

St. Helena Parks and Recreation Commission Meeting
Wednesday, January 20, 2016
City Hall – Conference Room

Meeting Called to Order at 5:04pm

Roll Call:

Present: Commissioner Smith
Commissioner Oswald
Commissioner Phinney
Commissioner Demchuk
Haidi Arias, Recreation Director
Commissioner Cutler

Absent: Steve Palmer, Director of Public Works

Guest: Jennifer Phillips, City Manager

Public Comment:

No Public Comment

Approval of Agenda:

Commissioner Smith approved the agenda. Commissioner Demchuk seconded the motion. The agenda was approved as presented.

Approval of Minutes:

Commissioner Phinney approved the October 21, 2015 minutes with amendments recognized. Commissioner Smith seconded the motion. The minutes were approved as presented with noted corrections.

Reports by Staff and Commission:

Director Arias

- received several calls regarding tennis court maintenance issues. Due to rain etc. there are many issues that need addressing. Coming up with a schedule to maintain courts based on team schedules.
- Carlos Uribe was promoted to Maintenance Manager. All work orders and maintenance issues will now go through him. He works directly under Steve Palmer.

Commissioner Demchuk

- reported that the lights were on at the skate park during the rain. Perhaps a sensor can be put on as it is a waste of energy.
- reports Miely Park field is saturated and full of puddles. Also smells like fish.

Commissioner Cutler

-McCullough park is looking good. Clean, not too flooded. Mountain is still there.

Scheduled Items:

a) Discussion regarding Special Event – “Fireworks”

Event logistics, location, opportunities for non-profits, and food trucks – Starting now in January so we can get a jump on everything.

- 1. Location** – Crane Park again. Move the barrier to make first bocce court the barrier. The skate park fence is too close. Vineyard next door and school are within the radius of the drop zone. Need to discuss that with council and both parties.

-Jennifer Phillips – clean-up was a surprise as far as extent. We will be more prepared for this in 2016. As far as being prepared for next year, we will cover all bases of safety and courtesy for neighbors. Overall, the community in general liked the location. Always room for improvement.

-Director Arias – we need better communication with school and community, neighbors, as far as plans, events and how to engage all participants. Inclusion of jumpy houses for kids, taco trucks, bands.

-Commissioner Smith – Bathrooms need to be included this year.

-Overall discussion includes non-profits for food and booths. Some games for children.

-Need to come up with an idea on how to come up with the cost of security, fencing, extra staffing, port-a-pottys, outside the cost of the actual fireworks themselves.

-Manpower and expense may be an issue.

- 2. Food Trucks** – Definitely! Charge them to be here, like American Canyon, Napa, etc. Food truck owners say they need a draw to keep people there like a band/jumpy house or else people come and leave.

b) Discussion regarding Special Event – “Harvest Festival”

1. Event logistics, location, vendors, and non-profits

Forms are being updated. Goal is to send out vendor forms in February. Want to get the website up and running for information.

Tickets – discussing getting rid of tickets all together. Due to logistics, volunteering. Kid Zone tickets/wrist band needed are to monitor zone. Will require city employee to manage this.

Vendors – Changing the forms a bit to encompass more awareness of what they are bringing ahead of time. They have to be a business or have a 501c(3).

-it is an election year, so we need to research do we want as far as election booths are concerned, as well as potential Petition Signing.

-we believe as a commission that morale would be down and it would take away from the harvest festival.

-we need to talk to Tom Brown, our city manager, to discuss limits and 1. Do we have the ability as a city to limit the types of vendors that participate in our festival? 2. Can we limit PAC committees? Do you have to be a 501c (3)? What are we required to do and what are we capable of? Perception is a community event so we don't want to eliminate anyone.

-Commissioner Cutler – proposed a free space, several booths, for all of them to rotate their time, sign up for time slots, first come, first served, no agenda, and no petitions to sign. Add a schedule of events for candidates and proposition so people can see what is coming and what is not!

Non-Profits – Need to come up with a fee for parking space/food space. Each spot is two spaces. Haidi to propose to council, \$150 fee for each spot. Generators will be an extra fee since they are hard to come by and difficult to get last minute.

Pet Parade - \$20 per pet, humans are free. Waiver needs to be signed before walking. Period.

c) Goals for 2016 –

1. WAPPO PARK

Commissioner Oswald – Promoting Wappo. Sod for the dog park and shade in general.

Commissioner Smith – Circuit training or something to promote health and exercise.

-Manager Arias can follow up with Aaron Hecock from the Planning Department to let us know what we can and cannot do at Wappo Park. Tracey Perkoskey to see what grants are available for parks. Maybe have a meeting with the college, since we share parking/have permission, and see what would be a draw there and their perhaps involvement in developing it.

-Overall: Wappo Park isn't finished, no real plan, needs improvement, and needs some attention. We talked about adding bocce ball there. Make it a

draw to get people to drive there. Tons of parking. Perhaps we can look at the impact fee with the city and see what restrictions are.

2. HUNT GROVE – Making it a place to go. Ideas for revenue require a bathroom. Perhaps a destination for walking and stopping, picnicking, kids running around. Updating it and making it inviting. Using the space. Haidi will find out what we are able to do by speaking to Aaron and Tracey about this.

- d) Discussion regarding Commission Meeting Day and Time** – We are approved to switch back to Monday if we would like. Mondays work well for all. Can we do earlier 4:30pm? Works well for everyone.
-Commissioner Smith makes a motion to move the monthly meetings to the third Monday of each month at 4:30pm. Commissioner Oswald seconds the motion. Meetings moved to the third Monday of each month at 4:30pm.

Future Agenda Items:

- We would like a bid for sod at Wappo Park from Steve Palmer.
- Aaron Hecock from Public works come in to discuss parks and zoning.
- Tracey Perkoskey to talk about grants.

Meeting Adjourned at 6:33pm