



OROVILLE PARKS COMMISSION

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

**October 25, 2022
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 by audio/telephone:
Telephone: 1-669-900-6833
Meeting ID: 922 6376 3527
Passcode: 17351735

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, Michael Jones, Mickey Rich

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 of August 9, 2022

RECOMMENDATION

Approve the minutes of August 9, 2022

3. APPROVAL OF THE PARK COMMISSION POLICIES AND PROCEDURES

The Commission will review and approve the amended Park Commission Policies & Procedures No. 1-9

RECOMMENDATION

Recommend the Parks Commission approve the current Park Commission Policies and Procedures No. 1-9

REPORTS / DISCUSSIONS / CORRESPONDENCE

4. Administration Reports
5. Commission Reports
6. Future Agenda Items

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville Parks Commission will be held on December 13, 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.



**August 09, 2022
MINUTES**

This agenda was posted on August 5, 2022 at 11:40am. This meeting was recorded and may be viewed at Cityoforoville.org

CALL TO ORDER / ROLL CALL

Vice Chairperson Castro opened the meeting at 5:15pm.

PRESENT: Commissioners: Kay Castro, Andee Krantz, Michael Jones

ABSENT: Commissioner Mickey Rich

STAFF: Assistant Community Development Director Dawn Nevers, Assistant City Clerk Jackie Glover, Senior Administrative Assistant Cecilia Carmona, Police Chief Bill LaGrone

OPEN SESSION

1. Pledge of Allegiance – Led by Vice Chairperson Castro

PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS

The following individuals spoke on non-agenda items:

- Brian Williams
- Stephanie Holstein

The following individuals spoke on agenda items:

- Stephanie Holstein – Item 5

REGULAR BUSINESS

2. SELECTION OF A CHAIR AND VICE CHAIR

The Parks Commission selected a Chair and Vice Chair for the 2022-2023 fiscal year.

Motion by Commissioner Krantz and second by Commissioner Jones to select Commissioner Castro as Chair for the 2022-2023 fiscal year. Motion passed.

Motion by Commissioner Jones and second by Commissioner Castro to select Commissioner Krantz for Vice Chair for the 2022-2023 fiscal year. Motion passed.

3. REMOVAL OF PARK COMMISSION POLICIES AND PROCEDURES NO. 2, 3, 8, 9, 11-17, 19-21, 23, 26, 28-31, 35-37,42, and 44 RELATED TO CITY MUSEUMS FOLLOWING CITY COUNCIL ACTION

The Commission received information regarding the modifications made to Policies & Procedures No. 2, 3, 8, 9, 11-17, 19- 21, 23, 26, 28-31, 35-37, 42, and 44, for action taken by the City Council on June 7, 2022 to remove the museums from the oversight of the Parks Commission.

Motion by Commissioner Krantz and second by Commissioner Jones to recommend the Parks Commission approve the removal of Parks and Trees Policies and Procedures No. 2, 3, 8, 9, 11-17, 19- 21, 23, 26, 28-31, 35-37, 42, and 44. Motion passed.

4. APPROVAL OF THE MINUTES

The Parks Commission considered the approval of the minutes of June 14, 2022.

Motion by Commissioner Jones and second by Commissioner Krantz to approve the minutes of June 14, 2022. Motion passed.

REPORTS / DISCUSSIONS / CORRESPONDENCE

- 5. Bedrock Park Status – Assistant Community Development Director Dawn Nevers gave an update on Bedrock Park.
- 6. Administration Reports – No additional reports.
- 7. Commission Reports – Commissioner Castro and Krantz will be absent from the October Meeting. Commissioner Krantz attended a docent meeting and met the new Curator and spoke about the downtown walking tours. Commissioner Castro spoke about pickleball.
- 8. Future Agenda Items – Parks Commission Policies and Procedures. Next Meeting October 25, 2022.

ADJOURNMENT

Chairperson Castro adjourned the meeting at 5:45pm.

