



OROVILLE PARKS COMMISSION

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

**December 14, 2021
REGULAR MEETING
OPEN SESSION 5:15 PM
AGENDA**

PUBLIC ACCESS AND PARTICIPATION

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 View the Meeting:

1. Watch our live feed <https://www.youtube.com/channel/UCAoRW34swYI85UBfYqT7IbQ/>
2. Watch via Zoom
<https://zoom.us/j/92263763527?pwd=ZHIBeEtrRzdobmZpUmE2bG9UWUloQT09>
Meeting ID: 922 6376 3527
Passcode: 17351735
3. Listen to the meeting by telephone (audio only):
Telephone: 1-669-900-6833
Meeting ID: 922 6376 3527

To Provide Comment to the Commission:

1. Email before the meeting by 2:00 PM your comments to publiccomment@cityoforoville.org
2. Attend in person

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 three (3) 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, Machel Conn, 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

2. APPROVAL OF THE MINUTES

The Parks Commission may approve the minutes for August 10, 2021 and August 31, 2021.

RECOMENDATION

Approve the minutes of August 10, 2021 and August 31, 2021.

3. ADOPT A PARK PROGRAM

The Commission will review and consider selecting a City Park to support under the Adopt A Park Program.

RECOMMENDATION

Select a City Park to support through Adopt A Park program

4. BACK LOG REPORT

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

RECOMMENDATION

For informational purposes only.

REPORTS / DISCUSSIONS / CORRESPONDENCE

5. Curator Position
6. Docent Report
7. Administration Reports
8. Commission Reports
9. Future Agenda Items

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville Parks Commission will be held on February 8, 2022 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 and YouTube.



Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

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

This agenda was posted on August 6, 2021 at 12pm. This meeting was recorded and may be viewed at cityoforoville.org or on YouTube.

CALL TO ORDER / ROLL CALL

Chairperson O'Reiley opened the meeting at 5:15pm

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

STAFF: City Administrator Bill LaGrone, Assistant Community Development Director Dawn Nevers, Program Specialist Jordan Daley, Assistant City Clerk Jackie Glover

OPEN SESSION

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

PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS

There was 1 speaker on non-agenda items – Joan Bosque

REGULAR BUSINESS

1. APPROVAL OF THE MINUTES

Motion by Commissioner Castro and second by Commissioner Krantz approve the minutes of April 27, 2021, and June 8, 2021.

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

2. BACK LOG REPORT

The Commission received a backlog report update on requested items.

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

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

Motion by Chairperson O'Reiley and second by Commissioner Castro to recommend to Council for staff to submit the project application for the Per Capital allocation. Motion passed.

Item 2.

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

REPORTS / DISCUSSIONS / CORRESPONDENCE

4. Docent Verbal Report and Newsletter – Commissioner Conn gave a verbal report.
5. Staff Verbal Reports
 - a. Curator Position – Working on Job Description – Past Grads from Chico State interested
 - b. Kayak Kiosk- The property is being transferred to the City in the coming weeks.
 - c. Museum Films
 - d. Museum Day (free) – Explore Butte County – Last Weekend in February – Free Museum Weekend
 - e. Hazardous Tree Report – Written Report from Wade Atteberry, Public Works Supervisor
 - f. Statewide Parks Grant Applications – Both grants submitted, still waiting to find out if the grants have been approved.
 - g. Park Authority Presentation - Attorney
6. Parks, Trees, and Streets Department Report (Written) – Castro – Mentioned that Rotary Park did work at Sank Park, Exchange club at bedrock park.

Future Agenda Items –

1. Presentation from Joan Bosque – Recruitment and Advertising for Docents and Museums
2. Review of Past Parks Commission Goals
3. Portland Loo Updates Requested
4. Request from Native Sons to take over the Pioneer Museum
5. Updates on the Docent Wants and Needs List
6. Adopt-a-park – Commissioner Assignments – List of Parks

ADJOURNMENT

6:25pm Adjourned.

