



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
July 21, 2025 @ 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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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: Vacant
Members: Stephanie Smithers, John Thompson, Julie Jenanyan
Youth Advisory Member: Henry Ray
Staff Liaison: Dave Jahns, Community Services Director
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

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 5, 2025 3 - 12
 Parks and Recreation Commission Meeting Minutes of June 16, 2025
[Draft Minutes 05.05.25](#)
[Draft Minutes 06.16.25](#)

6. SCHEDULED MATTERS:

- 6.1. Preliminary discussion on 25-26 Parks and Recreation Commission 13 - 14
 Goals, Subcommittees, and Park Assignments
[PRC 2024-25 Goals and Committee Assignments](#)
[PRC 2024-25 Park Assignments](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for August 18, 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 July 18, 2025.

/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 & Recreation Commission
Special Meeting
May 5, 2025 @ 5:00 PM
Carnegie Building - Second Floor
1360 Oak Avenue**

1. **Call to Order** 5:03pm
2. **Roll Call**-The following were present:
 - Chair: Doug Boesch
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, and John Thompson, Stephanie Smithers
 - Youth Liaison: Henry Ray
 - Staff Liaison: Dave Jahns Director of Community Services, Ashley Sylvester Recreation Manager, Carlos Uribe Assistant Operations Manager , and Joe Leach Public Works Director
3. Reports by Staff and Commission
 - 3.1 City Staff
 - Parks Maintenance Update
 - Operations team worked on preparing Meily park for the ribbon cutting
 - Park maintenance is working on skatepark weed removal, irrigation repair and planting drought tolerant plants
 - Replanting trees at the Elm Tree tunnel and installing irrigation
 - Working on replacing recycling and trash receptacles in remaining parks
 - Commissioner Smithers inquired if the skate park irrigation has been fully replaced and now functional
 - Commissioner Smithers asked if the plants at Mennen park will be pollinator plants, as was the original intent of the park donor
 - Chair Boesch inquired about the challenges of maintaining the skatepark with all of the work that has gone into improvements
 - Uribe expressed it has required additional time, but hopefully the improvements will require less weed abatement and attention in the future.
 - Public comment - stated Jacob Meily looked unfinished with tractor tracks in the mud, located near the river
 - Uribe explained that he will look into it and address that concern with staff
 - Recreation Services Update
 - Registration now open for soccer and summer camps
 - Summer Bocce and Adult Softball are underway

- Registration for the Napa Valley Pickleball Classic are open
- Community Soccer Night taking place on May 30th
- Staff are working on preparing for the summer concert series, beginning June 18.
- Fundraising in progress for the 4th of July. Can move forward with fireworks if \$30k in community donations are received by end of May, per City Council direction.

3.2 - Commission Reports on Matters of Interest

- No items to report

4. Consent Calendar

4.1- Parks and Recreation Commission Meeting Minutes of February 18 and March 24

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

5. Scheduled Matters

5.1 Presentation of Proposed 2026 - 2030 Capital Improvement Program

Presented By Joseph Leach, Public Works Director and City Engineer

(Moved to Later in Agenda)

5.2 Presentation and Feedback on Proposed St. Helena Porchfest Event (item taken out of order)

- Director Jahns gave an overview of the proposed event and informed commissioners that the intent of this meeting is to be informational and provide feedback to the event organizers.
- Rachel Clark, Ernie Schlobohm, and Aelx Weeks presented on behalf of the organizing committee; providing a more detailed event proposal.
- Commissioner Andrain had logistical questions about the event; Clark responded that they are still working on details
- Commissioner Thompson was interested in the safety aspect; Clark responded that they will be doing a training for volunteers and that safety is the biggest priority
- Commissioner Smithers expressed gratitude for the efforts they are putting into creating something fun for the community
- Commissioner Smithers followed up with logistical questions like crowd control, and how they would keep it local
- Public comment - Kim Phinney. Expressed her concerns with the event proposal and frustration over receiving a late notice on Friday afternoon for the proposal being at tonight's commission meeting. Questioned who would be responsible for liability of attendees. Suggested that they find community members who would like to do this event and go that route

