



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
October 21, 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 "Oral Communication" 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/](#).

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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
 - Parks Maintenance Update

- Recreation Services Update
- 4.2. Commissioners Update
 - 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 September 23, 2024 4 - 6
[Draft Minutes 09.23.24](#)
 6. SCHEDULED MATTERS:
 - 6.1. Harvest Festival Recap
 Recommendation:
 Discuss and provide feedback to staff as desired
 - 6.2. Continued Discussion on Parks Maintenance and Priorities for Park Enhancement 7 - 27
 Recommendation:
 Discuss Commission's summary of priorities following the presentation at the September meeting. Provide feedback to ad-hoc subcommittee members in order to work collaboratively with Public Works staff on next steps.
[Parks Maintenance Presentation September 2024](#)
 - 6.3. Ad-Hoc Subcommittee Reports 28 - 29
 Recommendation:
 Receive reports from subcommittee members and provide feedback as desired.
[PRC 2024-25 Goals and Committee Assignments](#)
[PRC 2024-25 Park Assignments](#)
 - 6.4. Future Agenda Items and Meeting Dates
 Recommendation:
 Discuss potential future agenda items and meeting dates for November and December.
 7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for November 18 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on October 18, 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
Special Meeting
September 23, 2024 @ 5:30pm**

Meeting Minutes

1. Call to Order: 5:30pm

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, Recreation Manager Ashley Sylvester, Public Works Deputy Director Lesley Milton, Operations Manager Carlos Uribe, Parks & Trees Superintendent Victor Neri
- Absent: Billy Summers, City Council Member Liaison

3. Reports by Staff and Commission

3.1 City Staff

- Parks Maintenance Update – Provided by Operations Manager Carlos Uribe
 - Public Works team worked on sediment removal in the local waterways
 - Staff completed two hazardous tree removals
 - Remainder of update will be covered in item 5.1
- Recreation Services Update
 - Director Jahns introduced the Deputy Director of Community Services - Library, Mara Strickler, to the commission
 - Fall sports are underway including youth soccer (U6-12) and fall bocce league
 - Summer bocce league concluded on September 12th.
 - Recreation Department has been attending back to school events to provide information on upcoming programs and services
 - Recreation staff supported the library's annual Mexican Independence Day event on Sept. 16. Increased program and attendance from previous year.
 - Commissioner Smithers asked if there was a U14 soccer team. Director Jahns confirmed there is a St. Helena boys and girls U14 team, which is run through Napa United.

3.2 Commissioners Update

- None

3.3 City Council Liaison Update

- None

4. Consent Calendar

4.1 Parks & Recreation Commission Meeting Minutes of August 19, 2024

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

5. Scheduled Matters

5.1 Presentation on Parks Maintenance and Recommendation for Park Enhancements

- Parks and Trees Superintendent, Victor Neri presented an overview of parks and maintenance areas, maintenance responsibilities, staffing levels, balancing priorities, challenges, and opportunities.
- Top priority for the staff is addressing and responding to safety concerns.
- Provided detail on Lyman Park rehabilitation project and what is required from a staffing standpoint to implement that level of project.
- Seeking Commissioner input on recommended priorities for enhancement within the park system, to help staff in forecasting their work plan and goal to return all parks to a higher standard of aesthetic and ongoing maintenance. Will need to consider the balance of regular maintenance, targeted projects, level of usage, response to safety concerns, etc. Limited to the number of available hours and staff.
- Commissioners asked clarifying questions about how park improvements are prioritized, rehabilitation versus regular maintenance, staffing and capacity, frequency of responding to needs outside of parks, potential use of third party (contracted, part-time, volunteers) resources, and how the Commission can advocate for and support parks team's hard work.
- Next steps: Commission will provide Chair Boesch and staff their top priorities for synthesis and summary. Discussion to be continued at the next meeting. Collaboration with Ad-hoc subcommittee members and Public Works staff in compiling a realistic set of priorities.

