



## OROVILLE PARKS COMMISSION

Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**August 10, 2021  
REGULAR MEETING  
OPEN SESSION 5:15 PM  
AGENDA**

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### COVID-19 AND PUBLIC ACCESS AND PARTICIPATION

Individuals who attend in person are expected to follow all local public health department guidelines when attending in person. To view the meeting or provide comment, please see the options below. All comments emailed will be provided to the Commissioners for their consideration. To prevent the spread of COVID-19 and to comply with the time limit regulations for individuals to provide comments to the Council, each device or phone number will only be allowed once per item. Multiple individuals may not share the same device to provide public comment.

#### To View the Meeting:

1. Watch our live feed <https://www.youtube.com/channel/UCAoRW34swYl85UBfYqT7IbQ/>

#### To Provide Comment to the Commission:

1. Email before the meeting by 2:00 PM your comments to [publiccomment@cityoforoville.org](mailto:publiccomment@cityoforoville.org)
2. Join the meeting virtually via Zoom – Join Zoom Meeting  
<https://zoom.us/j/92263763527?pwd=ZHIBeEtrRzdobmZpUmE2bG9UWUloQT09>  
Meeting ID: 922 6376 3527  
Passcode: 17351735
3. Join the meeting by telephone (audio only):  
Telephone: 1-669-900-6833  
Meeting ID: 922 6376 3527  
Passcode: 17351735

To provide comment via zoom, you will need to use the raise hand function in Zoom. For those accessing the meeting from a computer or smartphone, that raise hand feature can be selected by clicking or tapping it. For members of the public utilizing a telephone (audio only) to access the meeting, you can use the raise hand feature when the item for which you desire to provide comment is called by pressing \*9 on your keypad to raise your hand. When it is your turn to speak, you will be called upon by the last 4 digits of your phone number, if available.

**If you would like to address the Commission at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, please submit the form prior to the conclusion of the staff presentation for that item. Council has established time limitations of two (2) minutes per speaker on all items. (California Government Code §54954.3(b)). Pursuant to Government Code Section 54954.2, the Commission is prohibited from taking action except for a brief response from the Commission or staff to statements or questions relating to a non-agenda item.**

## CALL TO ORDER / ROLL CALL

Commissioners: Kay Castro, Andee Krantz, Machelie Conn, Joseph Whitley, Bobby O'Reiley

## OPEN SESSION

1. Pledge of Allegiance

## PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS

This is the time to address the Commission about any item not listed on the agenda. If you wish to address the Commission on an item listed on the agenda, please follow the directions listed above.

## REGULAR BUSINESS

### 1. APPROVAL OF THE MINUTES

The Commission may approve the minutes of April 27, 2021 and June 8, 2021.

#### **RECOMMENDATION**

Approve the minutes of April 27, 2021 and June 8, 2021.

### 2. BACK LOG REPORT

The Commission will receive a backlog report update on requested items.

#### **RECOMMENDATION**

For informational purposes only.

### 3. REQUEST TO APPLY FOR PER CAPITA FUNDING TO INSTALL A WROUGHT IRON FENCE AROUND THE PERIMETER OF SANK PARK

The Park Commission may receive information and consider applying for per capita funding to install a decorative fence around the Lott Home/Sank Park.

#### **RECOMMENDATION**

Recommend to Council for staff to submit the project application for the Per Capital allocation

## REPORTS / DISCUSSIONS / CORRESPONDENCE

4. Docent Verbal Report and Newsletter
5. Staff Verbal Reports
  - a. Curator Position
  - b. Kayak Kiosk
  - c. Museum Films
  - d. Museum Day (free)
  - e. Hazardous Tree Report
  - f. Statewide Parks Grant Applications
6. Parks, Trees, and Streets Department Report (Written)

## ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on October 12, 2021 at 5:15 p.m.

*Accommodating Those Individuals with Special Needs* – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

*Recordings* - All meetings are recorded and broadcast live on [cityoforoville.org](http://cityoforoville.org) and YouTube.



Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**June 08, 2021  
MINUTES**

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This agenda was posted on June 5, 2021 at 3pm. This meeting was recorded and may be viewed at [cityoforoville.org](http://cityoforoville.org) or on YouTube.

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## **CALL TO ORDER / ROLL CALL**

Vice Chairperson Castro called the meeting to order at 5:04pm.

PRESENT: Commissioners: Kay Castro, Machel Conn, Andee Krantz, Bobby O'Reiley (5:14pm)

ABSENT: Commissioner Joseph Whitley

## **OPEN SESSION**

1. Pledge of Allegiance – Led by Vice Chairperson Castro

## **PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS**

There were 0 public comments on non-agenda items.

## **REGULAR BUSINESS**

1. **REVIEW AND APPROVE AN UPDATED LOAN AGREEMENT WITH BRIAN AND LOUISA WONG**

The Commission considered the approval of an updated loan agreement of three artifacts from the Chinese Temple.

Motion by Commissioner Conn and second by Commissioner Castro to approve a Loan Agreement between the Wong family and the Oroville Park Commission.

AYES: Krantz, Conn, Castro, O'Reiley  
NOES: None  
ABSTAIN: None  
ABSENT: Whitley

## **REPORTS / DISCUSSIONS / CORRESPONDENCE**

2. Puppet Donation – Staff updated the commission on a crate of puppet parts being stored at the Chinese Temple that may be reviewed and assessed by the Chinese Historical Society of America. Brian Wong spoke on this item.
3. Docent Newsletter and Report – Commissioner Conn provided a museum and docent update.
4. Council Budget Recommendations for Fiscal Year 2021-2022 – Staff provided the commission the parks budget and 19/20 – 20/21 vandalism expense report.

- Commissioner Castro and Krantz requested that the city find funding for the display cases for the Wong Family loan agreement.
- Chairperson O'Reiley requested a budget presentation on funds under the preview of the Parks Commission.
- The Commission discussed a paid part time curator position, staff will research, speak with CSU, and present to administration and council after more review by the Parks Commission. Staff may start with a intern Curator.

5. Future Agenda Items:

- Curator Position presented to Administration and Council.
- Update on Park and Museums being fully open.
- Museum Day – Free Admission Day
- Docent Recognition Event
- Kayak Building at Bedrock Park
- Reservation process, and website/phone accessibility for parks and museums
- Budget Presentation Related to funds controlled by the Parks Commission.
- Measure U funding for Parks
- Film Festival at the State Theatre
- Possibility of purchasing display cases for the Wong Family to display Chinese Temple Items
- Review of past Parks Commission Goals, receive updates from staff, modify goals if needed.
- Adopt a Park Program
- Hazardous Tree Work Report – locations and what issue was.
- Museum Videos

6. Commissioner Reports

- a. Castro - Exchange Club Scam Event at Bedrock Park, thanked staff for getting the park ready for the event.

7. Staff Reports

- a. Daley – Gave an update on park reopening; possible partnership with CSU Chico for a intern Curator; Docent Fee Waiver going to council for Lott Home Craft Fair, Mistletoe Party, and Salmon Dinner; Gave an update on the Statewide Parks Grant for Hewitt Park and Bedrock Park and Trail.
- b. Atteberry – Saint Park Garden upgrade update; Rotary Club prepped and painted the Saint Park Gazebo; goat grazing update; 4 new employees started in the last few weeks; provided update on park updates; still looking for a tree lead person; pioneer doors.
- c. Nevers – Gave an update on the Portland Loos, a Kayak Kiosk, engineering position.

**ADJOURNMENT**

Chairperson O'Reiley adjourned the meeting at 7pm.

APPROVED:

ATTESTED:

\_\_\_\_\_  
Chairperson Bobby O'Reiley

\_\_\_\_\_  
Assistant City Clerk Jackie Glover



**April 27, 2021  
MINUTES**

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This agenda was posted on April 23, 2021 at 4:00pm. This meeting was recorded and may be viewed at [cityoforoville.org](http://cityoforoville.org) or on YouTube.