APPROVED:

ATTESTED:

Chairperson Kay Castro

Assistant City Clerk Jackie Glover

**OROVILLE PARK COMMISSION
STAFF REPORT**

TO: CHAIRPERSON AND PARK COMMISSIONERS

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

**RE: APPROVAL OF AMENDED PARK COMMISSION POLICIES AND
PROCEDURES**

DATE: OCTOBER 25, 2022

SUMMARY

The Commission will review and approve the amended Park Commission Policies & Procedures No. 1-9

DISCUSSION

At the August 4, 2022 Park Commission meeting, the removal of all policies related to the oversight of museums was approved. This action was following the City Council action taken at the June 7, 2022 meeting, all museum related policies are now managed by the Cultural Facilities Curator.

To complete this Council Action and comply with the Grand Jury report, the Park Commission will need to review and approve Policies and Procedures No. 1-9

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Recommend the Parks Commission approve the current Park Commission Policies and Procedures No. 1-9

ATTACHMENT(S)

Park Commission Policies and Procedures No. 1- 9

CITY OF OROVILLE
PARKS COMMISSION POLICIES AND PROCEDURES

TABLE OF CONTENTS

1. Rules for Conducting Park Commission Meetings
2. Submitting Park Commission Agenda Items
3. Tape Recording of Park Commission Meetings
4. Park Hours
5. Acceptable Uses of the Gazebo at Lott Sank Park
6. Size, Working and Placement of Plaques
7. Flea Markets in Lott Sank Park
8. Park Cleanup by Volunteer Groups & Volunteer Help at Cultural Facilities
9. United States Flag Policy



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 1

TITLE: Rules for Conducting Park Commission Meetings

AREA: Parks & Trees

DATE: 10.27.97

8.09.22

POLICY:

The procedure for conducting Park Commission meetings will be Rosenberg's Rules of Order

PROCEDURE:

The modern edition of Rosenberg's Rules of Order will be the procedure by which all Park Commission meetings are conducted

EXCEPTIONS:

None, unless authorized by Park Commission

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 2

TITLE: Submitting Park Commission Agenda Items

AREA: Parks & Trees

DATE: 4.22.09

8.09.22

POLICY:

Effective October 25, 2022, all items for the Park Commission agenda are to be reviewed by the Director of Community Development upon receipt. This will allow sufficient time to direct staff in preparing staff reports and to obtain any clarification needed on an item. All requests, with supporting documentation, are to be submitted to the Community Development Department no later than 14 working days prior to the regularly scheduled meeting in order to be eligible to be added to the agenda for that meeting. Submitting requests earlier is requested and appreciated.

PROCEDURE:

1. Submit all requests for items to be added to the Park Commission agenda to the Director of Community Development.
1. Requests, along with supporting documentation, reports, etc. must be submitted to the Director of Community Development no later than 14 working days prior to the meeting date to be eligible for that months meeting. Requests must include the requestors name and contact information.
2. Special and emergency meetings – submit requests and supporting documentation as soon as possible to the Director of Community Development so as to allow sufficient time to prepare staff reports, agenda , packets and timely posting of the agenda.
3. Agenda items must be at the request of the Parks Commission Chair, or two Parks Commissioners, or staff.

EXCEPTIONS:

The Director of Community Development will review requests to add items after the deadline on a case-by-case basis for merit and urgency. If the Director of Community Development is unavailable, the City Administrator will act on the Directors behalf.

INITIATED: Park Commission

APPROVED BY: Parks Commission

Park Commissio



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 3

TITLE: Tape Recording of Park Commission Meetings

AREA: Parks & Trees

DATE: 2.23.71

REVISED: 5.26.87

8.09.22

POLICY:

As a public legislative body with certain powers subject to laws related to such Board, a detailed record should be kept so that the intent of the Commission’s actions may not be misconstrued, a tape recorder or equivalent device, shall be used at all regular and special meetings for recording the entire proceeding of such meeting.

PROCEDURE:

A tape recorder or equivalent device shall be operating during the regular portion of the meeting to record all actions of Commission meetings and be operated for “Call to Order” until “Adjournment”.

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 4

TITLE: Park Hours

AREA: Parks & Trees

DATE: 12.18.89

REVISED: 3.26.07

8.09.22

POLICY:

The hours that City parks shall be open and available to the general public shall be Daily – Dawn to Dusk.