Public Comment:

- Written public comment received from Pam Smithers on behalf of the Skatepark Founders Committee
- Members from the Skatepark Founders Committee (Ric Henry, Gordie Adams, Denise Smith) provided historical context on the origin of the park, as well as the agreement between the community members and City staff for upkeep and maintenance. They shared their concerns with the current state of the skate park. Would like to see the park part of the regular maintenance rounds, keep as much green space as possible, have working irrigation, and see the trees that have been removed or died, replaced. The original intent was for the park to be a space to gather for families and community members, not just the skaters.
- Willing to provide volunteer and fundraising support for improvements but would like to see a commitment to regular maintenance and upkeep.

- Commission acknowledged and thanked the committee for their hard work, generosity, and commitment to bringing a skate park to St. Helena. Commission will continue to work with staff to help ensure the skate park is included in the upcoming work plan to enhance our park system.

5.2 Harvest Festival Update and Nominations of Pet Pawrade Judges

- Harvest festival preparations are well underway. Event will take place on Saturday, October 19.
- Commissioners discussed and nominated Judges for the Pet Pawrade and will be sharing their contacts with staff.

5.3 Ad-Hoc Subcommittee Reports

- Staff shared with commissioners that the Parks and Recreation master plan RFP is live and open for proposal submissions.
- Commissioners Boeschen and Anderson shared updates on community facilities discussion and hopes to increase school district site usage. Looking forward to collaboration with the new Superintendent
- Commissioners Boeschen and Thompson provided an update on initial discussions to bring together various community groups to discuss better collaboration and communication.
- Commissioner Anderson and Andrain shared a few holiday enhancements are being considered for this year, with bigger picture focus on 2025 holiday season.
- Director Jahns shared with commissioners that the Parks and Recreation Service Awards are now open. Nomination period is open until October 27. Staff will work in making a Spanish message for commissioners to share with their contacts

