



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
August 19, 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: Doug Boesch
Vice Chair: Jim Anderson
Members: Courtney Andrain, Stephanie Smithers, John Thompson
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 Special Meeting Minutes of July 22, 2024
[Draft Minutes 07.22.24](#) 3 - 5
 6. SCHEDULED MATTERS:
 - 6.1. Review of Summer Programs and Events
Prepared By: Ashley Sylvester, Recreation Manager
 - 6.2. Discuss and Consider Adoption of Commission Goals and Subcommittee Assignments for the 2024-25 Term 6 - 9
Prepared By: Dave Jahns, Director of Community Services
[Commission Goals and Committees Staff Report 24-25](#)
[Commission Goals Ideas and Themes Summary](#)
 - 6.3. Discuss Park Assignments for the 2024-25 Term 10
[PRC 2023-24 Park Assignments](#)
 - 6.4. Future Agenda Items
 7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for September 16, 2025 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on August 16, 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
Special Meeting
July 22, 2024 @ 5:30 PM**

Meeting Minutes

1. Call to Order: 5:32 pm

2. Oath of Office

New Commissioners Oath of Office- Cindy Tzaopoulos, City Clerk

- Stephanie Smithers, and John Thompson took their oath office

3. Roll Call- The following were present:

- Commission Chair: Vacant
- Vice Chair: Doug Boeschen
- Members: Jim Anderson, Courtney Andrain, Stephanie Smithers, John Thompson
- City Council Member Liaison: Not present
- Staff Liaison: Director of Community Services Dave Jahns, Operations Manager Carlos Uribe, Recreation Manager Ashley Sylvester

4. Reports by Staff and Commission

4.1 Welcome New Commissioners

- Commissioners Smithers and Thompson introduced themselves

4.2 City Staff

Public Works

- Supported fourth of July festivities
- There are currently trees around the city that are distressed; Public Works is continuing to assess these trees.
- Large tree branch cracked and fell behind the recreation office, which Public Works helped remove.
- Commissioner Smithers inquired if Meily Park will be graded with the new irrigation and turf, Uribe clarified that the plan is to take everything out and redo the field completely including grading.
- Commissioner Andrain expressed gratitude towards the Public Works team on their quick response to a fallen branch.

Recreation Services

- Director Jahns explained 4th of July Fireworks were canceled due to various heat conditions and potential fire danger.
- Recreation team concentrated full-day of festivities to 6pm-9pm and moved everything from Lyman to Crane Park

- Estimated 700 +/- people who attended
- Commissioner Thompson inquired about the possibilities for a drone show, and Director Jahns explained it is a possibility, but also the cost of drones has a much larger fiscal impact than fireworks.
- Manager Sylvester gave an update on the additional programs and events we have coming up and ongoing such as summer concerts.
- New community open field access at the high school baseball field on Tuesday & Thursdays until the end of summer break
- National Night Out will take place on August 6th at City Hall
- Harvest Festival vendor applications are open for submission

4.3 Commissioners Update

- Commissioner Anderson commented that Lyman Park looks really good and looks forward to seeing the newly purchased trash receptacles.
- Andrain asked about the Old City Hall status, Director Jahns explained that there are discussions as part of Surplus Lands Act, but has limited information at this point as far as what will be happening to the facilities in the future.
- Commissioner Anderson suggested the Old City Hall would be a good community project to get a mural on the park side wall.

4.4 City Council Liaison Update

- None

5. Consent Calendar

5.1- Approval for Parks & Recreation Commission Meeting Minutes of May 20,2024

- Motion to approve: Andrain; Second: Anderson
- Approved: Unanimous

6. Scheduled Matters

6.1- Elect Chair & Vice Chair for the 2024-25 Team

- Nomination from Commissioner Anderson, 2nd from Andrain to elect commissioner Boeschen as Chair
 - Approved Unanimously, Chair Boeschen
- Commissioners asked for additional insight on Vice chair responsibilities, Director Jahns explained the role of Vice Chair
- Commissioner Smithers nominated Commissioner, 2nd from Boeschen.
 - Approved unanimously, Vice Chair Anderson

6.2 Discuss and Consider Commission Goals and Subcommittee

- Commissioners were provided with past commissions goals, and city council goals for reference
- Returning Commissioners explained to new commissioners their process and progress for past goals

- Commissioners shared their initial priorities and interests. Staff documented and explained they would share a summary of the initial list prior to next meeting
- Commissioners will come to the next meeting with any additional potential goals, with the intent to finalize their annual goals and workplan.

6.3 Future Agenda Items and Meeting Time

- Director Jahns explained to commissioner if there are topics they would like to discuss they can email him to put on the agenda
- Commissioners discussed potential meeting time and agreed to keep commission meeting time the same for the time being.