PROCEDURE:

Pursuant to City Ordinance No. 1340, section 14-7(g) – Hours of Use, the City Park Commission shall designate the hours of closing for each City park.

Such hours of closing shall be posted at each entrance to each City park facility.

EXCEPTIONS:

The Chief of Police may at any time, order any City park closed for a period of time, not to exceed twenty-four (24) hours whenever, in the judgment of the Chief of Police, such closing is necessary or required to prevent injury to persons or property.

When determined it is in the best interest for public safety, the Director of Parks and Trees may close a park owned or operated by the City until any situation creating a hazard is corrected.

A City park may remain open after hours for an event or function only by authorization of the Park Commission.

Lott Sank Park shall open at 9:00 a.m. daily and close at 9:00 p.m. Monday through Saturday. On Sundays, this park will close at 8:30 p.m.

INITIATED:

Director of Parks & Trees

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 5

TITLE: Acceptable Uses of the Gazebo at Lott Sank Park

AREA: Parks & Trees

DATE: 10.24.83

REVISED: 5.26.87

8.09.22

POLICY:

The use of the Gazebo at Lott Sank Park shall be restricted to concerts, ceremonies, performances, public presentations or cultural displays.

PROCEDURE:

Any request for the rental or use of the Gazebo as an area to prepare food for the selling of food or other items shall be denied. If there are any questions regarding an intended use, the matter will be presented to the Park Commission.

EXCEPTIONS:

None, unless authorized by Park Commission.

INITIATED:

Director of Parks & Trees

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 6

TITLE: Size, Working and Placement of Plaques

AREA: Parks & Trees

DATE: 3.27.72

REVISED: 5.26.87

8.09.22

POLICY:

No plaque shall be placed in any park or facility controlled or operated by the Park Commission without the express consent of the Park Commission.

PROCEDURE:

1. All plaques placed in the interior of any cultural facility shall be 1 ½" x 3".
2. Plaques shall be placed in close proximity to the artifact it is associated with.
3. The wording of the plaques shall be brief and in all cases must be approved by the Park Commission.
4. Individuals or groups who donate artifacts that are accepted by the Park Commission and are appraised at \$500 or more may, if they desire, purchase a plaque in accordance with Procedure No. 1 and 3.
5. Individuals or groups who donate artifacts that are accepted by the Park Commission and are appraised at \$1,000 or more may, upon written notification, require a plaque at the Park Commission's expense in accordance with Procedure No. 1 through No. 5.
6. All plaques placed in the exterior area of the cultural facilities shall be 3" x 5" and shall conform to Procedure No. 2 through No. 5.

Plaques placed on other parks shall conform to Procedure No. 2 through No. 6.

The Park Commission may allow groups or individuals to place memorial plaques commemorating the contribution of individuals to the City of Oroville at its discretion. Those memorial plaques shall be affixed to a spot suitable to the Park Commission and shall be 3" x 5" in size.

Plaques shall be brass, gold, copper or other non-deteriorating material normally sold as "plaques".

The Park Commission shall be exempt from the expense of plaques in connection with artifacts or gift donations prior to the adoption of this Policy but may allow donors of such gifts or artifacts to purchase and place plaques in accordance with size, wording and placement in accordance to Procedure No. 3 and No. 6.

EXCEPTIONS:

None

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 7

TITLE: Flea Markets in Lott Sank Park

AREA: Parks & Trees

DATE: 10.26.81

REVISED: 5.26.87

8.09.22

POLICY:

The use of Lott Sank Park for flea markets shall be restricted to the annual event sponsored by the Oroville Docents and Friends of the Parks.

EXCEPTIONS:

Request for use of the Lott Sank Park may be made directly to the Park Commission where upon each case will be judged on its merit.

