



OROVILLE PARKS COMMISSION

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

**August 09, 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. SELECTION OF A CHAIR AND VICE CHAIR

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

RECOMMENDATION

Nominate and select a Chair and Vice Chair for the 2022-2023 fiscal year.

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 will receive 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.

RECOMMENDATION

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.

4. APPROVAL OF THE MINUTES

The Parks Commission may approve the minutes of June 14, 2022.

RECOMMENDATION

Approve the minutes of June 14, 2022.

REPORTS / DISCUSSIONS / CORRESPONDENCE

5. Bedrock Park Status
6. Administration Reports
7. Commission Reports
8. Future Agenda Items

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville Parks Commission will be held on October 11, 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.

**OROVILLE PARK COMMISSION
STAFF REPORT**

TO: CHAIRPERSON AND PARK COMMISSIONERS

FROM: DAWN NEVERS, ASST. COMMUNITY DEVELOPMENT DIRECTOR

**RE: 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**

DATE: AUGUST 9, 2022

SUMMARY

The Commission will receive 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.

DISCUSSION

At the June 7, 2022 City Council meeting, the City Council voted to remove the oversight of the museums from the Parks Commission following the hiring of the fulltime Cultural Facilities Curator. The Cultural Facilities Curator is under the direction for the Community Development Director. The job description of the Curator details management of the collections of each museum, assessment of artifacts and recommendation of acceptance, or not, of artifact donations to City Council.

To complete this Council Action, the Park Commission Policies and Procedures will require amending to remove the policies that relate specifically to the City's museums. The Cultural Facilities Curator will then update the museum related policies and create a museum specific Policies and Procedures manual to present to City Council for approval.

Attached are Policies No. 2, 3, 8, 9, 11-17, 19- 21, 23, 26, 28-31, 35-37, 42, and 44, slated for removal as they relate to the museums/cultural facilities.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

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.

ATTACHMENT(S)

Policies and Procedures No. 2, 3, 8, 9, 11-17, 19- 21, 23, 26, 28-31, 35-37, 42, and 44, and associated forms.

**DEPARTMENT OF PARKS AND TREES
POLICIES AND PROCEDURES**

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PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 2

TITLE: Guidelines for Group Tours

AREA: Museum and Cultural Facilities

DATE: 11.26.90

REVISED: 2.26.07, 05.31.2013

POLICY:

To enable the Tour Guides at the Chinese Temple, Lott Home, Pioneer Memorial Museum and Bolt's Antique Tool Museum to efficiently schedule tours, arrangements for general group tours and school group tours. Such scheduling and arrangements shall be in accordance with the following procedure:

PROCEDURE:

A. GENERAL TOURS:

1. Group tours (15 people or more) shall be scheduled by the 25th day of the month preceding the tour or by special arrangement with the Parks Director or his or her designee.
2. The following information should be obtained using the Tour Reservation Form (Exhibit A):
 - a. Name and phone number of person scheduling tour
 - b. Name of organization and address
 - c. Tentative date and time of tour
 - d. Tour request taken by and date taken

The above information should then be relayed to the Parks Department, who will coordinate tours for all facilities.

3. Tours scheduled outside the adopted open hours for a facility, or tours which require special services, shall be paid for in full, in advance.
4. Tour guides and/or bus drivers for scheduled commercial tours shall be allowed complimentary admittance.
5. There will be no admission fee for children under the age of twelve (12) when accompanied by a paying adult.
6. For admission fees, see Policy No. 7, **Exhibit A.** (Pol. 7 cur in revision process.)

B. School Tours:

1. School tours shall be scheduled by the 25th day of the month preceding the tour or by special arrangement with the Parks Director or his or her designee.
2. The following information should be obtained using the Tour Reservation Form (Exhibit A):
 - a. Name and phone number of person scheduling tour
 - b. Name of organization and address
 - c. Tentative date and time of tour
 - d. Tour request taken by and time taken
 - e. **For Chinese Temple tours**, do they want to view the Chinese Temple video?

The above information should then be relayed to the Parks Department, who will coordinate tours for **all** facilities.

3. There shall be no tours for school groups below third (3rd) grade. Tours for any school group above sixth (6th) grade shall pay the General Admission Fee, if the group consists of 15 or more people. Third (3rd) through sixth (6th) grade students must have one (1) adult for every five (5) students.
4. School tours shall be scheduled for mornings, when possible.
5. Should the Tour Guides feel that a tour has become unmanageable due to rowdiness, rudeness or loudness, they may, at their discretion, discontinue the tour or ask any person or persons to leave the tour.
6. Bus drivers for scheduled school tours shall be allowed complimentary admittance.
7. For admission fees, see Policy No. 7, **Exhibit A**. Any and all additions or revisions to the admission fee schedule shall be approved by the City Council.

