



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
December 16, 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/](#).

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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 Meeting Minutes of November 18, 2024
[Draft Minutes 11.18.24](#) 3 - 5
 6. SCHEDULED MATTERS:
 - 6.1. Update on Skate Park Rehabilitation Proposal and Request for Prioritization Recommendation 6 - 9
Prepared By: Lesley Milton, Deputy City Manager
[Skate Park Rehabilitation Staff Report](#)
 - 6.2. Update and Discussion on Proposed Facility Use Agreement with St. Helena Little League 10 - 12
Prepared By: Dave Jahns, Director of Community Services
[Little League Agreement Update Staff Report](#)
 - 6.3. Park Assignment and Ad-Hoc Subcommittee Reports 13 - 14
[PRC 2024-25 Park Assignments](#)
[PRC 2024-25 Goals and Committee Assignments](#)
 - 6.4. Future Agenda Items and Meeting Dates
 7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for January 20, 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 December 13, 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
November 18, 2024 @ 5:30pm**

Meeting Minutes

- 1. Call to Order:** 5:31pm
 - 1.1 Introduction of Youth Advisory Member, Henry Ray
 - 1.2- Oath of Office administered by City Clerk, Cindy Tzafopoulos
- 2. Roll Call-** The following were present:
 - Chair: Doug Boeschen
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, John Thompson
 - Youth Commissioner: Henry Ray
 - Staff: Director of Community Services Dave Jahns, Operations Manager Carlos Uribe, Public Works Director Joe Leach, Deputy City Manager Lesley Milton, and Recreation Manager Ashley Sylvester
 - Absent: Commissioner Stephanie Smithers, Councilmember Billy Summers
- 3. Public Forum**
 - No Public Forum
- 6.1 (Item taken out of order):** Recognition of Volunteer Service Award Winner, Erin Burke
 - Erin Burke, first recipient of the volunteerism award presented by Recreation Supervisor, Kevin MacLeod
 - Burke was recognized for her role in facilitating the drop in volleyball, and coaching multiple youth volleyball teams
 - The Commission presented Burke with a plaque and thanked her for for positive impact on contributions to the community.
- 4. Reports by City Staff**
 - 4.1 City Staff**
 - Parks Maintenance Update provided by Operations Manager Carlos Uribe
 - Library front entry rehabilitation project is complete. Additional work still to be completed around the facility.
 - Parks team is preparing for Arbor Day on December 12th
 - Vice Chair Anderson asked for an update on the Skate park rehabilitation. Director Jahns informed that there is a meeting scheduled for next week with members of the community committee. Anticipating an update to the commission in December.
 - Recreation updates by Recreation Manager, Ashley Sylvester

- Youth soccer concluded in early November; Youth basketball registration is currently open
- Fall bocce will conclude in December, due to rain outs in November
- Holiday barrel tree lighting event is on Nov 27th
- Gingerbread house making & Santa Event on December 14th at the Fire Station
- Cookie & Ornament making will be on December 21st at the barrel tree
- Holiday Break Camps are open for registration

4.2- Commission Reports

- Vice Chair Anderson, and commissioner Andrain have been working on decor and lighting options in Lyman Park

4.3- City Council Liaison Update

- N/A

5. Consent Calendar

5.1 Parks and Recreation Commission Meeting Minutes of October 21st

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

6. Scheduled matters

6.2 Update on Napa Resource Conservation District's Urban Forest Grant

- Deputy City Manager Milton shared with commissioner that there are three elements to the grant: planting trees, education, and workforce/internship.
- They are currently looking at three possible sites: Lower Reservoir, Wappo park, and Crane Park.
- The City has a \$100,000 grant match
- Milton asked commission for their ideas and feedback on the different sights
 - Commission supportive of maximizing available use of the grant. If willing to take on all three sites, the commission would be in favor of that approach.
- Staff will provide an update as conversations progress.