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## **CALL TO ORDER / ROLL CALL**

Chairperson O'Reiley called the meeting to order at 4:00 PM.

PRESENT: Commissioners: Kay Castro, Machel Conn, Andee Krantz, Bobby O'Reiley

ABSENT: Joseph Whitley

STAFF: Assistant Community Development Director Dawn Nevers, Program Specialist Jordan Daley, Public Works Supervisor Wade Atteberry, Assistant City Clerk Jackie Glover

## **OPEN SESSION**

1. Pledge of Allegiance – Led by Chairperson O'Reiley

## **REGULAR BUSINESS**

### **1. APPROVAL OF THE MINUTES**

Motion by Commissioner Conn and second by Chairperson O'Reiley to approve the minutes of February 9, 2021. Motion passed.

AYES: Conn, Castro, Krantz, O'Reiley  
NOES: None  
ABSTAIN: None  
ABSENT: Whitley

### **2. REVIEW AND APPROVE A LOAN AGREEMENT TO USE SEVERAL ITEMS FROM THE CHINESE TEMPLE AT THE UNION RESTAURANT**

The Commission considered the approval of a loan agreement of three artifacts from the Chinese Temple. Applicant Brian Wong and community member David Dewey spoke on this item.

Motion by Commissioner Krantz and second by Commissioner Castro to have the agreement be a 2-year agreement, have artifacts receive every 6-month inspections, have a framed description of artifacts, ensure the display case has non-ultra-ray lighting, and that the final contract will be brought back to the parks commission for approval. Motion passed.

AYES: Conn, Castro, Krantz, O'Reiley  
NOES: None  
ABSTAIN: None

**REPORTS / DISCUSSIONS / CORRESPONDENCE**

- 2. Commissioner Reports
  - a. Castro – Thanked Brian Wong for his effort to display items from the Chinese temple; is interested in minutes being more than action minutes; mentioned interest in regularly scheduled meetings; would like to know when the Portland loos will be installed and discuss clean restrooms; would also like to see more involvement upfront in planning regarding the parks; mentioned future development; mentioned museum day
  - b. Conn – Gave an update on each of the museums.
  - c. O’Reiley – mentioned the free museum day; mentioned that he is still checking on the parks regularly.
  - d. Commissioners requested that Parks related items go to the Parks Commission before council and if unable to bring them forward before presenting to Council that an email update be sent to the Parks Commission.
- 3. Future Agenda Items
  - a. Docent Luncheon
  - b. Measure U Funding – Special Meeting if not able to make recommendation to council before the next meeting
  - c. Parks Department Budget – Main expenditures
  - d. Staff person in charge of Docents and Museums
  - e. Website Update
- 4. Staff Updates and Reports
  - a. Nevers – Gave an update on the Museums, Parks Re-Opening, Portland Loos, Trains, and Events.
  - b. Atteberry – Provided the commission an update on the current status and activities of the Parks, Streets and Trees Department.
- 6. Docent Association Report – Commissioner Conn Provided an update.

**ADJOURNMENT**

Chairperson O’Reiley adjourned the meeting at 6:09pm.

APPROVED:

ATTESTED:

\_\_\_\_\_  
Chairperson Bobby O’Reiley

\_\_\_\_\_  
Assistant City Clerk Jackie Glover



## **CITY OF OROVILLE STAFF REPORT**

**TO: CHAIRPERSON AND COMMISSIONERS**

**FROM: JORDAN DALEY, SENIOR ADMIN ASSISTANT  
DAWN NEVERS, ASST. COMMUNITY DEVELOPMENT DIRECTOR**

**RE: BACK LOG REPORT**

**DATE: JUNE 8, 2021**

### **SUMMARY**

The Commission will receive a backlog report update on requested items.