INITIATED:

Director of Parks and Trees

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 3

TITLE: Photography and Filming of Cultural Facilities

AREA: Museum and Cultural Facilities

DATE: 11.26.90

REVISED: 02.26.07

POLICY:

For the purpose of enhancing and promoting the Lott Home, Chinese Temple, Pioneer Memorial Museum, and the Bolt's Antique Tool Museum, photography and video taping of the facilities may be permitted.

PROCEDURE:

Photographing or filming of the Lott Home, Chinese Temple, Pioneer Memorial Museum, and the Bolt's Antique Tool Museum for commercial purposes shall require a Photography Application, which shall be approved by the City Council.

Photography and/or video taping without use of flash, strobe or other artificial lights for non-commercial purposes is permitted by visitors to the facilities.

Requests by the news media to photograph or film the facilities for promotional purposes shall follow the separate policy related to commercial photography.

EXCEPTION:

None, unless authorized by the City Council.

INITIATED:

Director of Parks and Trees

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 8

TITLE: Gifts of Artifacts to Cultural Facilities

AREA: Museum and Cultural Facilities

DATE: 11.18.71

REVISED: 5.26.87

POLICY:

The Park Commission must have an accurate and efficient means by which to accept and access gifts of articles and artifacts offered for display on a permanent or loan basis. Such gifts shall be processed in accordance with the following procedure:

PROCEDURE:

I. TEMPORARY ACCEPTANCE

The Director of Parks and Trees, Caretakers, Docents or Curator may accept gifts of artifacts, on a temporary basis for presentation to the City Council for acceptance.

- A. Donor shall sign a Gift Deed.
- B. Individual Accepting Shall:
 - 1. Complete a Fact Finding Form.
 - 2. Turn gift, Gift Deed, and Fact Finding Form over to the Curator.

II. UNDER DIRECTION OF THE PARKS AND TREES DIRECTOR, THE FOLLOWING PROCEDURE SHALL TAKE PLACE

- A. Prepare and send a Letter of Acknowledgement and temporary receipt to the Donor.
 - 1. Letter of Acknowledgment
 - 2. Temporary Receipt
- B. Make Accession Book entry. Entry shall include:
 - 1. Date of donation
 - 2. Donor's name and address
 - 3. A brief description of the gift

4. An Accession Code Number for the year
5. Number of articles in the Gift (example 71-12).

C. Prepare a file folder.

1. Use Accession Book Code for identification label.
2. In folder, include the following: Deed, Temporary Receipt, Fact Finding Form, any other information pertaining to the gift.

D. Present gift to the City Council.

1. The City Council shall decide if the gift is acceptable for professional appraisal in accordance with these policies; **Policies No. 19, 20, 28 and 30.**

E. Appraisal of gift.

1. Gifts shall be appraised contingent on available funds.
2. Appraisal shall be made as to the gift's authenticity.
3. The appraiser shall be accepted by the **Park Commission?** **(should this be City Council?)** and acceptable for insurance appraisals.
4. In the event of unavailable funds for appraisals, acceptance may be made with a waiver of appraisal.

F. Present appraisal to the City Council.

1. City Council shall accept or reject the gift.

G. Enter action Into the Accession Book.

1. Entry shall be made as an addition to the original Accession Book entry and shall include date, and action taken. If rejected, give reason for rejection.

H. Prepare and send letter of acceptance or letter of rejection to the Donor.

1. Letter of acceptance shall include the appraisal value, **if one was obtained.**
2. Letter of rejection shall include reason for rejection. Offer to return gift with a 90-day time limit for individual to claim Gift. Letter shall be sent registered mail with return receipt request.
3. Gifts or artifacts which are not accepted nor claimed shall be placed in a designated area in the facility until such time as they can be disposed of by the Parks Department.
4. The Donors file folder shall be filed with all information pertaining to the rejected gift in facility files under a section marked, "Rejected Gifts".

J. Disposition of Deeds and Fact Finding Forms.

1. Accession Code No. shall be noted on all Deeds.
2. Original copies shall be placed in Donors file folder, identified by the Accession Book code.

K. Documentation of gifts. Procedure for documentation shall be as follows:

III. CHINESE TEMPLE

A. Classification.

Articles shall be classified according to the following Documentation Code, with numerals assigned, in succession, for each article in a group:

- A. 1-2-3-4, etc. Furniture and Fixtures
- B. Objects, Metal or Mineral
- C. Fiber, Woven, Paper, Silk
- D. Misc. Pictures and Documents

B. Disposition of file folder.

The file folder prepared at the time of temporary acceptance, identified by Accession Code, with all information pertaining to gift, shall be filed at the facility in Accession Code sequence.

- 1. Noted in the file shall be the Documentation Code identification symbol and number.

C. Labeling the gift.

- 1. Each article shall be labeled with the Documentation Code letter and number.