- Public comment from a community member expressed concern about parking for bands and attendees, as well as the crowd control, trash, smoking, and who will be paying for police.
- Public Comment - Marissa Nokes. Expressed not being in support of porchfest and was concerned that the notices were given too late. Nokes wants to know where they would have to park, concerned that the bathrooms are too far, and that the liability responsibility on homeowners.
- Public Comment - Leslie Stanton. In favor of porchfest
- Commissioner Smithers recommended that St. Helena Porchfest work collaboratively with neighbors. Concerned about timeline to gain council approval before Labor Day.
- Commissioner Thompson expressed he is in favor of the concept and thinks there is an opportunity to work with the neighbors to address certain concerns
- Commissioner Andrain wants neighbors concerns to be taken into consideration, perhaps starting smaller this year and building in the future
- Chair Boeschen wants community communication and collaboration, and thinks it could be a strong event for the community.
- Director Jahns shared that the next steps would be working with the organizers to incorporate feedback received, finalize event submission materials, and ultimately the proposal would need to move before the City Council for final review.

5.1 Presentation of Proposed 2026 - 2030 Capital Improvement Program

- Public works Director Leach provided an overview of Capital Improvement Programs,, the sources of the projects, program highlights, funding information as well as funding opportunities
- Director Leach showed last years CIP and where there have been changes in the last twelve months.
- Commissioners asked Director Leach clarifying questions about parks specific projects, modifications to the timeline, and project delivery.
- Commissioners requested that in future years the CIP come to them earlier in the process so they can provide more timely and meaningful feedback.
- Public Comment - Deanna Griffin mentioned that there is no CIP projects listed for the library. Concerned that 20% of the CIP was listed as Civic projects, but none specified for the library

5.3 Review Temporary Art Installation Proposal for an Artistic Bench to be Placed at Lyman Park

- Director Jahns presented the proposed art bench from the Chamber of Commerce and St. Helena Beautification Foundation.
- The bench was created by Simon Bull and proposed to be placed on the western edge of Lyman Park
- It is a temporary installation on loan at no cost to the City, other than installation and upkeep of surrounding area

- Commissioners expressed interest in the art bench at Lyman Park
- Public Comment - Deanna Griffin. Expressed that her background is in Art and that it would be an easy art piece to install since that area is already being maintained. Griffin also commented that it adds something as demonstration and willingness to act
- All commissioners were in favor of the art piece

6.3 Subcommittee Reports and Park Updates

- Director Jahns updated commissioners that staff have been meeting with Blue Point every other week for the Parks Master Plan
- Commissioner Andrain asked if staff could share the flash vote
- Chair Boeschen shared that they have been working closely with the Cameo for a spanish language film series, there is approval from the city and will begin working on promotions
- Chair Boeschen expressed there are still improvements that can be made to Crane Park
- Vice Chair Anderson requested that there be weed whacking around the pickleball courts
- Commissioner Thompson was grateful of public works help with Jacob Meily and expressed that everything looked great
- Commissioner Andrain said that the Bocce courts looked great

Adjourn 7:25pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Dave Jahns, Community Services Director

**City of St. Helena
Parks & Recreation Commission
Special Meeting
June 16, 2025 @ 5:30 PM
Carnegie Building - Second Floor
1360 Oak Avenue**

1. **Call to Order:** 5:31pm
2. **Roll Call-** The following were present:
 - Chair: Doug Boesch
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, John Thompson, Stephanie Smithers
 - Youth Liaison: Henry Ray
 - Staff Liaison: Dave Jahns Director of Community Services, Ashley Sylvester Recreation Manager, Carlos Uribe Assistant Operations ManagerSmithers absent; Ray absent. All others present
3. **PUBLIC FORUM:**
 - No public comment at this time
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 Reports by Staff