APPROVED:

ATTESTED:

Chairperson Bobby O'Reiley

Assistant City Clerk Jackie Glover



Council Chambers
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**August 31, 2021
SPECIAL MEETING
MINUTES**

This agenda was posted on August 18, 2021 at 3:46pm. This meeting was recorded and may be viewed at cityoforoville.org or on YouTube.

CALL TO ORDER / ROLL CALL

Chairperson O'Reiley opened the meeting at 4:12pm.

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

ABSENT: Commissioner Joseph Whitley, Machelie Conn

STAFF: Assistant Community Development Director Dawn Nevers, Assistant City Clerk Jackie Glover, Program Specialist Jordan Daley, Human Resource Manager Elizabeth Ehrenstrom, Senior Administrative Assistant Cecilia Carmona, Accounting Technician Erin Teer, Public Works Supervisor Wade Atteberry, City Attorney Scott Huber

OPEN SESSION

1. Pledge of Allegiance – Led by Vice Chairperson Castro

PRESENTATIONS

2. Parks Commission Authority Presentation – The parks commission received a presentation from City Attorney Scott Huber related to the authority of the Parks Commission as written in the City Charter and Municipal Codes.

ADJOURNMENT

Chairperson O'Reiley adjourned the meeting at 4:12pm.

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: ADOPT A PARK PROGRAM

DATE: DECEMBER 14, 2020

SUMMARY

The Commission will review and consider selecting a City Park to support under the Adopt A Park Program.

DISCUSSION

The Adopt A Park programs was approved by The Park Commissioner on February 2020 and approved by City Council April 2020. The approved Adopt A Park program would provide the greatest benefit to both the City of Oroville and the members of the community.

The Adopt-A-Park Program packet (Attachment A) was designed for service clubs and/or organized groups to select a park of their choosing to adopt for one day events with the option to plan regular future projects/events. The program packet consists of a Park Agreement, a Clean Up Planning Page, Liability Waiver sign-in sheet, Post Clean Up Report, and a page to the service club/organized group to request future projects, recommendations for park improvements, and any other related comments.

The Adopt A Park program packets will be available at City Hall and on the City of Oroville website. Once completed and submitted, staff will review each application and coordinate as necessary, depending on the size and complexity of the proposed event. The goal of the program is to have more people use the park and have neighborhoods or the community members watch our parks, report vandalism and visit them more frequently, then Adopt A Park activities will aid in accomplishing those goals.

FISCAL IMPACT

No fiscal impact at this time.

RECOMMENDATION

Select a City Park to support through Adopt A Park program

ATTACHMENTS

Adopt A Park Program Agreement



OROVILLE PARK COMMISSION

ADOPT A PARK PROGRAM



Thank you for your interest in adopting a City of Oroville Park! Inside you will find the expectations for groups adopting a park.

City of Oroville Adopt a Park Agreement

Expectations	
Park Clean up	Monthly clean up days April-Nov. + City wide park clean up weekend on arbor day weekend, and the fall clean up along side FRRPD Clean up day date TBD.
Accountability	Provide Pre Clean Up work plans to parks commission liaison 2 weeks in advance Provide a post Clean up report to parks commission liaison within 1 week of clean up day. * Your park is subject to random inspection by staff to ensure proper care and maintenance.
Volunteers will	Sign in with the Adopt a Park Waiver Adopt a Park Leader will complete an online safety training or review the safety book
Recognition of your group	To honor the dedication of your group the city will recognize your support on its social media and will provide a recognition plaque in the park for your group.
Patrol & Use by your group	Host an annual park event in your park Preform semi regular park check in's to ensure maintenance and care

Desired Park to Adopt (circle one)

Bedrock Park

Hewitt Park

Hammon Park

Rotary Park

Centennial Plaza

Community Group _____

Park Leader Name _____

Contact Number _____

Contact Email _____

By Signing below I agree to lead my community group in the expectations of the Adopt a Park program and will work with the assigned parks commission liaison to complete the duties outline above.