D. Master Inventory Entry.

- 1. Entry of a Master Inventory shall be made showing documentation, identification, description of article, assessment code numbers, if any, and appraised value.

IV. PROCEDURE FOR ACCEPTANCE ON A LOAN BASIS

The Park Commission shall initially accept articles or artifacts for display purposes on a loan basis and shall present such articles or artifacts for approval to the City Council. They shall be approved only when they are determined to be of such unique interest or value as to stand out from the existing permanent display.

- A. At such time as the artifact(s) or article(s) are presented to the City Council, they shall be accompanied by an appraisal and interpretation by a qualified person of firm so that the Council can determine if the items meet the criteria for display as set forth in Policy No. 19, 20 and 21. (omitted 15 as not applicable-sf)
- B. The owner or agent offering the item(s) for loan shall be responsible for obtaining and maintaining insurance for the item(s) during the period of the loan, and shall submit proof of such to the City Council.
- C. The owner or agent offering the item(s) for loan shall sign an agreement by which the City is not to be held responsible for damage or loss due to fire, flood, earthquake or theft.
- D. The waiver shall be completed in duplicate – one copy to the Loaner, one filed in facility. (Note Accession File number of City file copy)
- E. Complete Artifact Fact Finding Form.
- F. Enter into Accession Book the Following:
 - 1. Date of acceptance on loan.
 - 2. Description of article.
 - 3. Loaner's name and address.
 - 4. Accession Code Number – Add "1" to signify loan.

G. Prepare a file folder.

- 1. Identified by Accession Code.
- 2. Contains copy of Waiver, Fact-Finding Form, and any other information pertaining to article.
- 3. File with other general folders in Sec. ID by loan of artifacts.

V. The owner or agent, before removing any article from either facility shall notify the Park Commission of such intent thirty (30) days in advance.

VI. There shall be an annual, random inventory of all artifacts. This shall take place during the period the facility is closed for repairs and renovation. There shall also be an inventory at the time a caretaker resigns or is replaced by the Park Commission.

VII. DISPLAY OF GIFTS

A. Loaned artifacts.

- 1. Immediately upon acceptance by the City Council, loaned items will be put on display for a period of at least three (3) months.
- 2. Loaned artifacts will be displayed for a period of at least (3) months.
- 3. Permanent Gifts will be displayed for a full season then display will be changed or rearranged whenever possible.
- 4. Change in arrangement of displays may be made by the Caretaker, Director of Parks and Trees, Curator or Facilities Committee. Notification of such change shall be given to the Director of Parks and Trees and the Park Commission. Changes shall be made in accordance with Commission Policy No. 11, section C.????

VIII. GENERAL POLICIES

- A. All letters and forms shall be those approved and accepted by the Park Commission.
- B. No files pertaining to the artifacts shall be removed without consent of the Director of Parks and Trees.
- C. No artifacts shall be renovated without the approval of the Park Commission.

NOTE: Special display shall be allowed at the Discretion of the Park Commission.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 9

TITLE: Guidelines – Chinese Temple Reference Library

AREA: Museum and Cultural Facilities

DATE: 5.26.87

REVISED: 7.31.87

POLICY:

A reference library has been established by the Park Commission for those individuals interested in doing research on Chinese Culture and Early Chinese in Oroville. Material in the Library shall be designated by the Park Commission and approved by the City Council. Reference materials shall be sorted in an area designated by the Director of Parks and Trees or Museum Curator.

Individuals eligible to check out materials shall be those doing research for the “direct” purpose of enhancement and betterment of the Chinese Temple facility. Anyone else must first obtain permission from the Parks Director. Either the Director of Parks and Trees, or Curator, shall have the authority to administer checking out materials.

PROCEDURE:

Checking out material shall be accomplished by:

1. Noting on Catalog Card: date, name, address and phone number of person checking out material.
2. Catalog card shall then be placed in “out” section of card file.
3. Material may be checked out for a period of two (2) weeks and may be renewed for an additional two (2) weeks by re-checking out the material.

The person checking out material shall be responsible for its safe return and replacement if lost or damaged.

EXCEPTIONS:

None

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 11

TITLE: Fire Protection for Lott Home

AREA: Museums and Cultural Facilities

DATE: 12.17.82

REVISED: 5.26.87

POLICY:

For the preservation and security of the Lott Home, the use of open flame within the Lott Home shall be prohibited.

PROCEDURE:

No open flame of any type, such as fires in the fireplace, candles or incense shall be allowed within the Lott Home.

EXCEPTIONS:

None, unless authorized by the City Council.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 12

TITLE: Use of Piano – Lott Home

AREA: Museums and Cultural Facilities

DATE: 5.26.87

REVISED: 9.25.97

POLICY:

The piano shall be available for weddings and special events held at the Lott/Sank Park.