Adjournment: 7:57pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

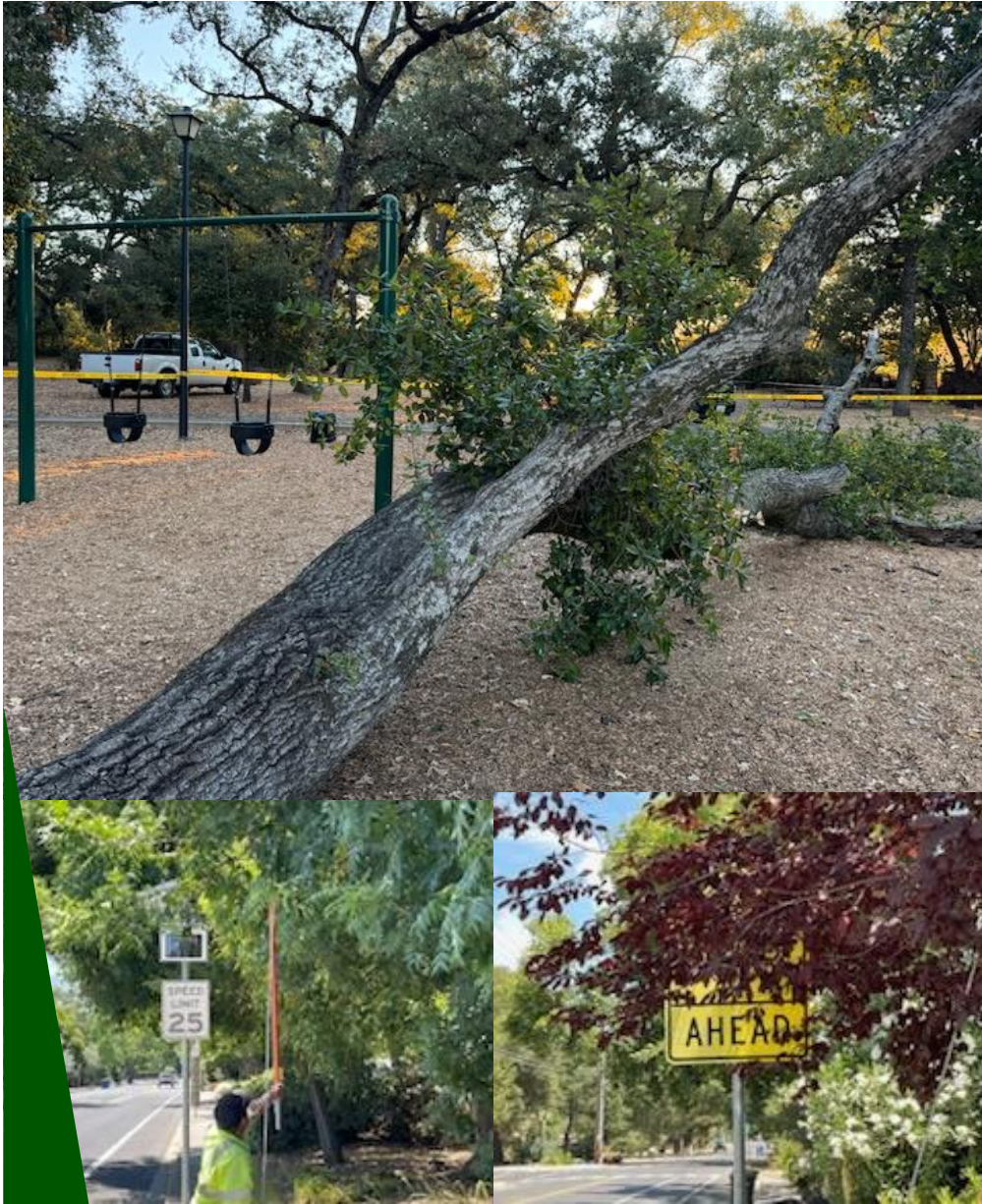
Dave Jahns, Community Services Director

Preferred Community Park Enhancements

Parks & Recreation Commission

9/23/24



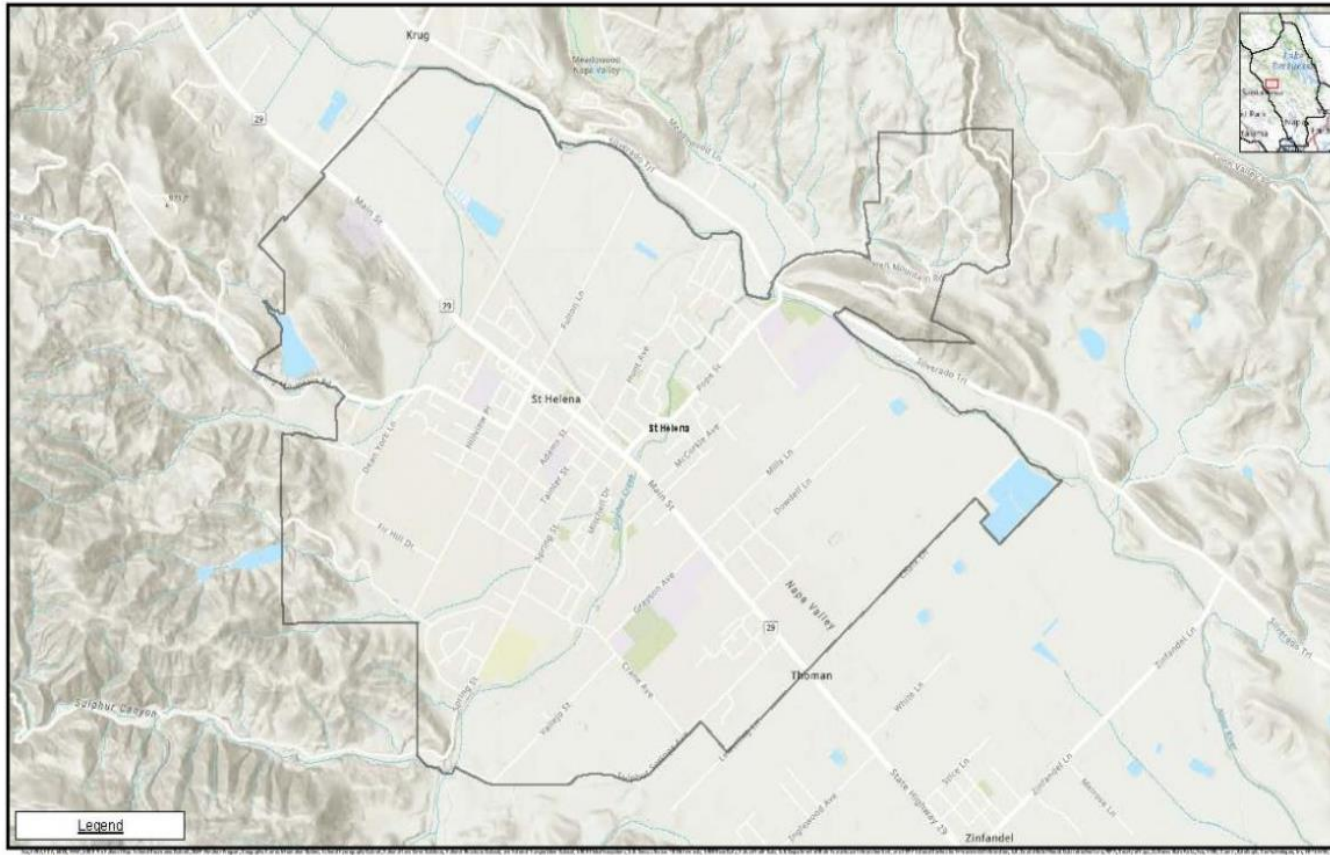


Key Discussion Points

- Connection better parks and quality of life
- Balancing Priorities
- Safety of the Community



Key Stats



St. Helena City Limits

Printed On: 2/26/2023

- 4.71 Square Miles
- 10 Official Parks
- 6 City Facilities
- 7 Public Restrooms
- 119 Garbage Cans
- 51 RMA sites
- 42+ acres open space
- 5 Staff