6.3 Capital Improvement Program

- Public Works Director, Joe Leach, presented an overview of the currently adopted CIP project. Discussed the purpose, source of projects, process of prioritization, breakdown of projects, program highlights, and strategies to deliver.
- Provided commission with overview of total projects and associated costs
- The CIP dashboard on the City website allows you to see each project and progress in real time.
- With so many projects, prioritization is essential. Projects that pose the highest risk or safety concern are moved to the top.

- Many of these projects are currently lacking funding. Staff will continue to look at creative ways to deliver projects and identifying additional funding sources and revenue streams.
- Commission requested ability to be able to provide feedback and prioritization of parks-specific projects in future CIP planning cycles.

6.4 Subcommittee Reports

- Commissioner Boeschon updated that there is a meeting with Boys & Girls Club, Upvalley Family Center, School District representatives, and the Library later this week.
- Commissioner Boeschon also updated that there is a meeting with members of the community committee to discuss equitable recreation
- Commissioner Anderson provided updates on the master plan consultant selection process.
- Commissioner Andrain discussed the holiday decor at Lyman Park
- Commissioner Thompson shared that a meeting has been scheduled with the parks maintenance subcommittee and Public Works staff for the following week.

6.5 Future agendas & Future Meeting Dates

- December meeting is scheduled for December 16th
- January Meeting currently scheduled for January 20th MLK Jr. Day- Will look at alternative dates at

Adjourned 7:10pm

APPROVED:

ATTEST:

Doug Boeschon, Commission Chair

Dave Jahns, Community Services Director



Report to the Parks and Recreation
Commission
Meeting of December 16, 2024

Agenda Section: Scheduled Matters – Item 6.1

Subject: Update on Skate Park Rehabilitation Proposal and Request for Prioritization Recommendation

**CEQA
Determination:** Not a CEQA project

Prepared By: Lesley Milton, Deputy City Manager & Victor Neri, Parks and Trees Superintendent

Background:

The Public Works Department, in collaboration with the Skate Park Committee, recently came together to discuss a proposal for rehabilitating the landscaping at the City's skate park. The focus of this effort is to improve the park's landscape and infrastructure while navigating budgetary constraints and exploring potential funding sources. This report provides an update on the discussions and seeks the Commission's input on prioritizing the skate park rehabilitation as the City's next park project.

Meeting Outcomes

During the meeting, staff and committee members addressed various aspects of the proposed rehabilitation. Discussions on landscape improvements emphasized sustainability, with plans to introduce drought-tolerant plants that require less maintenance and to add shade-providing trees to enhance the park's comfort for users. In terms of infrastructure, the focus was on repairing ancillary entrances with materials such as stabilized decomposed granite or pavers, which would improve both accessibility and aesthetics. Additional seating, including picnic tables, was also proposed to create more welcoming gathering spaces.

Staff proposed incorporating specific drought-tolerant plant species such as Mexican feather grass (*Nassella tenuissima*), yucca flaccida (*Adam's Needle*), and bulbine (*Bulbine frutescens*). These low-maintenance plants align with the overall goal of sustainability. The Skate Park Committee contributed suggestions to enrich the landscaping design. Staff also reported that the skate park's irrigation system has been

fully repaired and tested. This achievement lays a solid foundation for the proposed landscaping improvements.

1. Landscape Rehabilitation:

- Introduction of drought-tolerant plants to enhance sustainability and reduce maintenance needs. Integration of specific low-maintenance, drought-tolerant plants such as Mexican feather grass (*Nassella tenuissima*), yucca flaccida (*Adam's Needle*), and bulbine (*Bulbine frutescens*).
- Potential incorporation of shade-providing trees to improve comfort for park users.

2. Infrastructure Enhancements:

- Repairing the skate park ancillary entrances with stabilized decomposed granite (DG) or pavers for improved accessibility and aesthetics.
- Installation of additional picnic tables to provide seating and gathering areas for park users.