PROCEDURE:

1. The user shall make their own arrangements for moving the piano in and out of the house or Nancy Price Room.
2. The Caretaker or Parks Department employee shall be present at the time of moving the piano.
3. The user shall be responsible for the tuning of the piano should they desire it tuned.

EXCEPTIONS:

None, unless authorized by the Parks Director.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 13

TITLE: Worshipping at the Chinese Temple

AREA: Museums and Cultural Facilities

DATE: 8.26.74

REVISED: 5.26.97

POLICY:

People wishing to worship at the Chinese Temple shall be allowed to do so.

PROCEDURE:

Worshipping shall be done during the regular open hours of the facility unless prior arrangements have been made.

EXCEPTIONS:

None, unless authorized by Park Commission.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 14

TITLE: Free Admittance to the Chinese Temple by Oroville Chinese Families

AREA: Museums and Cultural Facilities

DATE: 8.26.74

REVISED: 5.26.97

POLICY:

Free admittance shall be granted to the members and descendants of the four (4) Oroville Chinese families – The Wongs, Chans, and two (2) Gee families.

PROCEDURE:

None

EXCEPTIONS:

None, unless authorized by the Park Director.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 15

TITLE: Use of the Chinese Temple Court Yard

AREA: Museums and Cultural Facilities

DATE: 4.1.75

REVISED: 5.26.87

POLICY:

So as to preserve the authenticity, serenity and intent of the Chinese Temple Court Yard, use by private persons or organizations shall only be permitted by authorization of the City Council.

PROCEDURE:

All requests for use of the Chinese Temple Court Yard by private persons or organizations for wedding receptions, social gatherings and organizational functions, shall be denied OR presented to the City Council for consideration.

EXCEPTIONS:

None, unless authorized by the City Council.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 16

TITLE: Courtesy Admission

AREA: Museums and Cultural Facilities

DATE: 11.23.96

REVISED: 5.26.87 and 1.29.07

POLICY:

Courtesy admission may be issued to the Lott Home, Chinese Temple, Pioneer Museum and Bolt's Antique Tool Museum to Park Commissioners, former Park Commissioners, City Council persons, donors of exceptional gifts, as well as individuals on official City business, as identified by the City Administrator or Parks Director.

PROCEDURE:

- A. Free admission to persons on the established "Courtesy Admission List".
- B. Persons on the List may have up to four (4) guests and must accompany their guests on all tours.
- C. The Courtesy Admission List will be good for only one (1) year. Former Park Commissioners will be listed for a period of one (1) year following the termination of their services.
- D. The Courtesy Admission List will be reviewed in December of each year prior to the establishment of a list for the forthcoming year.
- E. Individuals may be added to the Courtesy Admission List by the City Administrator or his or her designee for museum promotional purposes.

EXCEPTIONS:

None

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 17

TITLE: Reproduction of Materials in the Reference Collection, Chinese Temple

AREA: Museums and Cultural Facilities

DATE: 11.29.76

REVISED: 5.26.87

POLICY:

Materials in the Reference Collection may be reproduced by permission of the City Council, Director of Parks and Trees, or other delegated authority. Written application for permission to reproduce or publish must be on the proper written form which will be used and credited for its source given.

PROCEDURE:

Photographs shall be made by a qualified photographer. Cost will be borne by the applicant. A copy of all photos will be provided to the City. Photocopies of reference material and prints of photographs will be marked with the following:

“Reproduced from the original in the Oroville Chinese Temple. For reference only. Permission necessary for reproduction.”

EXCEPTIONS:

None, unless authorized by the City Council.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 19

TITLE: Criteria for Determining Scope of Collection for the Lott Home

AREA: Museums and Cultural Facilities

DATE: 7.27.92

REVISED: 3.23.09

POLICY:

The Parks Director shall evaluate all artifacts at either the time of acceptance for appraisal, or final acceptance for the Lott Home.

PROCEDURE:

In establishing the scope of the collection of historical artifacts suitable for the Lott Home, the following points shall be considered:

1. The geographical boundaries shall be limited to Oroville and the adjacent area.
2. The appropriate time period should be limited to the life time of Judge C.F. Lott, with particular emphasis on the years 1849 to 1918.
3. Subjects for exhibits shall include all objects associated with the Lott family in Oroville and their activities. Other subjects around which the collection is built may include objects associated with the settlement of Oroville, the development of mining, agriculture, business, arts, manufacturing, transportation, education, religious, fraternal and social life of appropriate time period.
4. Items which do not fall into the above categories or reproductions of items that fit the above, that would be suitable for interpretive display or use or would augment displays, may be accepted for the Lott Home interpretive educational collection. Items in the interpretive educational collection may become worn out, damaged or destroyed while being used for interpretive programs. These items are not expected to become permanent collection pieces.

