crane Park pickleball courts one year after installation 7 - 10
 Prepared By: Dave Jahns, Director of Community Services
[Pickleball Courts Staff Report](#)
 - 6.2. Ad-Hoc subcommittee updates 11
[PRC 2023-24 Goals and Committee Assignments](#)
 - 6.3. Recognition of outgoing commissioners
 7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for July 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 June 14, 2024.

/s/ Dave Jahns

Dave Jahns, Director of Community Services

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
May 20, 2024**

Meeting Minutes

1. Call to Order

2. Roll Call - The following were present:

- Chair: Michelle Deasy
- Vice Chair: Dough Boeschen
- Members: Jim Anderson, Courtney Andrain
- Staff: Director of Community Services Dave Jahns, Assistant Operations Manager Carlos Uribe and Recreation Manager Ashley Sylvester
- Absent: Tye Taylor, City Council Member Liaison- Billy Summers

3. Public Forum

- Alma Garibay expressed an interest in seeing more interactive art pieces in the community and provided examples from other locations throughout the region and country.

4. Reports by Staff & Commission

4.1- City Staff

- Parks Maintenance and Operations Update
 - The Public works department has new roles and hires.
 - Lesley Milton is now the Interim Deputy Director of Public Works- Operations
 - Carlos Uribe is the Interim Public Works Operations Manager
 - Victor Neri is the new Parks & Tree Superintendent
 - Parks Maintenance team has been working on City-wide weed abatement
 - Deputy Director Milton shared that this week is Public Works appreciation week.
 - Operations Manager Uribe explained that the City experienced a cyber-attack, causing some of their calendar and scheduling to be interrupted, but have remained on-track with day-to-day operations.
- Recreation Services Updates
 - Director Jahns mentioned that the Recreation Department's has phone lines are currently down due to impacts from cyber-attack. Staff are still available in-person and working on getting information pushed out to the community.
 - The Recreation Department worked with volunteers on a skatepark clean-up day this past Saturday. The Station donated sandwiches for those who participated in the skatepark cleanup.
 - Chair Deasy shared that it was great to see those who first helped fundraise for the skatepark out there cleaning it up with their now adult children.

4.2- Commissioners Update on Items of Interest since Previous Meeting

- No Updates

5. Consent Calendar

5.1 - Approval for Parks & Recreation Commission Meeting Minutes of April 15, 2024

- Motion to approve: Andrain, Second: Boeschen
- Approved: Unanimous

6. Scheduled Matters

6.1 - Presentation of Completed and Anticipated Improvements, Maintenance and Tree Work at Lyman Park

- Operations Manager Carlos Uribe provided information on the Lyman Park improvements”
 - Lyman Park Gazebo has been repainted, mulch was added to the park, and benches have been refurbished.
- Commissioner Anderson asked what the benches were made out of, to which Uribe explained they were made out of recycled plastic.
- An analysis was completed on Lyman Park Trees and it was determined that there are trees that have a disease causing them to be a risk factor for dropping branches and will need to be removed.
- Chair Deasy asked what the plan for the replacement of these trees would be
 - Uribe explained that they are looking for replacements and will replant in similar areas later this fall. Utilizing a tree master plan to determine type and location of tree.
- Commissioner Boeschen inquired how long it would take for similar levels of shade to return with new trees.
 - Uribe shared that it is variable based on the type of tree selected. Expected to see some shade return quickly once planted but will be a significant number of years before similar tree canopy returns.
- Director Jahns asked what the timeline for removing the trees would be, and Uribe explained that by the end of the month they will be removing the trees.
- Director Jahns also asked if they will be seeing this type of Elm tree and Uribe said they do not want to replant this same kind due to susceptibility to disease.
- Public Comment: Alma Garibay
 - Commented that there is not enough seating for the community, and wonders if there could be additional seating added to the gazebo.

