



**City of St. Helena
Parks & Recreation Commission
Special Meeting
September 23, 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 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/](#).

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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. 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.**
 - 3.1. City Staff
 - Parks Maintenance Update
 - Recreation Services Update
 - 3.2. Commissioners Update
 - 3.3. City Council Liaison Update
4. 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.

- 4.1. Parks and Recreation Commission Meeting Minutes of August 19, 2024 3 - 5
[Draft Minutes 08.19.24](#)
- 5. SCHEDULED MATTERS:
 - 5.1. Presentation on Parks Maintenance and Recommendations for Park Enhancements 6 - 14
Prepared By: Lesley Milton, Interim Assistant Director of Public Works - Operations
[Park Maintenance and Recommended Enhancements Staff Report](#)
[Public Comment Skatepark Founders Committee](#)
 - 5.2. Harvest Festival Update and Nomination of Pet Pawrade Judges
 - 5.3. Ad-Hoc Subcommittee Reports 15 - 16
[PRC 2024-25 Goals and Committee Assignments](#)
[PRC 2024-25 Park Assignments](#)

6. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for October 21, 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 September 20, 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
August 19, 2024 @ 5:30pm**

Meeting Minutes

- 1. Call to Order:** 5:31pm
- 2. Roll Call** - The following were present:
 - Chair: Doug Boeschen
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, Stephanie Smithers, John Thompson
 - Staff: Director of Community Services Dave Jahns, Operations Manager Carlos Uribe, and Recreation Manager Ashley Sylvester
 - Absent: Billy Summers, City Council Member Liaison
- 3. Public Forum**
 - No comment from the public
- 4. Reports by Staff and Commission**
 - 4.1 - City Staff Briefing**
 - Parks Maintenance updates - presented by Operations Manager Carlos Uribe
 - Uribe explained that final cost for Lyman Park rehab materials, excluding tree work was \$23,600
 - There were 1,372 hours staff hours put into the Lyman rehabilitation
 - Commissioner Smithers asked what the time period is for the staff hours
 - Uribe explained that it was from February to July
 - Commissioner Thompson inquired how often parks are mulched, and Uribe explained that every 2 years they are heavily mulched
 - Recreation Services update - presented by Director Jahns
 - Summer programming has come to a close with eight weeks of summer camps, community swim nights, summer concerts, adult sports, and more.
 - Youth soccer is currently underway, with U10 and U12 divisions under our umbrella for the first time in several years. Registration up from the previous year.
 - Harvest festival is two months away and the vendor application process is underway.
 - Director Jahns explained in the past commissioners help out on the day of the event, and help with nominations for judges of the Pet Pawrade.
 - 4.2 - Commission Update on Items of Interest Since Previous Meeting**
 - No Update
 - 4.3 - City Council Liaison Update**

- No update

5. Consent Calendar

5.1 - Parks and Recreation Commission Special Meeting Minutes of July 22nd

- Motion to approve - Smithers; Second- Andrain
 - Approved unanimously

6. Scheduled Matters

6.1 - Review of Summer Programs and Events

- Presented by Recreation Manager, Ashley Sylvester
- Adventure Day Camp extended operating hours; had 192 registrants
- Contract camps
 - In 2023 there were 20 contract camps; 2024 there were 31
 - 226 registrants in contract camps
 - Includes Play-well Teknologies, Challenger Soccer, tennis, KSB Skate Camp, National Academy of Athletics.
- Additional summer programs and events included 4th of July festivities, aqua aerobics, bocce, Community Soccer Night, summer concerts, open gym/ field, National Night (partnership with Police Department), pickleball clinics and tournament.
- Chair Boeschen expressed interest in classes or programs that are instructed primarily in Spanish.