- **Park maintenance Update**
 - Carlos Uribe- Operations Manager gave report on the following areas-
 - Focus on weed abatement in all parks
 - Working in the dog park
 - Preparing for concerts in Lyman; planting and painting restrooms
 - Wastewater plant work
 - Commissioner Anderson asked for a skatepark update. Uribe responded that the bonding to the DG was applied last week and has not heard any complaints since. -In addition, Uribe added the path between bocce and skatepark was also redone and paved

- **Recreation Update**

- Upvalley Family Center Napa Valley Pickleball Tournament took place on May 17&18th.
- 3rd annual community soccer night at SHHS. Around 400 attendees
- Summer Camp Underway- 10 weeks at a variety of parks and SHSD
- Summer Concerts kick off this Wednesday- 8 performances, Saint Helena Community Band Annual Independence Day Concert on July 4th
- Spanish Language Film series- Cameo theater and Upvalley partnership
 - Starting this Saturday, June 21st with additional movies to follow.
- 4th of July- Fundraising goal for fireworks and 4th of July was reached by community members. Staff are in full planning stages at Crane Park, with vendors, and the festival
- Parks and Recreation Masterplan Survey is Live- It was rolled out at Community Soccer Night. The survey is online; we want to get community feedback to help build the framework for the plan.
 - Commissioner Andrain asked to send out to summer camp eblast to get those.
 - Director Jahns noted it will be sent out to an eblast and available to scan at camp sites
 - Chair Boeschon gave Kudos to staff for the pickleball classic and community soccer night on successful community events

4.2. Commissioner Reports on Matters of Interest

- No items to report at this time

5. Consent Calendar

5.1 Parks and Recreation Commission Meeting Minutes of May 5, 2025

- Voted unanimously to move to the July Meeting for approval.

6. Scheduled Matters

6.1 Receive a presentation and provide a recommendation to City staff and City Council on whether to proceed with the proposed Saint Helena Porchfest event Prepared By: Dave Jahns, Director of Community Services

- Director Jahns gives the process to attendees and Commission of how this item will work with overview, giving organizers the floor for more detailed

presentation on it and then turns to the commissioners for questions and opens to public comments.

- Director Jahns gives an overview of Porchfest
- Alex and Rachel Porchfest representatives give presentation of event
 - Vice Chair Anderson asks how the funding for the event works.
 - Rachel answered that they have to wait until council approval to collect sponsors. Alex gave an additional response that they would need to raise \$27,000 for the event to happen. There are interested sponsors who are ready to donate to the event.
 - Commissioner Thompson asked what happens if the 501c3 doesn't get approved by the event date.
 - Alex responded that it anything raised after the incorporation date which is already established.
 - Commissioner Andrain asked who liability insurance indemnifies.
 - Rachel responded with the city and the catholic church as activities will be held there as well for the day also the Committee submitted the required insurance for an encroachment permit
 - Commissioner Thompson asked for an estimate attendance
 - Rachel noted that the event did end up in Napa paper. Predicting 1,000 people.
 - Chair Boeschon states this event could spread to 5,000 people and assuming it does, what can we handle in the city and what could occur.
 - Rachel spoke with Napa County Sheriff and asked if city assistance could happen, Sheriff suggested asking Calistoga and Yountville assisting. The committee would need to talk to PD and let them organize that need.
 - Chair Boeschon followed up with, knowing it would be 5,000 what other infrastructure would be put in place. Alex noted that Carpy field was that caveat and still will work with SHSD for alternative use location, but the request has currently been denied.
 - Rachel stated other communities will be holding Porchfest around and keep St. Helena to St. Helena.
 - Chair Boeschon- Asks about parking for guests and local residents and what are the options. Rachel noted that she met with a resident who was opposed and gave her an alternative street to park on.
 - Chair Boeschon followed up with a question that traffic control is not a parking plan. Rachel noted she wants this to be a

walkable event. Chair Boeschon asked if the plan was not to have a plan? There is no current plan in place or explored.

