



## OROVILLE PARKS COMMISSION

Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**Tuesday, October 9, 2018**  
**REGULAR MEETING**  
**OPEN SESSION 4:30 PM**  
**AGENDA**

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# City of Oroville Parks COMMISSION

CHAIR: Scott Lawrence  
VICE-CHAIR: Michelle Conn  
MEMBERS: Kristina Riggs, 2 Vacant Seats

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### ALL MEETINGS ARE RECORDED AND BROADCAST LIVE

*This meeting may be broadcast remotely via audio and/or video conference at the following address:  
Cota Cole, LLP, 2261 Lava Ridge Court, Roseville, California 95661.  
Meeting is streamed live at [cityoforoville.org](http://cityoforoville.org) and on YouTube*

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### CALL TO ORDER

### ROLL CALL

Commissioners Scott Lawrence, Michelle Conn, Kristina Riggs

### PLEDGE OF ALLEGIANCE

### INSTRUCTIONS TO INDIVIDUALS WHO WISH TO SPEAK

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 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. The Commission has established time limitations of three (3) minutes per speaker on all items and an overall time limit of thirty minutes for non-agenda items. If more than 10 speaker cards are submitted for non-agenda items, the time limitation would be reduced to two minutes per speaker. If more than 15 speaker cards are submitted for non-agenda items, the first 15 speakers will be randomly selected to speak at the beginning of the meeting, with the remaining speakers given an opportunity at the end. **(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.

### PUBLIC COMMENTS

This is an opportunity for members of the public to address the Parks Commission on any subject not on the agenda related to the Parks Commission.

### CORRESPONDENCE

None.

**APPROVAL OF MINUTES**

Approval of minutes of Parks Commission Meetings on September 11, 2018 and October 9, 2018

**PUBLIC HEARINGS**

None

**REGULAR BUSINESS**

1. Consider donation from Marlene Del Rosario to the Chinese Temple – China Plate and Stand

**RECOMMENDATION:**

Approve or provide staff direction

**DISCUSSION ITEMS**

Information, discussion and possible staff direction regarding the following items:

2. Park and Museum Fee Structure Update
3. Lott Home Roof Repair and Cameras
4. Pioneer Fund Update
5. Docent Training – Cleaning Week
6. Docent Computer Update

**ADMINISTRATION REPORT**

Administration shall report on information pertinent to the Parks Commission.

**COMMISSION/COMMITTEE/DOCENTS REPORTS**

Reports by commission members on information pertinent to the Parks Commission

**ADJOURNMENT**

Adjourn to Tuesday, January 8, 2019 at 5:00 P.M. in the Oroville City Council Chambers.

**\*\*\* NOTICE \*\*\***

*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.

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**OROVILLE PARKS COMMISSION**  
Council Chambers, 1735 Montgomery St  
Oroville, CA 95965

**SEPTEMBER 11, 2018**  
**SPECIAL MEETING**  
**4:00 P.M. OPEN SESSION**  
**MINUTES**

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at the following address: Cota Cole, LLP, 2261 Lava Ridge Court, Roseville, California 95661*

**CALLED TO ORDER AT 4:25 pm by Chair Lawrence**

Parks Commissioners Present: Mabelle Conn, Scott Lawrence, Kristina Riggs  
Parks Commissioners Absent: None (two positions are vacant)

**PLEDGE OF ALLEGIANCE was led by Chair Lawrence**

**RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS - None**

**CONSENT CALENDAR – No items.** It was noted that a meeting was held on January 9, 2018. No minutes are available.

**REGULAR BUSINESS**

1. Bill LaGrone, Cecilia Carmona and Joanna Gutierrez were introduced.
2. Update on Bedrock Park –  
Bleachers were demolished as they had become a hazard due to structural damages caused by vandalism and being inhabited by trespassers.
3. Update on Nature Center –  
Cleanup is in progress and the City's portion of the road is repaired.

**CORRESPONDENCE - None**

**ITEMS FOR FOLLOW-UP**

4. Reviewed unattended items from the past and discussed the Park Commission Report Back Log. Commissioners concurred to inactivate PTC 4 (approval of Historical Foundation) and PTC 6 (relabeling of herb drawers at Chinese Temple), to move PTC 8 to Stewardship, and discussed the Adopt A Park Program.

**ADMINISTRATOR'S REPORT**

5. Public Safety Director/Assistant City Administrator LaGrone reported on the repairs at Parking Lot A in the downtown and answered questions regarding the plan for landscape restoration, the flooring for the auditorium and the need for mowing the various parks.

