

### PARKS AND RECREATION COMMISSION

Dan Traxler, Chairman Fern Day, Vice Chairman Demi Wright, Commissioner Renee Hansen, Commissioner Larry Caputo, Commissioner

# Tuesday, February 27, 2024

Ione City Hall
1 E. Main Street, Ione, CA 95640
City Council Chambers
6:00 PM

# THIS MEETING WILL BE AVAILABLE VIA ZOOM:

Join Zoom Meeting

https://zoom.us/j/2351961316?pwd=d31WTW0zbVJLblpQNXBDQWtpZkRyUT09

Meeting ID: 235 196 1316 Passcode: 95640

The Ione Park & Recreation Commission welcomes, appreciates, and encourages participation in their Meeting. The Park & Recreation Commission reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

Full staff reports and associated documents are available for public review at the Office of the City Clerk, City Hall, 1 E. Main Street, Ione, CA. Hard copies may be obtained for \$3.60 for pages 1-5 and \$.45 for each additional page. Documents that are not available when the agenda is posted will be made available for public review at the meeting.

# **AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. APPROVAL OF AGENDA
- E. PUBLIC COMMENT

EACH SPEAKER IS LIMITED TO 4 MINUTES.



NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the Park & Recreation Commission at this time on any subject within the jurisdiction of the Park and Recreation Commission.

### F. PRESENTATIONS/ANNOUNCEMENTS:

### G. CONSENT AGENDA

1. January 30, 2024 Parks and Recreation Meeting Minutes *Recommendation: By motion approve the Minutes.* 

# H. REGULAR AGENDA

- 1. 2024 Recreation Event Calendar and Plan Update *Recommendation: No Recommendation necessary, this is just an update.*
- 2. Purchase & Placement of "Dog Stations" throughout the City.

  Recommendation: Recommend that the City Council approve the purchase and placement of several "Dog Stations" throughout the City.
- 3. Re-Introduction of the Adopt-A-Park Program Recommendation: No Recommendation necessary, item was approved by Council in 2016.

# I. COMMISSION MEMBER REPORTS

J. ADJOURNMENT TO March 26, 2024

# ADA COMPLIANCE STATEMENT

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, Janice Traverso at 209-274-2412. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



# PARKS AND RECREATION COMMISSION MEETING MINUTES

# Meeting of Tuesday, January 30, 2024

# Vice Chairman Day called the meeting to order at 6:00pm.

# A. ROLL CALL

Present:

Fern Day, Vice Chairman Demi Wright, Commissioner Renee Hansen, Commissioner

Absent:

Larry Caputo, Commissioner Dan Traxler, Chairman

# **B. PLEDGE OF ALLEGIANCE**

Vice Chairman Day led the Pledge of Allegiance.

# C. APPROVAL OF AGENDA

Agenda was approved by unanimous vote.

AYES: Day, Wright, Hansen

NOES:

ABSENT: Traxler, Caputo

ABSTAIN:

# D. PUBLIC COMMENT

Cory Gold gave additional information and answered questions as-needed raised by Commission in reference to the 4H Agreement.

# **E. PRESENTATIONS/ANNOUNCEMENTS:**

Introduction of the new Recreation Coordinator, Salina Mitchell, was made.



### F. APPROVAL OF MINUTES

December 18, 2023 Parks & Recreation Meeting Minutes were approved unanimously.

AYES: Day, Wright, Hansen

NOES:

ABSENT: Traxler, Caputo

ABSTAIN:

# G. REGULAR AGENDA

1. 2024 Recreation Event Calendar, Plan and Budget\*
Recommendation: Recommend approval to City Council of the City of Ione to
Approve the Proposed 2024 Recreation Plan and Budget.

Comments of support and suggestions of fun ideas were offered by all attending Commissioners. Suggestion that the Summer Youth Program be offered in two-week increments, as well as the entire six-week program was made. Demi Wright motioned to approve the Item as presented.

# 2. Ione 4-H Lease of Howard Park Barn\*

Recommendation: Recommend approval to City Council of the City of Ione to enter into a lease agreement with The Regents of the University of California, Agriculture and Natural Resources, Cooperative Extension

Comments of support for the 4H Program and questions regarding the use of the additional barn stalls and parking area were raised by Commissioners. Cody Gold (4H) was able to address all concerns. Renee Hansen motioned to approve the Item as presented.

### H. CITY COUNCIL MEMBER REPORTS

Mayor, LaFayne commented on having Councilmember Atlan take over as liaison to the Park and Recreation Commission.

### I. ADJOURNMENT

Meeting adjourned at 7:06pm by Vice Chairman, Day

Respectfully submitted, Salina Mitchell Recreation Coordinator



### **AGENDA ITEM #H1**

**DATE: FEBRUARY 27, 2024** 

TO: PARKS AND RECREATION COMMISSION

FROM: SALINA MITCHELL, RECREATION COORDINATOR

SUBJECT: 2024 PARKS & RECREATION EVENT CALENDAR & PLAN UPDATE

### **RECOMMENDED ACTION:**

No recommendations are necessary at this time.

### **FISCAL IMPACT:**

No additional fiscal impacts at this time.

# **BACKGROUND:**

Since our last Commission Meeting held on Tuesday, January 30<sup>th</sup> much progress has been made. The Finance Committee has approved our requested budget allocation.