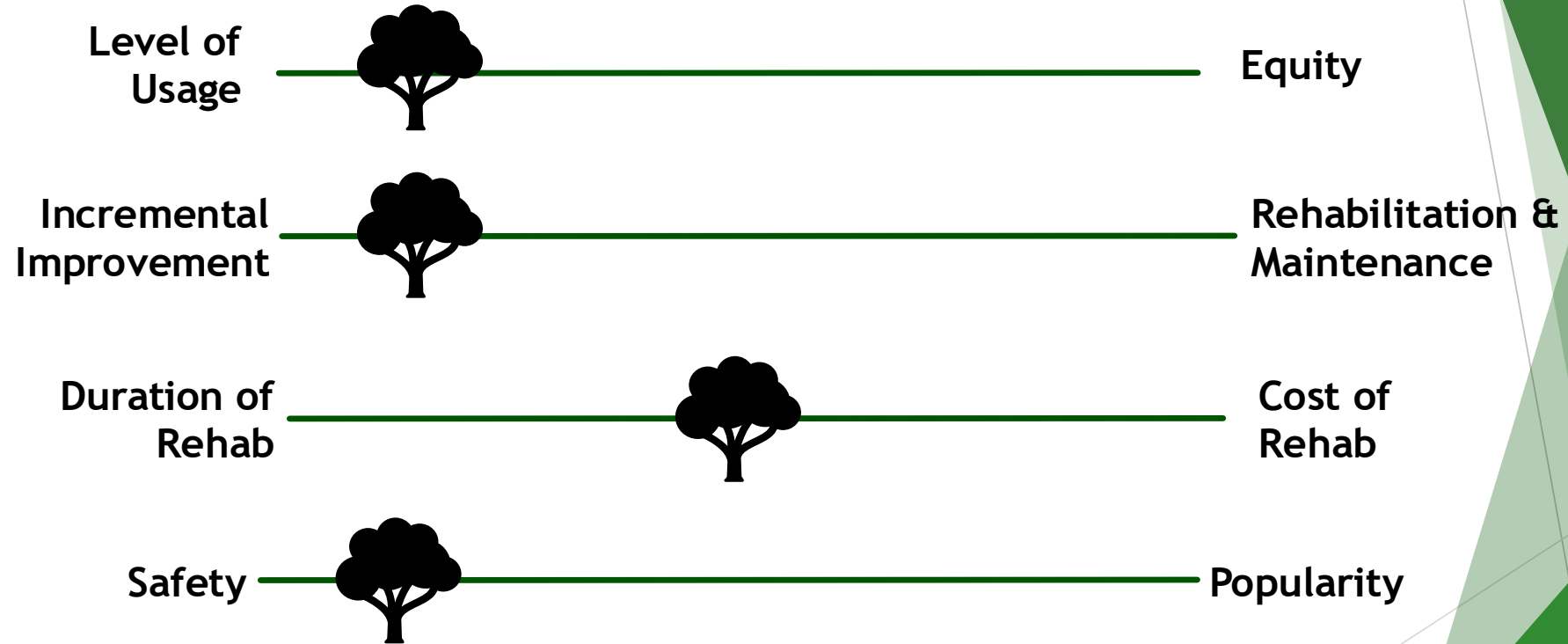
The Team

Parks and Park Managed Facilities

- ▶ Jacob Meily Park
- ▶ Mennen Park
- ▶ Mary Fryer Park
- ▶ Wappo & Dog Park
- ▶ Lyman Park
- ▶ McCullough Park
- ▶ Star Baldwin Park
- ▶ Lewis Station
- ▶ Stone Bridge
- ▶ Carnegie Building
- ▶ Library
- ▶ City Hall*
- ▶ Water Treatment Plant
- ▶ Wastewater Treatment Plant
- ▶ Recreation Building
- ▶ Fire Department
- ▶ Crane Park
 - ▶ Little League Fields
 - ▶ Tot Field
 - ▶ Tennis & Pickle Ball Courts
 - ▶ Skatepark
 - ▶ Bocce Court
 - ▶ Playground
 - ▶ Picnic Area
 - ▶ Volleyball Court