INITIATED:

Director of Parks & Trees

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 8

TITLE: Park Cleanup by Volunteer Groups & Volunteer Help at Cultural Facilities

AREA: Parks & Trees

DATE: 6.26.70

REVISED: 5.26.87

8.09.22

POLICY:

In the interest of environmental considerations, the City of Oroville shall encourage and take an active part in park cleanup drives by volunteer groups and organizations. The City shall cooperate in such proposed undertakings by authorizing local chambers of commerce, service clubs, youth organizations and the like to conduct such cleanup drives. The Park Commission may utilize volunteer help at cultural facilities in the event of need for extra help. Volunteer projects shall be coordinated by the Director of Parks and Trees.

PROCEDURE:

1. Authorizations for park cleanup drives will be in the form of a letter of consent from the City to the requesting agency outlining in the terms and conditions utilizing the volunteer labor that may be conducted.
2. The form letter is to be utilized in all cases without modification except for the addition of pertinent details including the organization, park and limits of the work area.
3. If park cleanup is contemplated at several locations in the vicinity over two or three weekends, the whole project may be included in one authorization.
4. A copy of all such letters of consent should be forwarded to the Police Department and Administration Office.
5. When specifically requested by the sponsors, it will be in order to arrange for subsequent disposal of the resulting trash piles at the convenience of the City forces.
6. This does not sanction the use of City equipment while cleanup operations are underway, but may include loading and hauling the accumulated trash on regular work days when such cooperation is requested.
7. When extra volunteer help is needed at cultural facilities, it may be utilized only on projects approved by the Park Commission.
8. When a project is approved, the Commission Chairperson shall appoint a project Chairperson who shall be a Park Commissioner or the Director of Parks and Trees.

9. **Volunteers shall be the responsibility of and under the direct supervision of the appointed project Chairperson or the Director of Parks and Trees, if he is in charge of the project.**
10. **Volunteer help restrictions:**
 - a. **They shall assume no authority without permission of the Project Chairperson.**
 - b. **They shall not commence a project without prior approval of the Park Commission.**
 - c. **They shall assume no authority over the Caretakers of make requests from them. All requests shall be made through the Director of Parks and Trees.**
 - d. **No volunteer shall release any news articles without approval of the Director of Parks and Trees**

EXCEPTIONS:

None, unless authorized by the Park Commission.

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO:	9	
TITLE:	United States Flag Policy	
AREA:	Parks & Trees	
DATE:	05.17.2016	8.09.22

POLICY:

The policy is to establish guidelines for the proper display, conduct, and respect for the U.S flag when used on a City building, within a City park, or during a City event.

PROCEDURE:

The following regulations shall govern the use of the flag of the United States within the city:

- A. Saluting the Flag. The salute to the flag of the United States is an act of respect towards the sovereign people of the United States, and in rendering the salute the individual honors him or herself as much as he or she honors the nation. During the ceremony of hoisting or lowering the flag at a review, or when the flag is passing at the head of a parade or procession, all persons present shall face the flag, stand at attention and salute it. Those in uniform shall render the right-hand salute; those not in uniform shall remove the headdress and hold it at the left shoulder and women shall salute by placing the right hand over the heart.
- B. Display on Public Buildings. The flag of the United States shall be regularly displayed on the administration buildings of all public institutions in this city.
- C. Display from Building. In displaying the flag of the United States from the front of a building on a projecting staff or rope, the union of the flag (blue field with stars) shall be in front, away from the building.
- D. Display Over Street. If displayed over the middle of a street, the flag of the United States shall be suspended vertically, with the union in the upper corner towards the east in north and south streets and towards the north in east and west streets. The honor point of the compass is towards the east.
- E. Hours of Display. The flag of the United States shall be publicly displayed only in daylight, between the hours of sunrise and sunset, being hoisted to the masthead briskly and lowered slowly. Flags displayed as a part of the decoration of the city, attached to ropes,

wires or cables over the streets, may be allowed to remain displayed 24 hours a day if properly illuminated during the hours of darkness.

