

# Town of Yountville

6550 Yount Street  
Yountville, CA 94599



## Meeting Minutes – DRAFT

Thursday, January 21, 2021

6:00 PM

Town Hall Council Chambers

### Parks & Recreation Advisory Commission

*Paul Marciniak, Chair*  
*Carol Shirmang, Vice Chair*  
*Dave Means, Commissioner*  
*Wendy Reicher, Commissioner*  
*Alan Tenschler, Commissioner*  
*Vacant, High School Commissioner*

The Town of Yountville is committed to complying with the Americans with Disabilities Act (ADA) and other similar federal and state laws in all respects. If, as an attendee or participant in this meeting, or in meetings on a regular basis, you will need special assistance beyond what is provided, the Town will provide reasonable accommodation for you. Individuals who need auxiliary aids or services for effective communication or participation in programs and services of the Town of Yountville are invited to make their needs and preferences known by contacting the Town Clerk at (707) 944-8851 at least 72 hours prior to the meeting. This notice is available in accessible alternate formats from the ADA Coordinator.

**1. CALL TO ORDER**

Meeting called to order at 6 PM

**2. ROLL CALL**

**Present:** 4 Chair Paul Marciniak, Vice Chair Carol Shirmang, Commissioner David Means, Commissioner Alan Tenscher

**Absent:** None

**3. PLEDGE OF ALLEGIANCE**

Pledge was recited.

**4. ADOPTION OF AGENDA**

A motion was made by Vice Chair Shirmang, seconded by Commissioner Means to Adopt the Agenda The motion by the following roll call vote:

**AYES:** 4; Chair Marciniak, Vice Chair Shirmang, Commissioner Means, Commissioner Tenscher

**NOES:** 0

**ABSTAIN:** 0

**5. APPROVAL OF MINUTES**

**A** Review and Approval of Draft Meeting Minutes from September 17, 2020 and November 19, 2020.

A motion was made by Commissioner Tenscher, seconded by Vice Chair Shirmang to Review and Approval of Draft Meeting Minutes from September 17, 2020 and November 19, 2020. The motion by the following roll call vote:

**AYES:** 4; Chair Marciniak, Vice Chair Shirmang, Commissioner Means, Commissioner Tenscher

**NOES:** 0

**ABSTAIN:** 0

Motion to Approve.

**6. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

Two public comments were read into the record. One from Debbie Wellborn and Lloyd Penrod and the other from Pam Reeves.

PM: We discussed how to deal with drop in areas. Staff had did some prelim work and there wasn't anything put into the budget.

TMR: There was a conceptional presentation that showed potential areas. But no formal recommendation or proposal was brought forward it was a conversation as to what options could be. Staff is also taking into consideration drop in areas Yountville Community park.

DMeans: Agreed with Steve's comments. In additional these are probably more long term issues and something we could discuss if we move forward with 7C. After that process we can move forward with any changes.

TMR: Analyze appropriate need if warranted during the future processes.

PM: Comment on Community Park, when we were discussing during the Redwood Trees, the park benches were chained down and we didn't want the tables to be moved under there. Should encompass that into the discussion as well. More complex issues.

## 7. ADMINISTRATIVE / REGULAR ITEMS

### A. Discussion and Possible Action on New Administrative Policy Language for Special Events in Town Parks

AT: Please respond to letter

CS:

PM: Adds more structure to any groups wanting to have special events in our parks. Other feature that we would as a Commission be notified of events as they happen. We would not be reviewing applications but will be able to review and make future changes if needed.

Staff presented report.

Commissioner Tenscher asked for the Public Comment Letter to be read and responded to.

Staff read letter from Pam Reeves into the record.