### **DISCUSSION**

Staff has developed a back log report of items that will be regularly updated and presented to the Park Commissioners in the agenda packet of each regularly scheduled Park Commission meeting. Below is a list of the updates requested:

- Adopt-A-Park
- Teen Docent Program
- Vandalism Report
- Website Updates.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

For informational purposes only.

### **ATTACHMENTS**

Park Commission Backlog Report



# PARK COMMISSION REPORT BACK LOG

2021

Item 2.

NO.	Category & Date of Request	Information/ Items Requested	Discussion	Expected Return Date	Status	Staff Assigned	Staff Comments
1	06/08/21	Adopt-A Park Program	The Commissioners requested a regular update on the status of the Adopt-a-Park Program	each regularly scheduled meeting	<b>On-Going</b>	Jordan	Approved by Park Commission 2/11/2020 and City Council on 4/7/2020. Program advertised on Facebook and City website. No applications received to date.
2	06/08/21	Teen Docent Program	The Commissioners requested a regular update on the Teen Docent Program	Sep 7th 2021 - estimated Council agenda	<b>Council</b>	Jordan	Approved by Parks Commission 2/11/2020. Has not been brought to Council due to COVID restrictions. School district no longer requires volunteer hours but will support and promote the program.
3	06/08/21	Vandalism Report	The requested a vandalism report at the April 15th meeting. This report will be given annually	Annually	<b>On-Going</b>	Wade	The Commission received a vandalism report at the June 8th meeting. This report will be given annually
4	06/08/21	web-site Updates	The Commissioners have requested several website updates.	each regularly scheduled meeting	<b>On-Going</b>	Jordan	Website updates are ongoing/ by request. All museums have been updated with new COVID hours. IT has been notified about the phone lines
5	06/08/21						

NOTE: Items will be removed as they are completed.



## CITY OF OROVILLE STAFF REPORT

**TO: CHAIRPERSON AND COMMISSIONERS**

**FROM: JORDAN DALEY, SENIOR ADMIN ASSISTANT  
DAWN NEVERS, ASST. COMMUNITY DEVELOPMENT DIRECTOR**

**RE: REQUEST TO APPLY FOR PER CAPITA FUNDING TO INSTALL A  
WROUGHT IRON FENCE AROUND THE PERIMETER OF SANK PARK**

**DATE: AUGUST 10, 2021**

### **SUMMARY**

The Park Commission may receive information and consider applying for per capita funding to install a decorative fence around the Lott Home/Sank Park.

### **DISCUSSION**

Staff is seeking input from the Park Commission for the proposed application for per capita funding to replace the deteriorating wood fence surrounding Sank Park with a decorative wrought iron fence. The fence is proposed to be a 6' tall decorative wrought iron fence (examples attached) with decorative gates that would be locked when the park is closed from dusk to dawn. The intent is to prevent further vandalism of the historic home and park grounds during the evening hours.

Staff estimates the cost of the decorative wrought iron fence will not exceed the Per Capita allocation of \$177,952.00. A Request for Proposal (RFP) would be published and the lowest or most qualified bidder will be selected to complete the project.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

Recommend to Council for staff to submit the project application for the Per Capital allocation

### **ATTACHMENTS**

Picture examples





















## August 2021

**Greetings Docents,** We had a good turnout for the Minasian Memorial Garden dedication and the docent picnic on July 22. A number of City officials and staff attended the ceremony. The Minasian family talked about Sank Park and the importance of keeping it beautiful and open to the citizens of Oroville. Mayor Chuck Reynolds spoke about having special family events in the Park. Council member Eric Smith provided the sound system for the event. Attendees were asked to recount some of their memories of being in Sank Park. Park Commissioners Kay Castro and Bobby O'Reiley attended both the dedication and the picnic. Lani Fridrich conducted a tour of the Lott Home for the Minasian and Tandy family members as a thank you for all those families have done in support of the museum.

