



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, October 20, 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.

Members of the public or other parties are welcome to email their comments to the Staff Liaison, Ashley Sylvester at asylvester@cityofsthelena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the online agenda.

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Doug Boesch
Members: Julie Jenanyan, Denise Nelson, Stephanie Smithers, John Thompson
Staff Liaison: Ashley Sylvester, Interim 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
 - Park Maintenance Update
 - Recreation Services Update
 - 4.2. Commissioner Updates
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 September 17, 2025 3 - 5

[Parks and Recreation Commission Minutes for September 17, 2025](#)

6. SCHEDULED MATTERS:

- 6.1. Elect Chair and Vice Chair for the 2025-26 Term
- 6.2. Harvest Festival and Special Event Update
Prepared By: Ashley Sylvester, Recreation Manager
- 6.3. Volunteer Service Award
- 6.4. Ad-hoc Subcommittee Updates 7 - 9
[PRC 2025-26 Goals and Subcommittees](#)
[PRC 2025-2026 Park Assignments](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for November 17, 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 October 17, 2025.

/s/ Ashley Sylvester

Ashley Sylvester, 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
Special Meeting
Wednesday, September 17, 2025 @ 5:30 PM
Carnegie Building - Second Floor
1360 Oak Avenue

1. Call to Order- 5:32pm
2. Roll Call
 - Vice Chair: Vacant
 - Members: Stephanie Smithers, John Thompson, Julie Jenanyan, Denise Nelson
 - Staff Liaison: Recreation Manager Ashley Sylvester, Deputy Director of Community Services Mara Strickler, and Parks and Tree Superintendent Victor Neri
 - Absent: Chair, Doug Boesch
3. Public Forum
 - Public comment from city resident, Tracy McBride. McBride inquired why the trees in Money Way parking lot were being cut, where the Tesla charging stations will be added.
 - Neri will get information from Uirbe and will give a more detailed report to the commission next meeting
 - Sylvester will also gather more information on trees and can discuss trees in November.
 - Commissioner Smithers, requested if November presentation can be limited to trees
4. Reports by Staff and Commission
 - 4.1 Welcome New Commissioner
 - Denise Nelson is the new commissioner, and she introduced herself to the commissioners while sharing her experience with Recreation programs
 - 4.2 City Staff
 - Park Maintenance Update
 - The parks team has been working on monitoring water leaks in around the parks
 - They are working on the skate park maintenance once a month
 - Parks team has also replaced signage at Lyman park and at Crane Park which had completely fallen
 - At Crane Park they have been mowing, weekly preparations at the farmers market with the logistics, and checking the bathrooms etc.
 - Commissioner Thompson asked about Jacob Meily park and what is happening, Neri explained that the water has a lot of magnesium which is affecting the pipes/ blocked water, and some

areas are drying. He also explained the parks team is working on that

- Thompson also inquired about the grapevine stats such as how many requests, and how many completed
- Commissioner Smithers asked about the update on the Oak Tree on main street and Sylvester explained in October that Carlos would present more about it

- Recreation Services Update

- Recreation staff are working on holidays by working with the Chamber team for the Barrel Tree
- Chamber staff and recreation staff are working on road closures, which are expanding this year to ensure safety for the tree lighting
- Fall programming is underway with a new TK program, the Fall Bocce league beginning, and youth soccer
- The Master plan is in progress, with part-time and full time staff giving inputs
- Sylvester expressed gratitude towards commissioner help during department transitions

4.3 Commissioners Update

- Smithers suggested Kathy Carrick join in December meeting to explain the Recreation Foundation
- Jenanyan shared that the first column she wrote for the St. Helena Star came out

5. Consent Calendar

5.1 Parks & Recreation Commission Meeting Minutes of July 21, 2025

Parks and Recreation Commission Meeting Minutes of August 25, 2025

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

6. Scheduled Matters

6.1 Discuss and Consider Adoption of commission goals & Subcommittee assignments for the 2025-2026

- Commissioner discussed their interest in different areas
- The following were subcommittees chosen by commissioner
 - Parks & Recreation Master Plan; Nelson and Smithers
 - Communications; Jenanyan and Smithers
 - Grants; Thompson
 - Cross Community Integration: Boeschen
 - New- Arts & Culture; Jenanyan and Nelson
- Commissioners discussed that the previous ongoing subcommittee Equitable and Community Service awards would be better suited in Cross community Integration
- Motion to approve the Adoption of Commission Goals and Subcommittee Assignments for the 2025-2026

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

6.2 Discuss and Consider Adoption of Park Assignment

The following parks were chosen by commissioners

- Thompson: Wappo Park and Jacob Meily
- Jenanyan; Crane West
- Boeschen; Crane East
- Nelson; Lyman Park, Stonebridge, and Hunt
- Smithers; Lewis Station, McCullah, Mary Fryer, Starr Baldwin, and Mennen
 - Motion to approve the Adoption of Park Assignments for 2025-2026
 - Motion to approve: Thompson; Second Jenanyan
 - Approved: Unanimous

6.3 Harvest Festival Update and Nominations of Pet Pawrade Judges

- Pet pawrade
 - Commissioners gave nominations to follow up on.

7. :Adjournment 7:37pm



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

1. Parks & Recreation Master Plan & Park Enhancement Strategy(Nelson & Smithers)
2. Communication and Marketing(Jenanyan & Smithers)
3. Parks & Recreation Grants(Thompson)
4. Cross- Community Integration(Boeschen)
5. Arts & Culture (Jenanyan & Nelson)

Updated September 2025



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

- Doug Boeschen: Crane East
- Julie Jenanyan: Crane West
- Denise Nelson: Lyman, Stonebridge, Hunt
- Stephanie Smithers: Lewis Station, McCullagh, Mary Fryer, Mennen, Starr Baldwin
- John Thompson: Jacob Meily, Wappo