Item 7 A

Dear PRAC commissioners:

Re: PRAC Agenda January 21, 2021

Special Event Policy #1 as listed in the staff report dated January 21, 2021 would appear to allow a possible increase of events (non-Town sponsored) in our parks. I would like the commission to discuss the ultimate consequence of this language on actual usage of the parks. It could lead staff to suggest to applicants alternative months that do not currently get booked for events in an attempt to accommodate potential users. (Thus elongating the months of park event usage.) It also allows staff to approve uses dependent on availability rather than suitability.

I would suggest that there should be accompanying language about how to prioritize user organizations if none exists currently.

Pam Reeves

Jefferson Street

- Staff explained that the intent was not to increase the number of events and did not agree that the policy as presented makes it easier for events to come in.

CS: Agrees the items as presented achieves what we discussed.

PM: Adds more structure to any groups wanting to have special events in our parks. Other feature that we would as a Commission be notified of events as they happen. We would not be reviewing applications but will be able to review and make future changes if needed.

A motion was made by Commissioner Means, seconded by Vice Chair Shirmang to Motion to approve the language as written forward to the Town Council for review and potential approval. The motion by the following roll call vote:

**AYES:** 4; Chair Marciniak, Vice Chair Shirmang, Commissioner Means, Commissioner Tenscher

**NOES:** 0

**ABSTAIN:** 0

### B. Capital Improvement Program Discussion related to Parks and Recreation Projects in the Town's Five-Year Capital Improvement Program (CIP) for Fiscal Years 2021-2022 through 2025-2026

Deputy Public Works Director John Ferons presented the Town's 5 Year CIP proposal for FY 21-22.

PM: Shade Structure for Community Park. Which areas?

JF: Focused on site 1.

DM: 0026 – Bus Shelter Replacement. 0028 – Generator Switch at the Community Center.

JF: 0026- Not Parks and Recreation Specific but yes, we pushed it out because the roofs are in good condition. 0028 – Generator is a priority. We have some pre-work going on to research what we have to do to use the permanent generator for both buildings. Goal to tie two buildings together and be powered by the new generator and include automatic switch gear. There are two PG&E meters and the solar power needing to be turned off as the generators turn on. We applied for a PG&E resiliency grant to do this work with the hopes it will come through and we would apply it that project and have the project complete.

SR: Bus shelters – We are looking at redoing the roofing on it because the Town has banned wood shingle roofs and the shelters have them. Town to set a good example, remove a potential fire hazard. Postponing to when fiscal conditions change.

DM: Agrees that this is very pragmatic and reflects what our situation is and what is needed right now.

CS: Generator is a good idea.

PM: Update on Community Park restroom.

JF: Project is current and will be underway before the end of the fiscal year. Grant application is just about ready to be presented to the State.

PM: Appreciate the conservative thought process of pushing projects forward based on the current financial situations. Playgrounds surfacing- we will need to monitor that and be brought forward earlier if its needed.

CS: Playgrounds are getting a lot of use because its safe and age appropriate. People need to get out.

PM: Enjoy seeing it being used. Every morning there are one or two families there. Each day.

AT: Current Projects, Bridge at Oak Circle.

JF: Contractor is working on the footings and the bridge manufacturer is on schedule for early February. Being manufactured in Minnesota and will be delivered by truck to us. Path is complete on the south end. Turned out well and just waiting for the bridge to make the connection.

### C. Discussion on Park Inventory and Visioning Process

PM: This is being brought forward from me after discussion with residents. I presented this as part of a two part question. Does the commission see the value in doing this process? If so, how do we proceed with doing the process?

Open up to discuss?

Steve Rogers: It isn't an unreasonable request that we have a planning document and reference document for Parks & Recreation Department. Talk about two categories 1. Cataloging and Assessment of each park, facility and program. Collecting the historical data on each park, facility and capture that information in one document. Catalog and assess each park, facility or program. 2. Present that collection and then move forward with gathering public input on what is missing? What is needed? Surveys and Community Feedback. Future Discussion. What is important. What do we treasure. A collective assessment. Not every element is retaliative to every residents. Checking in with Council along the way. Value in assembling the inventory and bringing it forward.