We had a brainstorming session at the picnic. We were looking for input on how to promote the museums and increase docent recruitment. Participants at the session came up with a list of 33 ideas. We hope to implement some of the ideas soon. Lunch came afterwards; sandwiches, chips, drinks and cookies. Thanks to John and Janice Clay, Ann Chamberlain and Friends of the Park for the planning and providing the meal. We are sorry if you missed our gathering. All who attended seemed to enjoy catching up with each others activities since we were last able to meet. I do hope to be able to call a regular meeting sometime soon. For now the date is uncertain with Covid still active in the community. If you need it , my contact information is [machconn@gmail.com](mailto:machconn@gmail.com) or 530 533-4140.

### Notes:

1. I think about half the docents were able to go to City Hall to get their picture taken for the new docent Ids. I will check with Jordan to see if she has another date available for those who missed the the prior dates.
2. I'm not sure if the masks on, masks off protocol will change the way we welcome visitors to the museum. Hopefully the City will let us know if there is a change.
3. New docents Beth Ann Hoffman, Linda Clark, Stacy Wright, and Margo Kaleva each were given a docent manual to review. Jan Clay will be in touch to initiate the training process.

**Lott Home** Lead Docent is Freda Flint. Darlene Morris Hooker is scheduling for the Lott. Darlene says, more docents please. The days/hours are Saturday & Sunday, 10:30 – 2:30. I heard the phones are down again at the Lott. The Tandy family would like to see a display go up in the Tandy Room. Advertising a new display should bring in more visitors.

**The BTAM** Virginia Harvey is helping Bud at the BATM. It is open on Friday, Saturday and Sunday, 10 – 2. Bud is looking to start the 3<sup>rd</sup> Saturday talks. It is possible that Bud may be able to add Wednesdays to the schedule. The BATM website has an world-wide following.

**The Chinese Temple Complex** Lead docent is Ann Chamberlain with help from Jan Clay. The Temple is open on Wednesday & Saturday, 10 – 2. Just contacted the Rotary Club about fixing the pond. They have purchased the filter system and will get back to us with a date.

**The Bath House Museum at the Nature Center** Lead docent is Joan Bosque The Bath House is open 10 – 2 on Saturdays. David Dewey was contacted to give information on the train bell. Plans for talks are in the works.

**The Pioneer Museum**: Bobbie Scott and Machelie Conn share duties. Linda Wensrich and other members of the Betty Davis family toured the museum on July 6. Thanks to David Dewey for hosting the tour. Linda sent a donation of \$300 earmarked for the Pioneer to Friends of the Parks. The bathrooms at the Pioneer will be upgraded using funds from the Betty Davis Trust.

Our City contact/advertising person is Jordan Daley [jdaley@cityoforoville.org](mailto:jdaley@cityoforoville.org), 530 538-2518.



# City of Oroville

## PARKS, TREES, AND STREETS DEPARTMENT

WADE  
ATTEBERRY

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2445  
[www.cityoforoville.org](http://www.cityoforoville.org)

From June 2020 to June 2021 the City of Oroville contracted tree services with P31. During that time P31 trimmed 890 trees and removed 154 trees. The Cities work crew trimmed 345 trees and removed 14. Of all the trees trimmed and removed only a few were deemed “hazardous”. We had two trees split out along the trunk during high wind summer events. P31 showed up immediately and removed the trees. Trees were removed due to them being in heavy decline. These trees were removed before they were deemed in “hazardous” condition. City employees were called out about 10 times during this same period after hours for tree related issues. Most of these calls were due to private trees falling into the public right of ways. The Parks and Trees Department works closely with the Code Enforcement Department with assessing private property trees when complaints come in.

The City takes pride in its urban forest. Some trees have been planted in the wrong locations in the past and the City is taking action in removing and replacing these trees. The City has just had a complete sidewalk assessment done. Most sidewalk lifts are caused by tree roots. The City has also allocated funds for sidewalk cutting that will alleviate a lot of trip hazards within the sidewalks.