EXCEPTIONS:

Policy No. 26, Guidelines for the Display of Loaned Artifacts in the Tandy Memorial Display Room

INITIATED:

Director of Parks & Trees

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 20

TITLE: Criteria for Determining Scope of Collection for the Chinese Temple Complex & Museum

AREA: Museums and Cultural Facilities

DATE: 5.26.87

REVISED: 3.23.09

POLICY:

The Parks Director shall evaluate all artifacts at the time of acceptance for appraisal, or final acceptance for the Chinese Temple Complex and Museum. Evaluation shall include a judgment to determine appropriateness in relation to the original Temple furnishings.

PROCEDURE:

In establishing the scope of the collection of historical artifacts suitable for the Chinese Temple Complex and Museum, the following points shall be considered:

1. The original Temple buildings (main Temple buildings, Moon Temple/Council Chambers and Chan Room) shall be preserved as nearly as possible in their original state. Additional artifacts will be added to these rooms only if they are genuine antiques which would augment the Temple's ritual use in the period of Chinese ownership, or if they are deemed to be articles originally dedicated to the Temple.
2. The appropriate time period shall be limited to the years prior to the end of the Empire, with particular emphasis on the years of use by the Oroville Chinese Community from 1863 through 1936.
3. Artifacts to be displayed in Tapestry Hall should continue to emphasize the traditional folklore of the 19th Century Chinese sojourner and the descendants of the pioneer Chinese families. Folk art may be defined as a product of the collective experience of the people as a whole. Symbolic attributes are used as designs in folk art. Artifacts here shall illustrate the creativeness of Chinese craftsman and artists of the period or before.

4. Subjects of exhibits should enhance the visitors understanding and appreciation of the Chinese people and culture. Exhibits should be arranged to increase the understanding of the symbolic attributes of these examples of folk art.
5. Items which do not fall into the above categories or reproductions of items that fit the above, that would be suitable for interpretive display or use or would augment displays, may be accepted for the Chinese Temple Complex interpretive educational collection. Items in the interpretive educational collection may become worn out, damaged or destroyed while being used for interpretive programs. These items are not expected to become permanent collection pieces.

EXCEPTIONS:

None, unless authorized by the City Council.

INITIATED:

Director of Parks & Trees

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 21

TITLE: Loaned Artifacts for Display at the Cultural Facilities

AREA: Parks & Trees

DATE: 2.23.81

REVISED: 5.26.87

POLICY:

Articles or artifacts offered to the Park Commission for display at either the Chinese Temple or the Lott Home on a loan basis shall be accepted only when they are determined to be of such unique interest or value as to stand out from the existing permanent displays.

PROCEDURE:

At such time as the artifact(s) or article(s) are presented to the Park Commission, they shall be accompanied by an appraisal and interpretation by a qualified person or firm so that the Commission may determine if the item(s) meets the criteria for display as set forth in Policy No. 19 and 20.

The owner or agent offering the item for loan shall be responsible for obtaining the appraisal and interpretation.

The owner or agent offering the item for loan shall be responsible for obtaining, and maintaining insurance for the item(s) during the period of the loan, and shall submit proof of such to the Park Commission.

The owner or agent offering the item(s) for loan shall sign an agreement by which the City is not held responsible for damage or loss due to fire, flood, earthquake or theft.

The owner or agent, before removing any article from either of the facilities shall notify the Park Commission of such intent thirty (30) days in advance.

EXCEPTIONS:

None, unless authorized by Park Commission.

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 23***SEE POLICY #2*******

TITLE: Group Tours

AREA: Parks & Trees

DATE: 11.22.90

POLICY:

This Policy has been combined with Policy No. 2

INITIATED:

Director of Parks & Trees

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 26

TITLE: Guidelines for Display of Loaned Artifacts in the Tandy Memorial Display Room

AREA: Museums and Cultural Facilities

DATE: 7.24.95

POLICY:

Loaned artifacts may be displayed at the Lott Home in the Tandy Memorial Display Room.

PROCEDURE:

The short term loan of articles, for temporary exhibit at the Lott Home, are accepted under the following conditions:

1. The loan items will be displayed at the Lott Home using the same standards with regard to use and display as items owned by the Lott Home.
2. The lender shall have insurance covering the item and present a Certificate of Insurance prior to acceptance.
3. The item loaned will be identified by a loan number.
4. The purpose of loaning the item is for temporary exhibition and not storage. Therefore, all loaned items are to be picked up on the date of return, as agreed upon at the time of loan. If not picked up on this date, the item may be subject to a storage fee.
5. The absence of a notation on the receipt as to condition of the loaned item at the time it was received does not necessarily mean the item was in good condition at the time of receipt.
6. The above conditions shall apply to all items sent to the Lott Home on loan and cannot be altered, changed, waived or otherwise affected except by written consent of the **Park Director**.