6.2 - Presentation of a proposed Robert Louis Stevenson public art piece

- Director Jahns provided overview of proposed art piece by Eric Hansen and Garr Ugalde
- The art piece is approximately 6.5ft wide by 3.5 ft tall and proposed to be on the grounds of the St. Helena Public Library.
- This is a privately funded piece, and they are looking to have a specific site finalized for the piece.
- If approved by the City, artist and proposer will begin fundraising.
- Public Comment: Alma Garibay
 - Mentioned that she would like an art piece to be interactive with dual purpose. Would like an art piece that would bring people together.
- Public Comment:

- Deanna Griffin - Mentioned that there are a lot of costs that go into caring for the art pieces and should consider once a location is utilized it is no longer available for future pieces.
- Commissioner Anderson recommended looking at all potential location options including downtown spaces
- The Commission provided their support for the piece and look forward to seeing the finalized proposal once artist takes all feedback into consideration. Provided direction to staff to continue working with the artist to move proposed piece through the public art installation process.

6.3 - Discussion about commissioner recruitment process and consideration of adding a youth specific seat to the Parks & Recreation Commission for the 2024-25 term.

- Director Jahns explained that there are potentially two options for the Commission to consider. They can either increase the total number of regular seats for the youth member or where the youth member may join as an ex officio member, but may still fully participate.
- Commissioner Anderson thinks that is a great idea but that a two-year term is too much for a youth commissioner, one year would be best.
- Chair Deasy supportive and anything for them to feel as though they are part of the commission.
- Commissioner Boeschen would like for recruitment to be translated into Spanish so that they can distribute widely.
- Commission provided unanimous support to move forward with recruitment for an ex officio youth member with a one-year term as a pilot period. Would like to try to find candidates before the end of the school year, but supportive of this position beginning in the fall if this spring is not feasible.

6.4 - Presentation of summer program and event overview

- Recreation Manager Sylvester shared that the Recreation Department is working to prepare for summer programs and events.
- Increase in summer camp counselor applications this year, and excited for the new staff coming on board.
- working on creating a Counselor In Training program where 11–15-year-olds can interview to be in the program, and it is free of charge.
- New programs this year include skateboarding and STEM camps.
- Recently underway are Water aerobics, slow pitch softball, summer bocce.
- Summer special events start off with Community soccer night on May 31st followed by summer concerts on June 26, 4th of July Celebration, summer movie nights, family swim nights, and National night out on August 6.
- Chair Deasy was impressed with slate of programming and events and offered new potential ways to tap into marketing efforts.

6.5 Ad-hoc Subcommittee Updates

- Chair Deasy expressed equitable recreation has been a success and a goal achieved through committee member outreach and Community Soccer Night.
- Commissioner Boeschen echoed the sentiment about Community Soccer Night and encouraged all commissioners to attend and spread the word.

- Commissioner Anderson stated that staff and the commission are heading in the right direction and grateful for the improvements at Lyman Park.
- Commissioner Andrain is interested in how Lyman will be utilized after all of the improvements.
- Director Jahns Shared there has been progress on the Master Plan RFP and that staff is committed to it being issued prior to the end of this Commission's term.
- Adjourned: 7:47pm

APPROVED:

Michelle Deasy, Chair

ATTEST:

Dave Jahns, Director of Community Services



Report to the Parks and Recreation
Commission
Meeting of June 17, 2024

Agenda Section: Scheduled Matters – Item 6.1

Subject: Receive an update on the Crane Park pickleball courts one year after installation

**CEQA
Determination:** Not a CEQA project

Prepared By: Dave Jahns, Parks & Recreation Director

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

During their January and February 2023 meetings, the Parks and Recreation Commission received reports from staff and received public feedback from the community regarding the potential to add pickleball courts in St. Helena. Over that past several years, staff worked in partnership with an ad-hoc subcommittee to analyze community interest and potential options to bring pickleball courts to the community.

After reviewing four options and receiving public comment and deliberating, the Commission unanimously approved the subcommittee's recommendation for staff to move forward with the proposal to convert Court #6 at Crane Park into dedicated pickleball courts.

Upon this decision, staff began working with potential contractors to solicit proposals and cost estimates, identify funding options, and confirm project timeline deliverability. Vintage Contractors was selected to perform the court resurfacing project. Work began on June 12, 2023 and the court transition was completed and available for community use beginning on June 29, 2023. The total cost of the project was \$35,390.

During their deliberations, the Commission, staff, and members of the community highlighted several areas of potential concern and/or areas to monitor during a pilot period once the new courts were installed. The following items were discussed:

- Existing court crowning and potential impact on play
- Sound impacts and the potential need for an acoustic barrier

- Dividing fence location and material
- Existing subsurface slipsheet overlay material
- Overall cohesiveness with other park programs and surrounding environment

Staff agreed that these items would be monitored throughout the pilot period and brought back to the Commission if they became a serious concern or in an update format a future meeting.