The City of Oroville has a Certified Arborist of 25 years on staff that is also a Municipal Specialist. The Municipal Specialist certification is in addition to the Arborist certification with an emphasis on urban forests. The Certified Arborist on staff is also TRAQ certified. (Tree Risk Assessment Qualified). This is a specialty certification with additional class and field work that puts a strong emphasis in identifying hazardous trees. It takes 40 hours of class work every three years to keep the certifications current meaning the Certified Arborist is keeping up with current trends, new technology, and potential new diseases and pests that can decimate an urban forest. Along with an in-house Certified Arborist, in certain circumstances, the City will bring in an outside neutral Consulting Arborist for second opinions of trees.

The City of Oroville takes tree related issues seriously. All inquiries and complaints are taken seriously. We evaluate every situation and act accordingly to what is best for the community. This may not always be what the inquiring or complaining party wants.

With all this said, this doesn’t mean a healthy tree will not shed limbs or completely fail. You can’t see all blemishes within the canopy or trunk, or what the root structure is doing. There are acts of nature that do happen. Trees are living growing organisms and there is always potential for failure. The City of Oroville does its best with the tools we have to evaluate trees and come up with the best solution for each scenario.

Wade Atteberry  
P.W. Manager  
Certified Arborist #4514AM

August 5, 2021

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# City of Oroville

## PARKS, TREES, AND STREETS DEPARTMENT REPORT

**WADE  
ATTEBERRY**

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2445  
[www.cityoforoville.org](http://www.cityoforoville.org)

The Parks and Trees Department has gone through a multitude of changes throughout the years. We have had as many as 9 employees to as low as three employees. There are currently 6 full-time employees and 1 part-time seasonal employee. The Parks and Trees Department has 44 acres of park land, 56 irrigation systems, 14 Lighting, Landscape, and Assessment Districts, approximately 12,000 trees, 5 museums, and a handful of facilities that we are responsible for. The Parks and Trees Department works very closely with the Streets Department and the Code Enforcement Department for mutual aid projects.

The Parks Department has 7 days a week coverage. The weekend person cleans the parks, works events in the parks, and opens and closes museums. The Parks and green areas are cleaned 5 days a week. This includes picking up all trash, cleaning the bathrooms, covering graffiti, and assessing the overall condition of the parks. The parks are mowed once a week. It takes three days to mow, edge, and blow sidewalks off. Irrigation is a very big component of the Parks Dept. About 90% of our parks and green areas fall within Cal Waters district. We pay the commercial rate for water in the parks which is currently \$3.83 a ccf.(748 gallons) Some parks cost as much as \$1800 a month to irrigate. Irrigation can be very expensive. The Parks Dept is constantly checking, repairing, and adjusting irrigation scheduling.

Service Clubs assist with occasional cleaning and maintenance improvements within the Parks. It is nice to get public involvement within the parks. Recently the Exchange Club did some work in Sank Park. With a generous donation, the Friends of the Parks had upgrades done in Sank Park. In the past service clubs have done work in all the parks. The Parks Dept receives assistance from time to time from the Hope Center Work Crew. There is currently an Adopt-A-Park program for service clubs to adopt a park.

The parks have generally gotten worse in the past few years due to vandalism and graffiti. Transients have been the main cause of this. It is common to pick up several used needles a day while out cleaning the parks. It is common to find graffiti in the same place that it was painted over just a day before. It is common to find transients sleeping in the parks and restrooms on any given day leaving shopping carts, clothes, food, and filth behind as they leave. Irrigation systems are constantly being vandalized. Staff doesn't feel safe working alone in the parks any longer, so Parks employees are almost always paired up. Recently a Code Enforcement officer was assaulted in Hewitt Park. The same individual was back "camping" in the park just 3 days later. Staff is frustrated with what is going on in the parks. We spend a great deal of money, time, and effort to try to keep the parks watered, cleaned, and maintained for them to be under utilized by the public. We spend far too much time being reactive to graffiti and vandalism instead of being proactive and enhancing the parks.

Wade Atteberry  
P.W. Manager  
Certified Arborist #4514AM

August 5, 2021

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