EXCEPTIONS:

None, unless authorized by the **Park Director.**

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 28

TITLE: Criteria for Determining Scope of Collection for the Pioneer Museum

AREA: Museums and Cultural Facilities

DATE: 02.28.00

Revised: 03.23.09

POLICY:

The Parks Commission shall evaluate all artifacts at either the time of acceptance for appraisal or final acceptance for the Pioneer Museum.

PROCEDURE:

In establishing the scope of the collection of historical artifacts suitable for the Pioneer Museum, the following points shall be considered:

1. The geographical boundaries should be limited to the original Butte County / Oroville area.
2. The appropriate time period should be limited to the Nineteenth Century (1800-1899) with the exception of Early Twentieth Century (1900-1945) of historically significant aspects that define the unique character and development of the Butte County / Oroville area.
3. Subjects around which the collection is built include objects associated with the settlement of Butte County / Oroville, the development of economic activities, arts, transportation, education, religious, fraternal and social life of the appropriate time period.
4. Items which do not fall into the above categories, or reproductions of items that fit the above, that would be suitable for interpretive display or use, or would augment displays may be accepted for the Pioneer interpretive education collection may become worn out, damaged or even destroyed while being used for interpretive programs, These items are not expected to become permanent collection pieces.

EXCEPTIONS:

None, unless authorized by the Park Director.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 29

TITLE: Bolt’s Antique Tool Museum Hours of Operation

AREA: Museum and Cultural Facilities

DATE: 3.26.06

REVISED: 3.27.07

POLICY:

Normal hours of operation for Bolt’s Antique Tool Museum shall be from 10:00 a.m. to 3:45 p.m. Monday through Saturday and from 11:45 a.m. to 3:45 p.m. on Sunday.

EXCEPTIONS:

Exceptions are allowed in the City museums tour policy and/or the discretion of the Park Commission or **Park Director**.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 30

TITLE: Bolt's Antique Tool Museum Scope of Collection

AREA: Museums and Cultural Facilities

DATE: 3.27.06

POLICY:

The collection shall be of tools and their documentation. Donations shall be handled as defined in the City's museums collections policy. Tools donated that do not fit into the collection's requirements may be sold with the resulting funds set aside to be used to enhance the Museum's collection.

EXCEPTIONS:

Exceptions by discretion of the **Park Director**.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 31

TITLE: Bolt's Antique Tool Museum Gift Shop

AREA: Museums and Cultural Facilities

DATE: 3.27.06

POLICY:

The Gift Shop at Bolt's Antique Tool Museum shall be operated by the Oroville City Docents, who shall be responsible for its daily operations, expenses and profits. Items for sale in the Gift Shop shall primarily be related to the history of tools, the industrial revolution and local history.

EXCEPTIONS:

Exceptions as allowed by the discretion of the City Council.

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 35

TITLE: Specified Donations to the Museums

AREA: Parks & Trees

DATE: 05-26-09

POLICY:

Funds over \$100 donated to a museum can have a designated use. These funds will be placed in a restricted account for that designated future use. Approval of the use of such funds will require a majority vote of the Parks Commission. If approved, a request for the release of the funds will be sent to the City Council for their approval.

PROCEDURE:

Donors of funds over \$100 may request the funds to be used for a designated purpose. Such funds shall be placed in a restricted account until they are released for use. A form for such donations will be made available at the Parks office, the museums, and the city web page. After acceptance and receipt of such funds, a thank you letter from the Commission chairperson shall be sent to the donor. At the time the funds are utilized, a letter detailing that usage shall be sent to the donor by the Parks Commission. A record of these specified donations and their distribution shall be kept at the parks office.

EXCEPTIONS:

As allowed and authorized by the Park Commission.

INITIATED:

Parks and Trees Department

APPROVED BY:

Park Commission

ATTACHMENTS:

Donation Form



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 36

TITLE: Artifact Loans to Other Institutions

AREA: Parks & Trees

DATE: 6.22.09

POLICY:

The Oroville City Museums may lend artifacts to other museums or professional institutions for the purpose of exhibition, research or conservation.

PROCEDURE:

Upon receiving a request for the loan of an object, the following instructions shall be followed:

1. Outgoing loans will only be granted to institutions with standards of care and security equal to or in excess of the City's. The borrower must also ensure adequate artifact environment, handling and insurance.
2. The City must have clear title to an object to consider it for an outgoing loan, without restriction, which would inhibit such a loan.
3. When possible, loaned materials will be duplicates in the collection, replicas or copies. Items which are irreplaceable generally will not be loaned.
4. Objects will not be loaned if the proposed use might present unreasonable risks to the objects, or if the use might in any way reflect on the integrity of the City's museums.
5. Objects must be stable, and sound enough to withstand handling, packaging, shipment, and significant climate shifts.
6. Property on loan to the City museums may not be loaned out by the City.
7. All loans must be for a stated term, and no indefinite loans may be made.
8. The signatory of a loan agreement will be held personally responsible for the object(s) borrowed on behalf of his/her agency or organization.