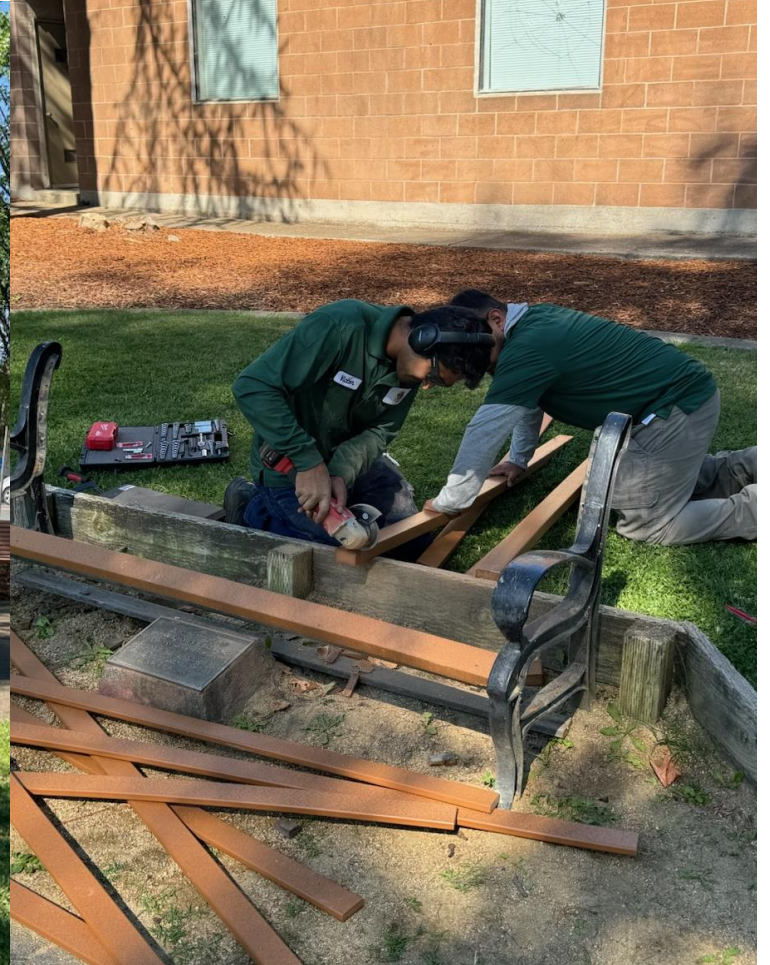
Balancing Priorities



Successful Examples



Lyman Park Rehabilitation



Library Rehabilitation



What's Next





Jacob Miely



Baldwin Park



Mennen Park



Wappo Park



Lewis Station Park



McCullough Park

Carnegie Building

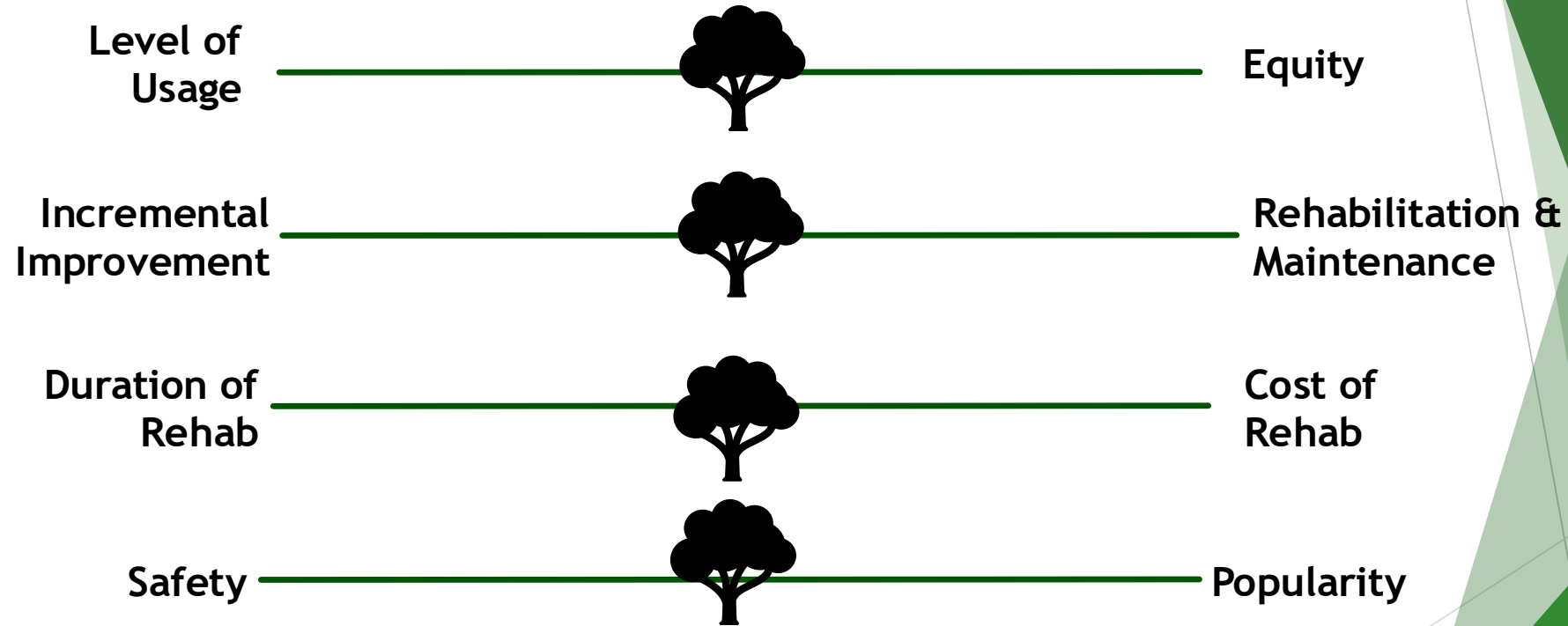


Crane Park

- ▶ Little League Fields
- ▶ Tot Field
- ▶ Tennis Courts
- ▶ Skatepark
- ▶ Bocce Court
- ▶ Playground
- ▶ Picnic Area



Balancing Priorities





The Path Forward

GOING FORWARD

- ✓Grapevine Reporting
- ✓Advocacy to Council
- ✓Identify, Assist with, Partner for Grants
- ✓Coordinate Volunteers





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