X_____ Date _____

Parks Commission Liaison _____

Clean Up Planning Page

Park: _____ Date: _____

Time: _____ Number of Anticipated Attendees: _____

Task List	Supplies
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Additional notes:

Adopt A Park Clean Up Day

Liability Waiver and Sign in

I agree to waive and release the City of Oroville and its officers, agents, employees, and volunteers from and against any and all claims, costs, liabilities, expenses or judgments, including attorney's fees and court costs arising from my child's volunteer internship with the City of Oroville, or any illness or injury including death resulting there from, and hereby agree to indemnify and hold harmless the City of Oroville and its officers, agents, employees, and volunteers from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from gross negligence or willful misconduct on the part of the City or its employees.

I further consent to the unrestricted use by the City of Oroville, or any person authorized by them of any photographs, recordings, interviews, videotapes, motion pictures or similar visual or auditory recording of my child, in connection with volunteering. I understand that my child's, image may be edited, copied, exhibited, published or distributed by the City of Oroville, and I waive the right to inspect or approve the finished product wherein my likeness appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of my, or my child's, image or recording. I also understand that this material may be electronically displayed via the Internet or in a public educational setting. There is no time limit on the validity of this release nor is there any geographic limitations of where these materials may be distributed.

I UNDERSTAND AND AGREE THAT BY SIGNING THIS WAIVER I AM FREEING THE CITY OF OROVILLE, ITS EMPLOYEES, OFFICERS, AGENTS, OR VOLUNTEERS FROM ANY LIABILITY RESULTING FROM MY CHILD'S VOLUNTEER INTERNSHIP WITH THE CITY OF OROVILLE. I RECOGNIZE AND UNDERSTAND THE DANGERS ASSOCIATED WITH MY CHILDS PARTICIPATION IN THIS EXPERIENCE. I UNDERSTAND THAT IF MY CHILD IS INJURED, THIS WAIVER WILL BE USED AGAINST ANYONE CLAIMING DAMAGES OR LEGAL ACTION. I ALSO UNDERSTAND THAT NO EMPLOYEE OR AGENT IS AUTHORIZED TO MODIFY THIS WAIVER. I CERTIFY THAT I HAVE PERSONALLY READ AND UNDERSTAND THIS WAIVER AND RELEASE.

Event Date _____ Park _____

Name	Signature (guardian if under 18)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Post Clean Up Report

Park: _____ Date: _____

Total Attendees: _____

Task List		Completed Yes/No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Future Projects:

Recommendations for improvements of this park:

Any other comments

Please submit to your parks commission liaison within 1 week after the event

Inspection by Commissioner: _____

Commissioner Comments: _____



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: DECEMBER 14, 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 4.

NO.	Category & Date of Request	Information/ Items Requested	Discussion	Expected Return Date	Status	Staff Assigned
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	On-Going	Jordan
2	06/08/21	Teen Docent Program	The Commissioners requested a regular update on the Teen Docent Program	each regularly scheduled meeting	Approved	Jordan
3	06/08/21	Vandalism Report	The Commission requested a vandalism report at the April 15th meeting. This report will be given annually	Annually	On-Going	Wade
4	06/08/21	web-site Updates	The Commissioners have requested several website updates.	each regularly scheduled meeting	Active	Jordan
5	06/08/21					

NOTE: Items will be removed as they are completed.

Staff Comments
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.
Approved by Parks Commission 2/11/2020 and City Council on 9/7/2021. School district no longer requires volunteer hours but will support and promote the program. No applications received to date.
The Commission received a vandalism report at the June 8th meeting. This report will be given annually
Website updates are ongoing/ by request. All museums have been updated with new COVID hours. Phone lines and cameras should be working.