6.2 - Discuss and Consider Adoption of Commission Goals and Subcommittee

Assignments for the 2024-2025 Term

- Staff provided a recap from the July Goals and Committee discussion and provided a summary of goals that had multiple commissioner interests. After additional discussion, commissioners recommended and assigned themselves to the following goals and subcommittees:

Annual

- Park enhancement strategy -**Smithers & Thompson**
- Community access to facilities - **Boeschen & Anderson**
- Cross-community integration -**Boeschen & Thompson**
- Holiday decor -**Andrain & Anderson**
- Parks & recreation grants -**Smithers & Andrain**
- Master plan- **Anderson & Andrain**
- Trails & Open space- **Smithers & Thompson**

Ongoing

- Equitable recreation- **Boeschen & Smithers**
- Public Art -**Anderson & Andrain**
- Service awards -**Boeschen & Andrain**

6.3 - Park assignments

- Lewis Station, Wappo Park - **Thompson**

- Crane Park, Hunt's Grove- **Boeschen**
- Jacob Meily, Lyman- **Anderson**
- McCullagh, Stonebridge- **Andrain**
- Mary Fryer, Mennen, Starr Baldwin- **Smithers**

6.4 - Future agendas

- Commissioners discussed their availability for the following meeting
- Commissioner Anderson asked about the pilot youth program
 - Director Jahns explained the process and the different approaches they can do for a youth commissioner to participate. Will receive clarification from the City Clerk.

Adjourned at 7:29pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Dave Jahns, Director of Community Services



Report to the Parks and Recreation
Commission
Special Meeting of September 23, 2024

Agenda Section: Scheduled Matters – Item 5.1

Subject: Presentation on Park Maintenance and Recommendations for
Community Park Enhancements

CEQA

Determination: Not a CEQA project

Prepared By: Lesley Milton, Assistant Public Works Director

Background:

Parks are vital to our community, providing spaces for recreation, relaxation, and social connection. Quality parks not only enhance the aesthetic appeal of our city but also contribute significantly to residents' physical and mental well-being. By focusing on rehabilitating and improving our parks, we can foster a healthier, more vibrant community and ensure that our parks effectively meet the needs of our residents and contribute to a thriving community.

The Public Works Parks Department oversees the maintenance and management of 11 city parks, alongside responsibilities for city-wide tree maintenance and removals, open space management, and fire fuel abatement. With a staff of only five, effective prioritization and resource allocation are crucial to maximize our impact and ensure efficient use of manpower. As we embark on an upcoming Parks and Recreation Master Plan process, we recognize the importance of engaging the community and stakeholders to enhance our parks' contributions to public health, recreation, and community cohesion. However, that process is a lengthy one, and our parks need attention and care now.



Objective:

Staff seeks Parks and Recreation Commission's recommendations on park enhancements in support of the forthcoming Master Plan process. Our goal is to establish an agreed-upon framework that directs additional attention to specific parks in the City, enhancing their level of service. We aim to balance park usage levels, safety features, rehabilitation costs, duration of improvements, and ongoing maintenance needs, aligned with our budget and staffing capacity. This is not intended to be a list or discussion of major future projects at each park, but rather feedback where we should focus enhancements. The Master Plan process aims to support the conversation of the condition, capacity and desired changes to park infrastructure as well as recreational programming.

Discussion Points:**1. Level of Usage:**

- Parks with higher usage might require more immediate attention to address wear and tear and meet the needs of a larger number of residents. Assessing Park usage can help determine which parks should be prioritized for rehabilitation. However, the condition of some parks have resulted in reduced programming and usage therefore should not be the sole factor in prioritization.

2. Cost of Rehabilitation:

- The financial aspect of each project must be considered. Projects with a higher cost may require more detailed planning and phased implementation to spread out expenses over time.

3. Duration of Improvements:

- The length of time needed to complete each project impacts park accessibility and user satisfaction. Shorter projects might be preferable to minimize disruption, whereas more extensive projects may require a longer planning horizon.