Budgetary Considerations

The comprehensive rehabilitation plan discussed during the meeting is not currently included in this year's general fund budget. While funding could be proposed in the next fiscal year's budget, it is not guaranteed and timing is an important issue. To address this challenge, a collaborative funding model was explored. The Public Works department discussed the ability to reallocate funds from other projects, but it will likely not be sufficient to fund the entire project. The Skate Park Committee expressed willingness to provide financial support, and both staff and the committee committed to identifying additional funding opportunities, such as grants or sponsorships, to help offset costs.

The collaboratively proposed rehabilitation plan costs are outlined below:

**Cost for Materials (Not
accounted for in 2024-25 FY
budget)**

Irrigation Repair	\$	500
New Drip Irrigation	\$	600
Irrigation Timer	\$	150
Garbage Can Replacement*	\$	2,100
Plants	\$	2,425
Soil amendment	\$	500
Mulch	\$	1,000
Incidentals	\$	1,000
Tabel/Bench Repair	\$	1,500
Total	\$	9,775
*Garbage cans already paid for	\$	(2,100)
	\$	7,675

Additional Requested Features

Trees for Shading	\$	800
Additional Benches/Tables	\$	1,500
Entryway Modifications	\$	1,000
	\$	3,300
Materials Cost	\$	10,975

Person Hours (Accounted for in the 2024-25 FY budget)

5 people, 4 hours per day for 4 weeks		320
Average Hourly Rate \$65 w/benefits		
Total Staff Cost	\$	20,800.00
Total Materials Cost	\$	10,975
Total Cost of the Project	\$	31,775.00

Proposed Next Steps

If the Commission recommends the Skatepark to be the next project targeted for rehabilitation, staff will move forward with preparing a final detailed design that incorporates all agreed-upon elements, such as tree placement, entrance repairs, and landscaping features and continue to work with the Skate Park Committee regarding the design and collaborative funding model. Total available funding will determine the total scope of the design. Additionally, staff and the committee have agreed that this project should emphasize the community-driven nature of the project, and also agreed to coordinate opportunities for community volunteers to participate in the rehab and planting.

1. Funding Coordination:

- The Parks and Public Works Departments will work with the Skate Park Committee to determine the scope of their financial contributions.
- Both parties will collaborate to identify additional funding opportunities, such as grants or sponsorships.

2. Design Finalization:

- The Parks Department will draft a detailed design plan incorporating design elements recommended by the committee, including tree placement, entrance repairs, and landscape improvements.
- The Skate Park Committee will review and provide feedback on the proposed design.

3. Approval Process:

- Parks and Recreation Commission to provide approval for prioritizing the Skate park for the next targeted rehabilitation. This proposal will highlight the collaborative funding model and emphasize the community-driven nature of the project.

4. Implementation Timeline:

- Upon securing approval and funding, the rehabilitation project will be scheduled to begin mid-January and be completed by March of 2025. We anticipate the project will take approximately 6 weeks.

The success of this project relies on the commitments of key stakeholders. Parks and Public Works staff will provide expertise and labor to execute the rehabilitation plan, ensure transparency throughout the process. The Skate Park Committee has committed to seeking financial contributions, offering input on the design, and acting as community advocates to promote the project and secure additional support, including volunteer efforts.

Recommendation

The skate park rehabilitation project offers a significant opportunity to enhance a vital recreational space for the community. By leveraging a collaborative approach to funding and incorporating sustainable design principles, this initiative aims to create a welcoming and functional environment for users of all ages. Staff recommends that the Parks and Recreation Commission support prioritizing the skate park rehabilitation and provide guidance for proceeding with the outlined plan.



Report to the Parks and Recreation
Commission
Meeting of December 16, 2024

Agenda Section: Scheduled Matters – Item 6.2

Subject: Update and Discussion on Proposed Facility Use Agreement with St. Helena Little League

CEQA

Determination: Not a CEQA project

Prepared By: Dave Jahns, Director of Community Services

Background:

On November 4, 1966, the City and Little League entered into an agreement where the City leased Little League a portion of Crane Park for the purpose of developing the leased premises with two baseball fields and use of the ballfields to implement Little League baseball. The lease term commenced in April of 1967, and ran for an initial period of 30 years until March 1997. In March of 1997, City Council adopted a resolution renewing the lease for an additional 20-year period until March 2017.