~~PM: Is a long term project and it could take multiple years to complete.~~

Public Comment from Pam Reeves was read into the record.

PM: Valid Comments

DM: Thank Paul for bringing it forward. We have discussed parts but this is very thorough.

CS: Take them as suggestions and guide forward as a Commission. Appreciate working on it for months and appreciate having a subcommittee.

AT: I appreciate Steve putting a comprehensive framework for this process. I take a different view the Chair Marciniak. I think there should be a framework and timeline, that can guide us. Then there can be a guide to keep the process focused. Otherwise these projects can become all consuming or without accountability. I advocate that as we put this framework together. IE: Phase one is mapping, going to take 6 month... Then it becomes more clear what the objections are and less likely to fall by the waste side.

Director Holland: We can put a timeline in place and framework.

TM: We would need to bring framework forward to Town Council

DM: Not to put comments on the back burner but this is a long term process.

Director Holland:

CS: Historic Information is very interesting. Especially for residents.

NEXT STEPS:

1. Timeline Development and plan to bring back to March
2. Joint Meeting with the Town Council to discuss process
3. Discuss appointment of Sub Committee members

AT: One comment on this specifically, as we think about this part of the process, if there is a way to involve the community a bit as well. People feel the bus is already moving by the time they get involved. We would be well served in the context of noticing and making sure the community knows they are aware the process is going on.

SR:

AT: Second part having to do with how lucky our family has felt with our two sons growing up in this community. As they have aged and the park sites and path systems are wonderful. It has directly benefited our family. Putting this all together will just add interest and be the cherry on top of the ice cream.

PM: Maybe having a link on the website for the Community to see things as it progresses through with comments? Maybe they can see something. Facilitate feedback as we move along and not just at the visioning process.

## **8. STAFF INFORMATIONAL REPORTS**

### **A. Staff Informational Report Updating on Parks & Recreation Holiday and Winter-Spring Events and Programs and Planning for Summer 2021**

Director Holland shared an update and power point on Winter-Spring Activities and Events.

Deputy Director Ferons gave update on Public Works activities since the last meeting.

## **9. COMMISSIONER COMMENTS / REPORTS**

AT- Poor execution. Chosen to tack on at the top there top support member. Short ones are just nailed in. JT: We agreed and will be assessing that. AT – We have a certain level of quality which is very high and you'll make sure this project finishes up. Want to make sure that is adhered to in this project.

CS: It looks wonderful. The landscaping and rock wall looks really nice. I am hoping no one backs into the wall there. We have parking blocks in and its a thick timber.

PM- The lower end of the parking is for the business

JF- 21 spaces to the south are RH and 24 spaces to the north are for public parking.

PM- Noticed that there is a picnic area and access area, there is an electrical box as you come around into the park. take a look to see if its causing an issue. JF- will take a look at it. Otherwise, it looks very good. I was leary of it being overwhelming and it does not look overwhelming and actually pleasant.

AT- Leaf blowers. How are you finding uptick and impacts of use with electric leaf blowers. JT- Town staff were early adopters of the technology. The tech has improved and lowered in price and batteries are improving. The tools tha twe bought the big difference with newer equipment is more user friendly. More powerful and higher volicity. Battery life is longer. Significantly quieter. As they become more normalized the tools will just improve. Can also look forward to transitioning other tools in the future.

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PM- Commented that Thank Wendy for her time on the commission. This would have been her last meeting. Welcome Dave back for a second term and Christopher Ray.

## 10. ADJOURNMENT

A motion was made by Commissioner Tenscher, seconded by Commissioner Means to Adjourn the meeting The motion by the following roll call vote:

**AYES:** 4; Chair Marciniak, Vice Chair Shirmang, Commissioner Means, Commissioner Tenscher

**NOES:** 0

**ABSTAIN:** 0