Process for Outgoing Loans:

Loans will be formalized with a Loan Agreement Form that spells out the conditions of the loan, including issues of insurance, photographic rights, duration, credits, etc. The completed Loan Agreement will be

presented to the Park Commission for approval with a minimum of three votes in favor. The Park Commission Chairperson shall be the designated signer. A log sheet will be kept of the loan process.

In order to maintain the research and interpretive value of the City's Museum collections, the borrower must agree to submit one copy of any and all reports, photographs or drawings, analysis' or articles based upon the study of or other use of the loaned object(s). Loaned items which are exhibited should be credited to the loaning museum, and a copy provided to the City of any literature (flyers, catalogs, etc.) in which the object(s) has been mentioned.

The borrower must provide "wall-to-wall" insurance for all objects borrowed, and must provide evidence that said insurance has been obtained, or otherwise must provide assurances that loss or damage will be indemnified.

A facility report may be required from the borrower if the object requested is fragile and/or the length of time requested or other conditions put the object(s) at risk for environmental degradation.

Photographs of the object(s) shall be taken before their removal from the museum, and upon their return so as to document the object(s) condition.

Even if proposed use of a loaned item has been approved, the Park Commission has authority to rescind the loan if it is later shown that there is risk to the object(s) or that use is reflected negatively on the integrity of the City Museums.

Restricting Outgoing Loans:

Objects on loan from the City museums may not be reproduced by casting, copying, or other methods without express permission of the Park Commission.

Borrowed items may not be reproduced for sale by other institutions or individuals without express permission from the Park Commission and City Council, and with appropriate compensation as approved by the City Council.

Loans, ordinarily, will be for a period of one year or less, unless there are special circumstances. The borrower is responsible for packing the loan for safe return, in the manner for which it was received from the City museums. Upon receipt of the returned loan and inspection of condition, the City will provide the borrower with a signed receipt for object. Any damage will be noted, in writing, at the time of receipt or within 72 hours thereafter.

Individualized agreements will be made for outgoing loans approved for special traveling exhibits to include: justification for request of the object, proposed duration and venues of the exhibition, insurance coverage arrangements, customs agreements, if needed, condition reporting to be required for the exhibition, emergency notification procedures, provisions for return of the loan, and policies and procedures of the circulating institution regarding packing, handling, exhibition methods, storage environment, shipping dates and instructions.

ATTACHMENT:

Proposed Artifact Loan Form and Log Sheet

INITIATED:

Park Commission

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 37

TITLE: Off-Site Displays Form the City Museums

AREA: Museums and Cultural Facilities

DATE: 7.27.09

POLICY:

The Oroville City Museums may create displays for temporary use off-site in secure display areas.

PROCEDURE:

Upon receiving a request for a display in an off-sight setting, the following instructions shall be followed:

1. Security of the display area shall be investigated and approved by the Curator.
2. Artifacts to be displayed should be from the interpretive collections, unless it is an item that is not affected by UV or temperature extremes that could exist in the display area.
3. The displays will be approved by the Curator before placement.
4. Displays shall be for a fixed length of time, no more than 6 months. The display time may be renewed by discretion of the Curator or Director.
5. Display must be stable, and sound enough to withstand handling, packing, shipment, and significant climate shifts.

ATTACHMENT:

None

INITIATED:

Park Commission

APPROVED BY:

City Council



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO: 42

TITLE: Feather River Nature Center Group and Educational Tours

AREA: Parks & Trees

DATE: 8.23.10

POLICY:

Group and Educational Tours shall be offered at the Nature Center and along the River Trail. These are guided tours explaining the plant & animal habitat of the area.

PROCEDURE:

Tours are to be booked through the museum office. Friends of the Feather River Nature Center shall notify the museum office of any tours they have scheduled.

EXCEPTIONS:

Small groups (under 10) that a member of the Friends of the Feather River Nature Center invites and does not require staff time.

INITIATED:

Parks and Trees Department

APPROVED BY:

Park Commission



PARK COMMISSION POLICIES & PROCEDURES

POLICY NO:	44
TITLE:	Deaccessioning - Permanent removal of items from City museum collections
AREA:	Museums & Cultural Facilities
DATE:	09.03.2013

POLICY:

This policy outlines the City's procedures for deaccessioning items from the City's museum collections. Deaccessioning is the process by which a previously accessioned item is permanently removed from a museum's collection.