In July 2018, the Parties entered into a new agreement providing use and shared maintenance of the Crane Park Baseball Facilities for five years, with the option for an automatic renewal period until either parties wished to change the length or nature of the agreement. A part of the 2018 agreement included renovation and updates to the baseball facilities, which St. Helena Little League undertook in 2021 and 2023.

In recognition of Little League's dedication to delivering a long-standing community benefit, as well as their commitment to providing past and future facility improvements, both the City and Little League are working on developing an updated and extended facilities use agreement that provides for a robust Little League program, a comprehensive maintenance plan, and a coordinated used of a community-wide asset.

The update being presented at the December 16 meeting is intended to provide the Commission a status update on discussions and provide Commissioners the opportunity to ask clarifying questions and provide recommendations to both parties as we continue in developing a common facility use agreement.

Discussion:

City Staff and representatives from St. Helena Little League have been involved in discussions in recent months to bring forward an updated and extended facilities use and shared maintenance agreement. While not comprehensive of all areas within the agreement and still subject to change, a high-level framework of facility usage, maintenance responsibilities, and term length are highlighted below:

Steering Committee:

- A steering committee will consist of representatives from St. Helena Little League, Parks and Recreation, and Public Works. This group will meet, at a minimum, twice annually and will be responsible for reviewing and setting facility standards, be the points of contact for maintenance and scheduling matters, and ensuring regular communication and ongoing collaboration between the two agencies.

Facility Use:

- Little League Season: January – June
 - o Little League has exclusive scheduling use of the baseball facilities
 - o City may schedule use during this time, when not in use by Little League, and by confirming with representatives from the Steering Committee
 - o When ball fields are not in use for Little League activities, they will remain open and accessible for community access
- Little League Postseason: July 1 -July 31
 - o Little League has priority scheduling use to accommodate postseason and/or all-star activities.
 - o Dates of use will vary from year-to-year, based on regular season outcomes.
 - o City, or other parties approved by the City, may schedule use during this time, when not in use by Little League and by confirming with representatives from the Steering Committee
 - o When ball fields are not in use for Little League activities, they will remain open and accessible for community access.
 - o City will be provided access to implement 4th of July festivities
- Offseason: August – December
 - o City, or other parties approved by the City, may schedule programs during this time
 - o When not scheduled for use, ball fields will remain open and accessible for community access

Maintenance Responsibilities:

- City Responsibilities (year-round)
 - o Mow outfields
 - o Maintain irrigation system

- Trim and manage trees
- Pest control and weed abatement
- Maintain restrooms, walkways, fences, fountains, trash receptacles and all shared park amenities in accordance with the established maintenance procedures and schedules.
- Provide space for Little League Board meetings
- Pay and provide access to all utilities
- Little League Responsibilities (during Little League Season and Postseason)
 - Mow and maintain infield areas, including weed abatement
 - Prepare fields (lining, dragging, mound work, equipment) for all game and practice use
 - Conduct minor repairs to irrigation system (such as sprinkler head adjustment or replacement)
 - Clean and maintain dugouts, snack bar, grandstands, batting cages
 - Inspect baseball facilities and report safety and/or maintenance concerns
 - Manage, install, and remove temporary signage on an agreed upon schedule
 - Prepare facility for hand-off to City staff between postseason and offseason periods

Term Length:

- Term length is currently being reviewed and discussed.
- Current agreement is a five-year term with automatic renewals
- Little League's request is for a longer-term agreement, to ensure continuity of the program and provide assurances to potential donors in facility-related fundraising campaigns.

Next Steps & Recommendation:

Staff is seeking the Commission's feedback and direction on the proposed framework, specifically as it relates to facility use, maintenance, and term length.

After receiving feedback and direction from the Commission, staff will finalize a draft agreement in partnership with St. Helena Little League. The proposed agreement will be brought forward to the Little League Board for review and comments, and ultimately to the City Council final approval. The goal is to have a finalized agreement in place by January 2025.



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



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