7. Adjournment 7:53 PM

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Dave Jahns, Director of Community Services



Report to the Parks and Recreation
Commission
Meeting of August 19, 2024

Agenda Section: Scheduled Matters – Item 6.2

Subject: Discuss and Consider Commission Goals and Subcommittee Assignments for the 2024-25 Term

CEQA
Determination: Not a CEQA project

Prepared By: Dave Jahns, Director of Community Services

BACKGROUND

The Commission has historically adopted a set of goals and accompanying ad-hoc subcommittees to work on specific initiatives throughout their annual term(s). These goals are intended to support and advise City Council and staff in completion of their work, which directly benefits the community.

The goals typically focus on policies, projects, or long-term vision and as a result, it is not uncommon for some of the Commission's existing goals and committees to continue into the subsequent year. The Commission adopted a set of goals and ad-hoc subcommittees in August 2023. Below is an overview of the Commission's 2023-24 goals:

23-24 Goals:

- Parks and Recreation Master Plan
- Crane Park Court Lighting
- Equitable Recreation
- Lyman Park Improvements
- Access to Community Recreation Facilities
- Parks and Recreation Service Awards

Ongoing Subcommittees:

- Trails and Open Space

- Pickleball
- Public Art

At the July 22 meeting, the Commission discussed existing goals as well as provided feedback on areas that commissioners would like to focus on in the coming year. Following the meeting, commissioners individually submitted their top priorities to staff to synthesize and provide a baseline of common themes. The full summary of potential topics and common priority areas are attached for your review.

DISCUSSION

The purpose of this meeting's discussion is to finalize a list of goals for the 2024-25 term. As the Commission evaluates its priorities for the coming year, it may want to consider which goals should carry forward from the previous term and any new goals you would like to introduce. Goals may be added, removed, or modified throughout the year as deemed appropriate by the Commission and staff.

FISCAL IMPACT

There is no fiscal impact with this item. Any outcomes of the adopted goals that would have a potential impact on the City's budget would be brought forward as individual discussion items at future Commission and/or City Council meetings.

RECOMMENDED ACTION

Staff recommends that the Parks and Recreation Commission finalize and adopt a list of goals for the 2024-25 term and create accompanying ad-hoc subcommittee assignments.

Parks and Recreation Commission: 2024-25 Term

Potential Goals and Themes Summary

I. **2023-24 Goals**

- Parks and Recreation Master Plan - Keep
- *Crane Park Court Lighting – Complete*
- Equitable Recreation – Keep, but potentially move to ongoing committee
- *Lyman Park Improvements – Remove as goal, but continue work*
- Access to Community Recreation Facilities - Keep
- *Parks and Recreation Service Awards – Framework complete*

II. **Potential New Goals**

- Teen Support - Develop teen programming/events and spaces to gather
- Increase partnership with Library operations and support growth of Community Services Dept.
- Increase communication with Library Board - Potential liaison between two commissions.
- Volunteer recruitment and information event. Participation of non-profits
- Crane Park improvements; similar to Lyman Park in 2024
- Focus on all park improvements and maintenance. Involve Public works staff in the process
- Latino film festival in partnership with Cameo Cinema
- Welcoming America certification: <https://certifiedwelcoming.org/become-certified/>
- Increase park utilization and activation of spaces
- Cohesive holiday décor plan
- Trails and open space. Outdoor recreation as a whole
- Include Performing Arts Center in community access process
- Increase research and application of parks-related grants
- Increase community involvement in the Parks and Recreation Commission
- Lead process to better integrate with other City organizations and community-focused groups

III. **Summary of Common Top Priorities**

a. Multiple Commissioner Interest

- Park Improvement Strategy
- Community Access to Facilities
- Cross-Community Integration
- Holiday Décor
- Parks & Recreation-Related Grants

- Master Plan & Open Space Planning
 - b. Single Commissioner Interest*
 - Equitable Recreation
 - Welcoming America
 - Teen Programming and Spaces
 -
 - c. Potential Ongoing Subcommittees*
- IV. Public Art
- V. Equitable Recreation
- VI. Service Awards



ST. HELENA PARKS AND RECREATION COMMISSION 2023-24 PARK ASSIGNMENTS

- *Vacant*: Lewis Station, Wappo
- Doug Boeschen: Crane, Hunt
- Jim Anderson: Lyman
- Courtney Andrain: City Hall Grounds, Jacob Meily, McCullagh, Stonebridge
- *Vacant*: Mary Fryer, Mennen, Starr Baldwin

Potential Additions/Subsets: Dog Park, Skate Park