



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, August 25, 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.

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Doug Boeschen
Members: Julie Jenanyan, Stephanie Smithers, John Thompson
Staff Liaison: Ashley Sylvester, Recreation Manager
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
 - Park Maintenance Update
 - Recreation Service 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 July 21, 2025
[Parks and Recreation Commission Minutes- 21 July 2025](#)
6. SCHEDULED MATTERS:
 - 6.1. Report of Summer Programs and Special Events

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Prepared By: Ashley Sylvester, Recreation Manager

- 6.2. Discuss and Consider Adoption of Commission Goals and Subcommittee Assignments for the 2025-26 Term 5

Prepared By: Ashley Sylvester, Recreation Manager

[2025-26 Goals and Committee Assignments](#)

- 6.3. Discuss Park Assignments for 2025-26 Term 7

[PRC 2025-26 Park Assignments](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for September 15, 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 22, 2025.

/s/ Ashley Sylvester

Ashley Sylvester, Parks and Recreation Manager

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
Regular Meeting
July 21, 2025 @ 5:30 PM
Carnegie Building - Second Floor
1360 Oak Avenue**

1. **Call to Order:** 5:32pm
2. **Roll Call-** The following were present:
 - Chair: Doug Boeschen, Present via Zoom
 - Vice Chair: Vacant
 - Members: Stephanie Smithers, John Thompson, Julie Jenanyan
 - Staff: Director of Community Services Dave Jahns, Recreation Manager Ashley Sylvester, Operations Manager Carlos Uribe, and Deputy City Manager Lesley Milton
 - Absent: Youth Commissioner Henry Ray
3. **Public Forum**
 - No Public Forum
4. **Reports by Staff and Commission**
 - 4.1 City Staff
 - Parks Maintenance Update
 - Recreation Services Update

Parks Maintenance

- Operations Manager Uribe, reported parks crew helped on Fourth of July with park prep, set up, during event help, and clean up
- Parks crew has been watering the new trees on main street and tree tunnel
- Currently working on distributing the new trash bins to parks
- Continued work on tree trimming, pruning, weed abatements, and adding mulch around parks
- They are currently working on and assessing the drip line at the skate park
- Deputy City Manager Milton added that they have been working on tree grants and looking at potential planting areas such as between Wappo Park and Crane Park
- Milton expressed that they are looking into more grants
- Commissioner Smithers asked about the impact on the parks for the Fourth of July. Uribe explained it is a lot less impact with no fireworks and that the hardest part was having Farmers Market and Fourth of July in the same day

Recreation Services Update

- Recreation Manager, Sylvester, explained that summer programs are in full swing
- Summer concerts at Lyman Park are growing in attendance, and will continue for 4 more weeks
- Recreation is working with Cameo on the Spanish Language Film Series

- Fourth of July pivoted to no fireworks, but it was filled with community celebrations
- Recreation department is currently working with the Police department to prepare for National Night out on August 5th from 5pm-8pm at City Hall
- Parks & Recreation Master Plan is underway, and Recreation is working closely with Blue Point
- Commissioners expressed how great the summer concerts are going and the increase in excitement
- Director Jahns expressed they are looking for more people to take the master plan survey
- Chair Boeschen asked about an update on porchfest, Director Jahns gave an update that council would make a formal vote for street closure in the next council meeting

4.2 Commissioners Update

- Commissioner Thompson mentioned he had great feedback on Recreation presenting at the City Council meeting, and would like to share with council every six months or so on what they are doing as a commission

5. Consent Calendar

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

Parks and Recreation Commission Meeting Minutes of June 16, 2025

- Commissioners requested a few changes on attendance verbiage
- Motion to approve: Thompson; Second: Smithers
 - Approved: Unanimous

6. Scheduled Matters

6.1- Preliminary Discussion on 25-26 Parks & Recreation Commission Goals, Subcommittees, and Park Assignment

- Director Jahns explained what the past assignments from last commission were and how they were decided
- Commissioners requested combining a few goals into one that seem to go hand in hand
- Commissioners discussed different options to add, remove and reword for the 25-26 goals
- Commission will finalize, assign and approve goals, subcommittees and park assignments at the next meeting

7. Adjournment 7:17pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Ashley Sylvester, Recreation Manager



ST. HELENA PARKS AND RECREATION COMMISSION 2025-26 Goals and Ad-Hoc Subcommittee Assignments

1. Parks and Recreation Master Plan (Trails, Open Spaces, & Park Enhancement Strategy)
2. Communication & Outreach
3. Parks & Recreation Grants (*Andrain and Smithers*)
4. Cross-Community Integration & Partnerships

Ongoing Subcommittees

- Arts & Culture
- Equitable Recreation
- Service Awards

Updated August 2025



ST. HELENA PARKS AND RECREATION COMMISSION 2025-26 PARK ASSIGNMENTS

- Lewis Station, Wappo, Lyman Park, Jacob Meily, McCullagh, Stonebridge
- Crane, Hunt
- Lewis Station, Wappo
- Mary Fryer, Mennen, Starr Baldwin

*Potential Additions/Subsets: Dog Park, Skate Park
Alt Ideas- Split Crane Park into two areas and have two
commissioners*