4. Routine Maintenance:

- Ongoing maintenance needs to be balanced with rehabilitation efforts. Even while focusing on major improvements, routine maintenance must continue to ensure that all parks remain functional and safe.

Recommendations Requested:

- **Develop Criteria for Prioritization:** Assist in creating a set of criteria that will guide the prioritization process. This could include metrics such as safety, park usage statistics, estimated costs, projected timelines, and maintenance needs.
- **Evaluate Parks:** Provide input on how to evaluate the parks based on the established criteria. This will help staff to focus enhancements that aligns with community needs and available resources.

Action Requested:

The Public Works Parks Department requests that the Parks and Recreation Commission review the current approach to park improvements and provide recommendations. This will enable us to better allocate resources and effectively address the most critical needs of our park facilities.

City Parks	
Jacob Meily Park	
Carnegie Building	
Tennis Courts:	

Library		
Mennen Park		
Mary Fryer Park		
Baldwin Park		

Wappo Park		
Crane Park		
Skate Park		
Lyman Park		
McCullogh Park		



**Crane park will need to be considered as separate sections – Skatepark, Bocce Courts, Tennis Courts, Picnic Areas, Play Ground and Volleyball Area*

Next Steps:

- Receive a presentation at the meeting regarding the condition of the parks and preliminary recommendations from the Public Works Staff.
- Review and consider proposed criteria and capacities.
- Provide feedback for where the Commission would like to focus enhancement.
- Discuss implementation strategies.

Conclusion:

Your expertise and recommendations are vital in guiding of park improvements to enhance the quality of our public spaces while effectively managing the limited resources of the Public Works Parks Department. We look forward to your insights and a productive discussion.

From: Pamela Smithers <psmithrs@comcast.net>
Sent: Sunday, September 22, 2024 11:19 AM
Cc: Dave Jahns <djahns@cityofsthelena.org>
Subject: A path forward for the St Helena Skatepark

Dear Commissioners,

First let us say thank you for your service to the community. Parks are an important part of local life. Your commission membership helps reflect the needs and wants of the community at large and it can be a labor of love, so thank you.

We thought we'd introduce ourselves to you in order to provide an avenue for direct communication should you want it regarding the skatepark. We also thought you might like to know the history of the skatepark from those who made it happen. So here goes!

We worked for four years (2005-2009) to design, fund and build the 17,200 sq ft skatepark that exists today at Crane Park; it opened in October 2009. We raised approx. \$950,000 in cash, grants and in-kind donations from the community. We held spaghetti feeds, car washes and multiple events at Gotts Roadside to involve the young skaters of the time. We wanted them to have skin in the game so they would protect it like it was their own. (I guess it worked, the skatepark was graffiti free for ten years, and three young men (in their 30s) came back to town for the cleanup we did a few months ago.)

The City was our partner and gave us the go ahead to fundraise, promising that if we raised the money, we would get approval for building it somewhere on city land. We met with the mayor of the time, Del Britton, for political advice and direction, and had a board of directors from the larger community (elected officials as well as community leaders) who attended our many community meetings and helped with various decisions along the way. Kathy Carrick, the Parks and Rec Director at the time, attended more of our meetings than we could count and was an invaluable supporter. The PD was an early backer because at the time skaters were skating wherever they could find, parking lots, school property, and the streets. A well designed skatepark would not only make the young skaters happy, but it would also solve issues for the PD as well as the local community (owners of parking lots :-).

When we were ready to start construction, we executed a Memorandum of Understanding with the City to clarify responsibilities; the executed MOU is attached (along with a variety of memos that document the discussions at the time, thank you to our nonprofit attorney for locating these from 15 years ago!) The MOU set out the roles and responsibilities between the skatepark nonprofit and the City. Beyond the details of electrical lines and fence construction, and the City's approx \$52k cash contribution for a water fountain, benches, etc, the agreement basically said we would build it and turn it over to the City, and they would maintain it. That worked perfectly for the ten years after it opened, until about 2019. Green areas were maintained and irrigated, City staff replaced tiles that fell off, the PD would

come by occasionally and remind folks to wear helmets, etc. It was a great partnership.