- Public Comment was made by Graham Jones
- Public Comment was made by Darlene Walsh
- Public Comment was made by Leslie Ellis
- Public Comment was made by Walter Nirenberg
- Public Comment was made by Linda Brown
- Public Comment was made by Leslie Stanton
- Public Comment was made by Katherine Dan
- Director Jahns asking for recommendation to move forward or not, with contingency or not.
- Chair Boeschon thanks Alex, Rachel and the committee for this event and for their hard work, time, and money into it.
- Commissioner Anderson, Thompson, Andrain and Chair Boeschon in favor of recommendation to the event moving forward.
- Chair Boeschon noted the potential benefit for the community out ways the event. Obstacles could be mitigated prior to the event happening.
- Vice Chair Anderson reiterated
 - Recommending approval with 4 areas of exploration, Proof of full non-profit status, not waiving permit fees, confirming of insurance level needed for size of potential event, exploring additional parking plan opportunities. In addition, confirming all public safety is comfortable with the unexpected potential high volume of people in St. Helena for event.
- Chair Boeschon motion to approve porch fest approval for 2025 with the above 4 areas of review.
 - Unanimously in favor, none opposed.

6.2 Bocce Shade Coverings

- Director Jahns overview of bocce shade coverings. Anthony Bocce Advisory committee member brought idea forward for this concept. Overall intent is providing more permanent shade structure on the south side of bocce courts. Installed by volunteers, final review by building and PW for structural approval.
- Director Jahns turned over to Anthony Micelli.
- Anthony Michelli gives a presentation on the idea of permanent shade covers
 - He wants to do away with umbrellas and have these be out all the time. Improve the area for the city. Specs explain where the beams will go and where shade

reflects. Could shade some tables on the south end of the court. Specs are tilted so the rain will drain out of the court instead of leaking into courts.

- Vice Chair Anderson- Is there any window of time while playing the sun will come onto players or courts?
 - Anthony answered that the 20 minutes when the sun sets it will hit but can't control it. Anthony has gone out at different times to see the impact and it is minimal
- Anthony added he only spoke to Rotary president and thinks it can move forward. Will go to Rotary at next meeting to present. Everything with specs, structural engineering, building and city to approve and have records of everything project.
- Commission motions to move this forward for staff.
 - Unanimously approved.

6.3 Commissioners Annual Report to Council-

- Commissioner Thompson will give the PRC update report to City Council at the next meeting. Asks to share with commissioners and edit any information.
- Commissioners discuss the update report and will review and return to Commissioner Thompson and Director Jahns any updates

6.4 Art Mural at Lyman Park

- Feedback wanted from commissioners for the installation of an art mural from Nimbus Arts. Intent is to have it installed prior to the first concert, possibly the second concert. It will be a community event to finish. It will be placed on 1488 Main Street building and centered on brick wall. Temporary installation can be switched out if additional art works become available. Pay staff time to be out there but at low cost.
- Commission in favor of this project to move forward.
- Director Jahns will meet out with Nimbus tomorrow for installation meeting

6.5 Ad-Hoc Subcommittee Updates

- Chair Boesch, Spanish language film festival update-
 - Design to encourage people to come and attend. Have one each month this summer. \$5.00 per ticket but can work through that cost if too much for families.
- Chair Thompson would like to set up a meeting when Deputy City Manager Milton is back from vacation to discuss Trails and Open Space Plan.

- Director Jahns mentioning the Parks and Recreation Master Plan and pushing the survey more to get more results for it. Will send survey to the commissioners to push out to the community in variety of different ways
- Applicants for the commission are still open; 1 applicant currently, looking for more to apply. Remain open until filled.

6.6 Recognition of Outgoing Commissioners

- Presenting awards and gifts to both Commissioner Andrain and Vice Chair Anderson
 - Chair Anderson thanks the Recreation Department for their positive energy and commitment to the community.
 - Staff thank both commissioners for their ongoing interest and all the work the past two years on commission.

7. ADJOURNMENT

Meeting Adjourned: 7:58pm

APPROVED:

Doug Boesch, Commission Chair

ATTEST:

Dave Jahns, Community Services Director



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