PROCEDURE:

Deaccessioning from Museum Collections

The removal of an object from a museum collection shall only be undertaken with a sufficient understanding of the item's significance (cultural, historical, scientific, etc.) and legal standing. An object may be considered for deaccessioning for multiple reasons, which include, but are not limited to the following:

- The object loses its physical integrity, identity, or authenticity.
- The object has been destroyed or damaged to the extent that it no longer holds any value, cost of restoration is infeasible, or impossible.
- The object cannot be properly stored, preserved, or used.
- The object is not relevant to the collection of items displayed by the museum.
- The object represents an unacceptable hazard to personnel, or to other collections.
- The museum is instructed to deaccession the item by the owner.
- Inadequate documentation or absence of documentation critically reduces the value or significance of the object.
- Repatriation (NAGPRA)

Donors of items being considered for deaccessioning will be notified in advance and acknowledged for their contribution.

Responsibility for Deaccessioning

The Director of Parks and Trees or his/her designee may bring forth a proposal to deaccession an item. The decision for deaccession and the details of what will occur with the item shall be the responsibility of the City Council which shall receive a recommendation from the City Park Commission. The City Council's decision shall be final.

Disposal of Items Removed from the Collections

There are several options available for the disposal of deaccessioned items dependent on each item's unique circumstances. Options include, but are not limited to, the following:

Transfer: An object or collection may be donated to a more appropriate institution such as another museum or archive. This option keeps the item accessible to the public.

Exchange: Objects of relatively equal value are exchanged between museums or non-profit organizations.

Education and Research: Deaccessioned items may be used in school programs, for hands-on demonstrations, study, testing, research, or other academic purposes. It will be accepted that deterioration and destruction of the items is inherent in this type of use.

Destruction: Items of irreparable conditions, where repair or restoration is infeasible, or items are considered hazardous, may be physically destroyed.

Repatriation: Human remains, funerary objects, sacred objects, and objects of cultural patrimony are returned to lineal descendants or culturally affiliated Indian tribes as required by the Native American Grave Protection and Repatriation Act (NAGPRA) of 1990. All museums that receive federal funds must comply with this legislation.

Items transferred, donated, sold etc., to another entity shall be transferred with unrestricted title to the receiving party.

Documentation

The City shall keep records of all deaccessioned items and the deaccession process from review to disposal of the items. The official records shall include original deed of gift, proof of clear and unrestricted title, object's documented significance (cultural, historic, scientific, etc.), and ownership records.

Income from Disposal of Collections

Museum collections are held in public trust and may not be treated as a realizable asset for the City's General Fund. Money or compensation received from the deaccessioning and disposal of items from a museum's collection shall be restricted funds used solely

for museum related purposes.

Restrictions on the Purchase of Deaccessioned Collections

Museum personnel, City of Oroville staff, City appointed or elected officials, or their families or close associates, shall not be permitted to purchase or in any manner receive objects that have been deaccessioned from a collection.

Legal or Other Powers of Disposal

Where the museum has legal powers permitting disposals, or has acquired objects subject to conditions of disposal, the legal or other requirements and procedures must be complied with fully. Where the original acquisition was subject to mandatory or other restrictions, these conditions must be observed, unless it can be shown clearly that adherence to such restrictions is impossible or substantially infeasible.

INITIATED BY: Park Commission	APPROVED BY: City Council
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**June 14, 2022
MINUTES**

This agenda was posted on June 10, 2022. This meeting was recorded and may be viewed at cityoforoville.org or on YouTube.

CALL TO ORDER / ROLL CALL

Vice Chairperson Castro called the meeting to order at 5:30pm.

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

ABSENT: Commissioner Bobby O'Reiley

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

OPEN SESSION

1. Pledge of Allegiance – Led by Vice Chairperson Castro

PUBLIC COMMUNICATION – HEARING OF NON-AGENDA ITEMS

There were no speakers on non-agenda items.

The following individuals spoke on agenda items:

- Beth Bello – Item 3
- Stephanie Holstein – Item 6

REGULAR BUSINESS

2. APPROVAL OF THE MINUTES

The Commission considered approval of the minutes of April 12, 2022.

Motion by Commissioner Krantz and second by Commissioner Jones Approve the minutes of April 12, 2022. Motion passed.

3. STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION GRANT COMMUNITY MEETING NO. 2

The Commission reviewed new renderings of Hewitt Parks, phase II produced by the Project Manager Melton Design Group and received community input.

REPORTS / DISCUSSIONS / CORRESPONDENCE

5. The Commission received a report on vandalism expenditures for January 1, 2022 - May 31, 2022 related to city parks.

- 6. Staff provided an update on work related to Park Commisison Priority 1: Safety of Parks
- 7. Staff provided an update on the Activity Report Log June 2022
- 8. Commission Reports - None
- 9. Future Agenda Items - None

ADJOURNMENT

Vice Chairperson Castro adjourned 6:44pm.

APPROVED:

ATTESTED:

Vice Chairperson Kay Castro

Assistant City Clerk Jackie Glover