When the drought came about 5 years ago the irrigation was turned off (as it was throughout the City). When the drought lessened about 2 years ago the irrigation was turned back on at various parks around town, but unfortunately, we have yet to have that happen at the skatepark. We started meeting regularly with Dave Jahns about 9 months ago on the issue. He helped us coordinate the skatepark cleanup day we held a few months back and understands what needs to be done to keep the park from losing its value. We met with Public Works staff on a number of occasions to express our desire for a slot on their City-wide maintenance schedule. We were told getting the irrigation going wouldn't be a huge undertaking, "one day, two guys" is what we were told.

This brings us to now. We reiterate here our request to have the City to turn the irrigation back on, keep it in working order and replace the trees that died over the last five years (we originally had 13, if you visit the skatepark its easy to visualize where these missing trees were). We don't want or need a "project" at this point, (unless the Commission starts 'projects' at other facilities of course we would like to be included!) we just want a maintenance effort at the same level as the little league fields, bocce, tennis, etc receive. We want the skatepark to be cared for on a regular basis, a slot on the weekly park maintenance list.

As you know, an uncared-for park invites trouble. We hope to avoid graffiti in the park. We planted grasses, butterfly bushes and the like that require little water, but they do require some and they are perilously close to dying altogether. Once the irrigation is back on we can talk about additional plantings but for now all we are asking for is to keep alive what was planted 15 years ago, replace the dead trees, and give it weekly maintenance as the MOU agreement we executed with the City 15 years ago stipulated. This was a \$950,000 gift to the City of St Helena. Utilization has been high, it's a very low-cost sport to participate in and it's non-discriminatory. Users of all backgrounds, cultures and ages use the skatepark. Also, it's one of the best designed parks in Northern California, which we should all be proud of. It attracts talent from all over, and we want to showcase our park well.

Please contact any of us if you want to talk about this further (happy to hand out phone #s on request). We want to continue to be partners with the City by regular visits to the skatepark and talking to the skating community, organizing further cleanups, holding anniversary parties, etc. We would like to be consulted on any major (or minor!) changes to the skatepark as it is very near and dear to our hearts.

thank you for your time. We look forward to hearing from you, answering any questions, and to a re-greening of the skatepark, bringing the skatepark back to its former glory!

Respectfully,

Skatepark Founders

Pam Smithers [707-696-0530](tel:707-696-0530)

Ric Henry

Cynthia Smith

Denise Smith

Julie Redden

Don Westerland



ST. HELENA PARKS AND RECREATION COMMISSION 2024-25 Goals and Ad-Hoc Subcommittee Assignments

1. Parks & Recreation Master Plan process (*Anderson and Andrain*)
2. Public Access to Community Recreation Facilities (*Anderson and Boeschen*)
3. Trails and Open Space (*Thompson and Smithers*)
4. Parks Enhancement Strategy (*Thompson and Smithers*)
5. Holiday Décor (*Anderson and Andrain*)
6. Parks & Recreation Grants (*Andrain and Smithers*)
7. Cross-Community Integration (*Boeschen and Thompson*)

Ongoing Subcommittees

- Public Art (*Anderson and Andrain*)
- Equitable Recreation (*Boeschen and Smithers*)
- Service Awards (*Andrain and Boeschen*)

Updated August 2024



ST. HELENA PARKS AND RECREATION COMMISSION 2024-25 PARK ASSIGNMENTS

- Doug Boeschen: Crane, Hunt
- Jim Anderson: Lyman, Jacob Meily
- Courtney Andrain: McCullagh, Stonebridge
- John Thompson: Lewis Station, Wappo
- Stephanie Smithers: Mary Fryer, Mennen, Starr Baldwin