DISCUSSION

The pickleball courts have been available for public use for nearly a full year and from staff's observations and feedback received, they appear to be well utilized and the general consensus is that they have been a successful addition to the community's assets. In addition to regular pickleball use, the courts have been host to free pickleball clinics and the Napa Valley Pickleball Classis, scheduled for June 22.

During the last twelve months, staff have monitored use, received verbal and written feedback from court users, as well as fellow park users and adjacent neighbors. It should be noted that the summary below, represent a sample of feedback and observations, but may not be completely comprehensive of all court and park users:

Original considerations:

- Existing court crowning and potential impact on play – General consensus is that the court crowning has not posed a significant impact on play on the courts.
- Sound impacts and the potential need for an acoustic barrier – Sound is certainly audible in other areas of the park and in portions of the surrounding neighborhood. While some park users and neighbors are not in favor of the noise, staff has received relatively few complaints specific to the sound. Some community members have noted that early morning play (specifically on the weekends) can be the most audible and potentially disruptive due to no other noise, such as school traffic, happening at the same time. Based on the feedback received, staff is not recommending the addition of a full acoustic barrier around the courts at this time, but does recommend sound impacts continue to be monitored.
- Dividing fence location and material – At the time of installation, staff followed the Commission's recommendation and included a full dividing fence down the center of the courts, with swinging gates. The fence appears to be functional and not have a detriment on play. Staff will continue to look at options and funding capability for a more aesthetically pleasing fence padding.
- Existing subsurface slipsheet overlay material – When the existing tennis courts were resurfaced a few years back, the contractor installed a sublayer called a slipsheet overlay system. This is a fairly unique, yet effective, system at preventing surface cracks. If the court were ever to be returned to a tennis court, repair of the slipsheet sublayer is a factor that will need to be considered with any future project that penetrates the top layer of the court.

- Overall cohesiveness with park programs and surrounding environment - While not all tennis players and park users are in favor of pickleball, the impact of the addition of the courts on other park users seems to be fairly minimal. The biggest impact reported is the noise from play. While the courts have been popular, the increased number of pickleball players and accompanying vehicle traffic has not significantly negatively impacted other users' experience, based on feedback provided to staff.

While the transition of this specific court has generally been well received or accepted, neighbors and other users have shared that if additional courts were to ever be considered in the same location at a future date, there would be concerns over the additional loss of tennis courts and the vicinity (sound impact) to the neighborhood.

Additional considerations noted during monitoring period:

- Windscreens – During the winter months, some players reported that the courts remained damp or icy, due to the shadow provided by the windscreens. Staff received mixed opinions between various pickleball and tennis players on whether the screens should be removed seasonally to allow for better court drying. While no action was taken this year, staff are considering removing a select few windscreens as a pilot project during the upcoming winter months. Players would be consulted and notified before moving forward.
- Pickleball rules and guidelines– During the first twelve months, intentionally broad court rules were posted, so that staff and community members had a better understanding of how the courts are utilized and when they are most impacted. Staff had regular discussions with the pickleball ad-hoc subcommittee and court users during this timeframe. Staff have put together a set of updated rules and guidelines that will provide additional structure to rotational guidelines, while still providing that the courts are open for general community use. The rules will be shared and presented at the meeting on Monday for your review and feedback.
- Lights – New LED court lighting was installed in April of this year. Upon installation, there was an initial issue with one mechanical component, but that has been remedied and the general feedback is the lights have provided better play at night and less light spillage into surrounding areas. Additionally, the individualized court buttons have prevented the whole light system being on when only a few courts are in use.
- General court improvements – Other suggested areas of court amenities include the following: additional seating, full fence padding, an entrance/exit gate on the east side of courts, and improved squeegees/brooms.

Staff will present the findings in more detail at the meeting on June 17. While the pilot period is coming to a close, staff will continue to monitor court usage and provide feedback updates to the Commission as requested or deemed necessary, knowing the sport and impacts may continue to evolve over time.

FISCAL IMPACT

There is no direct fiscal impact with this meeting's discussion item. Any future court changes with a significant financial impact would be brought back before the Commission.

RECOMMENDED ACTION

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



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