- F. Display with Another Flag or Pennant on Same Halyard. When flown from the same halyard with any other flag or pennant, the flag of the United States shall always be at the peak, when the use of the flag may be fitting and proper. Advertising signs, flags, or pennants shall not be fastened to a staff or halyard from which the flag is flown.
- G. Display on Speaker's Platform. When used on a speaker's platform, the flag of the United States shall be displayed from a staff at the right of the speaker's table, pulpit or altar, or, if displayed flat, it shall be above and behind the speaker with the union in the upper corner and on the flag's own right (the observer's left).
- H. Display Other than from a Staff. If not flown from a staff, the flag of the United States shall be displayed flat with the union uppermost and to the flag's own right (the observer's left). It shall not be looped, festooned, drawn into festoons, used as a curtain or drapery, or otherwise treated as a mere article of decoration. Bunting, alone, is proper for decorative purposes.
- I. Display in Public Meetings. When displayed in the body of City Council or other meeting place, the flag of the United States shall be flown from a staff in the position of honor at the right and in front of the congregation or audience. Other flags shall be at the left.
- J. Display at Half-Mast. Whenever the flag of the United States is required to be flown at half mast, it shall be first hoisted to the peak and then lowered to the half-staff position, and before lowering the flag for the day, it shall be hoisted to the peak from the half-mast for a moment and then lowered.
- K. Display on Memorial Day. On the 30th day of May, Memorial Day, the flag of the United States shall be displayed at half-mast from sunrise until noon, and at full-mast from noon until sunset.
- L. The Flag of the United States and the Flag of the State shall be prominently displayed during business hours upon or in front of the buildings or grounds of or at each of the following places:
 - (a) Each public building belonging to the State, a county, or a municipality.¹
- M. Carrying in Processions. When carried in processions, the flag of the United States shall occupy the place of honor at the marching head of the parade with all other flags aligned across the line of march behind it, or on the right of the marching head of the parade with all other flags aligned to its left, as it advances.
 - 1. The flag shall not be displayed on a float in a parade except from a staff.
 - 2. The flag shall not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender.

¹ California Government Code, Section 430-439

- N. Display from Crossed Staffs. When displayed with another flag from crossed staffs placed against a wall, the flag of the United States shall be on its own right (the observer's left) and its staff shall be in front of the staff of the other flag.
- O. Display in Clusters. Where the flag of the United States is displayed in a cluster of other flags, as of nations, states, cities or societies, from their staffs, it shall occupy the post of honor at the center or the highest point of the group.
- P. Display with Flag of Foreign Nation. International usage forbids the display of one national flag above another in time of peace. Where flags of other nations are displayed from staffs with the flag of the United States, they shall be of equal size, if possible. The staffs shall be of equal height, and the American flag shall be at the right of the display (the observer's left). The American flag is hoisted first and lowered last in token of the sovereignty of the United States.
- Q. Draping Caskets. When, at a funeral, the flag of the United States is used to drape a casket, the union is placed over the left shoulder. It shall not be lowered into the grave, nor be allowed to touch the ground.
- R. Use of Crepe with Flag. The use of crepe in connection with the flag of the United States is prohibited, except at such times as it is ordered by the president of the United States.
- S. Wearing as Costume or Uniform. The flag of the United States shall not be worn as a portion of a costume or uniform.
- T. Display on Vehicles or Floats. The flag of the United States shall not be displayed on a float in a parade or upon any kind of vehicle, except from the staff securely attached to such vehicle or float.
- U. Dipping in Homage. The flag of the United States is never dipped in homage to any person or thing. If honors are to be done, they shall be done by other flags and banners.
- V. Permanent Fastenings. The flag of the United States shall not be permanently fastened, as by tacks, nails, etc., to any staff or other object, except that very small, cheap flags used for decoration purposes only may be so fastened.
- W. Desecrating Flag—Destroying Old Flag. The flag of the United States is not to be allowed to touch the ground. No person shall mutilate the flag or do any act of disrespect or desecration towards it; and if any flag gets in such condition that it is not fit to be publicly displayed, it shall be privately burned, or destroyed by some other method in harmony with the respect we owe to the emblem of our country, and entirely without ceremony.

EXEMPTIONS:

None unless authorized by the city Council

INITIATED:

Administration

APPROVED BY:

Park Commission on 03.14.2016 and amended and approved by City Council on 03.15.2016, amended by City Council on May 17, 2016.