**COMMISSIONERS' ANNOUNCEMENTS/REPORTS - None**

**SUB-COMMITTEES, AD-HOC COMMITTEES, COMMISSIONER REPORTS - None**

**HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS - None**

**ITEMS FOR THE NEXT AGENDA**

Development Impact Fee (DIF) Report  
Docent Training  
Website Updates for Events  
Fees

**ADJOURNMENT**

At 5:50 p.m. Chair Lawrence adjourned the to 4:30 p.m. October 9, 2018.

Approved:

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Scott Lawrence, Chair

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Joanna Gutierrez, Interim City Clerk



## OROVILLE PARKS COMMISSION

Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**Tuesday, October 9, 2018**  
**Minutes**

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This meeting was broadcast live and a recording can be viewed at [cityoforoville.org](http://cityoforoville.org) or on YouTube. The agenda for this meeting was posted on October 4, 2018 at 4:44pm.

**CALL TO ORDER** – By Chairperson Lawrence at 4:30pm

### **ROLL CALL**

PRESENT: Commissioners Scott Lawrence, Machel Conn, Kristina Riggs

ABSENT: None

STAFF: Assistant City Clerk Jackie Glover, Staff Assistant Cecilia Carmona, Acting Parks Director Wade Atteberry.

**PLEDGE OF ALLEGIANCE** – Led by Chairperson Lawrence

### **PUBLIC COMMENTS**

None

### **CORRESPONDENCE**

None.

### **APPROVAL OF MINUTES**

No minutes were approved. Minutes for previous meetings will be approved at the next meeting.

### **PUBLIC HEARINGS**

None

### **REGULAR BUSINESS**

1. Consider donation from Terrie Olsen to the Chinese Temple of 5 pieces of Art.

Motion by Commissioner Conn and second by Commissioner Riggs to accept the donation and forward for final approval to the council.

Ayes: Commissioner Conn, Lawrence, and Riggs  
Noes: None  
Abstain: None  
Absent: None

The commission discussed that the process for accepting donations: Docent for museum fills out paperwork for donated item, commission reviews and possibly recommends approval to council, council reviews and approves, letter is sent to individual who has donation.

## **DISCUSSION ITEMS**

The commission discussed and provided staff direction on the following items:

2. Development Impact Fee Report – Staff requested that this item be tabled at this time.
3. Docent Training – Commissioners directed the Docents to pick dates for each of the museums and for staff to create a list of training dates to provide to staff and commissioners. Training would include safety manual, cash sheets, and other information. Led by Lead Docents, staff and commissioners.
4. Save our Trees Representative – The commission would like a representative to be at the meetings to update the group on their activities. Staff reported that there are currently 2 vacant seats on the commission and recruitment will begin in December.
5. Park Fees – Staff will provide an update at the next meeting.
6. Website Updates – Staff informed the commission that the website has been updated and that GIS staff will be working on a map pinpointing location of parks and museums. If there are specific locations that the commission would like on the map they are encouraged to email the clerk the name of the park, location, and a picture.
7. Landscape Restoration at Parking Lot A – Staff gave an update on the parking lot construction.
8. Municipal Auditorium Floor Repair Update – Staff gave an update on the Floor Repair
9. Bedrock Park Update – Staff gave an update on the Park
10. Mowing of Parks – Staff gave an update on the mowing of the parks
11. Stewardship Program (PTC 8) – Commission directed Commissioner Riggs to create a process for an adopt a park program.
12. Review Updated Back Log Report – No update

## **ADMINISTRATION REPORT**

Staff reported that the Nature Center is open, and that the barricades blocking part of the road will be removed next week.

## **COMMISSION/COMMITTEE/DOCENTS REPORTS**

- Commissioner Riggs would like to see a walking path and dog park in the undeveloped park of Hewitt Park.
- Commissioner Conn reported that the Pioneer museum still did not have a computer.
- Commissioners would like their next meeting to be in December.
- Docent Report
  - o 80 participants came to the Tea at the Lott Home
  - o Lott Home is having Camera issues that need to be addressed.
  - o Nature Center is having issues with vandalism and teenagers getting on the room at lunch time.
  - o Docents are still waiting on their computer
  - o Lott Home Roof needs repair – Commissioner Lawrence directed staff to bring back the estimates that were done before to the next meeting.
  - o Docents would like an update on where the \$101,000 in the pioneer account was spent.

- Docents thanked Wade for all he does to help them
- Council Member Del Rosario donated an item to the Chinese Museum – a ceramic dish with stand. Would like an update on the status. Commission directed staff to bring it back to the next agenda for approval.
- Items for Next Meeting
  - Approval of Donation from Del Rosario
  - Lott Home Roof
  - Lott Home Cameras
  - Pioneer Fund Update
  - Park and Museum Fee Structure Update
  - Docent Computer Update
  - Museum Training Update

**ADJOURNMENT** – Meeting was adjourned at 6:13pm by Chairperson Lawrence