I have spoken with John Williamson of the Amador County Foundation regarding some different ways we can set up a donation portal to help offset some of the Parks & Recreations upcoming projects and programs. There is currently a donation portal for Ione, which was set up by Rotary years ago. Mr. Williamson suggests that I speak with Rotary, and begin our own non-profit portal for the City.

# **DISCUSSION:**

Staff has been working to launch the summer pool and youth programs. We are also working on providing at least community events and activities specific to all age groups.

# Youth Programs:

- 1. Summer Youth Leaders and Manager Job Opportunities posted on line, at City Hall and at both Argonaut and Amador High Schools on Tuesday, February 27, 2024.
- 2. Swim Lesson schedules and planning on-going.
- 3. T-Ball Agreement with Little Leapers being discussed.

# Adult Programs:

- 4. Bingo at either EB Hall or Castle Oaks Golf Club being discussed.
- 5. Pickleball courts and league being discussed.
- 6. Adults only lap swim planning on-going.
- 7. Water aerobics planning on-going

Community Activities/Events:

- 8. Love Ione was a success!
- 9. Ione Under the Stars planning on-going. (Re-occurring music night)

Facilities & Parks:

- 10. Pool Beautification Project planning on-going.
- 11. Lifeguard applications being reviewed.
- 12. Working with Boy Scouts to become the first Adopt-A-Park organization to adopt Maintenance at Park n' Ride.

# **ATTACHMENTS:**

No attachments at this time.



Agenda Item #H2

**DATE: FEBRUARY 27, 2024** 

TO: PARKS AND RECREAION COMMISSION

FROM: SALINA MITCHELL, RECREATION COORDINATOR

SUBJECT: PURCAHSE & PLACEMENT OF "DOG STATIONS"

# **RECOMMENDED ACTION:**

Recommend approval by City Council of the City of Ione to approve the proposed purchase and placement of twenty "Dog Stations" throughout the City and the associated budget allocation.

# **FISCAL IMPACT:**

The overall fiscal impact to the 2023/2024 fiscal year budget is estimated at \$8,000. This amount covers the purchase price of twenty stations at \$245 each, an additional 15% to cover taxes and contingency, with approximately \$2,400 left to cover two staff members, three full working days to install the stations and any supplies that may be needed for install.

# **BACKGROUND:**

A City Ordinance, Ordinance No. 6.04.030, is already in place stating that pet owners shall be responsible for the fecal matter of their pets. The Ordinance states that animals shall not be permitted to deposit upon private property, public streets, or any other public areas without the immediate removal & disposal.

# **DISCUSSION:**

Several members of the community have been complaining about dog poop being left and we hope that the pet owners will be more inclined to remove and dispose of said poop if there are stations easily accessible throughout the City.

# **ATTACHMENTS:**

A. Ordinance No. 6.04.030

# 6.04.030 Control—Public places.

No owner of any animal, wild or domestic, shall permit or allow said animal to do any of the following things within the City of lone:

- A. No person owning or having the care, custody, control or possession of any dog shall allow the dog to remain outside of a secured building or dwelling on the premises of the person unless the dog is within a fenced enclosure which is adequate to contain the dog, or unless the dog is securely tethered so as to prevent the dog from leaving the premises. Any dog so tethered shall be secured in a manner as to be unable to cross the property line on such premises. It shall be further restrained not to enter on any sidewalk, street or any such place designated for the public.
- B. The owner of any animal shall not allow any animal to deposit fecal matter upon any private property, public street, or other public place and the immediate area without removing and properly disposing of the fecal matter.
- \*Note—Any violation of this subsection within any 12-month period shall constitute a civil infraction punishable by a fine in the amount of \$100.00 for the first violation; \$250.00 for the second violation; and \$500.00 for the third and subsequent violations.
- C. Habitually make loud noise for a period of 15 consecutive minutes or longer, or act in such a manner so as to constitute a public nuisance.
- \*Note—Any violation of this subsection within any 12-month period shall constitute a civil infraction punishable by a fine in the amount of \$100.00 for the first violation; \$250.00 for the second violation; and \$500.00 for the third and subsequent violations.

(Ord. No. 473, § I, 9-1-2015)



### **AGENDA ITEM #H3**

**DATE: FEBRUARY 27, 2024** 

TO: PARKS AND RECREATION COMMISSION

FROM: SALINA MITCHELL, RECREATION COORDINATOR

SUBJECT: ADOPT A PARK PROGRAM RE-INTRODUCTION

# **RECOMMENDED ACTION:**

No recommendations are necessary at this time.

### **FISCAL IMPACT:**

No additional fiscal impacts at this time.

# **BACKGROUND:**

In 2016 the Adopt-A-Park Program was created. An extensive document was produced that outlined the Program from start to finish. It is unknown to current staff why the Program was never implemented. Staff has made a few updates and would like to re-launch the Program under the supervision of Parks & Recreation.

### **DISCUSSION:**

As we move forward with so many wonderful ideas, park maintenance and updates should be one that we focus on as well. Staff would like to re-launch this Program with heavy emphasis on the community and local organizations adopting parks advertised as "up for adoption". We propose to advertise three to four parks per year for adoption and provide a full scope of work for updates, modifications, etc. to the adoptive party. The adoptive party can adopt the entire project, certain aspects of the project, or, they can simply make a one-time donation. This will allow the City to make the updates we need with the help of donation. We can add a plaque to each park listing the adoptive party or parties.

Any park can be adopted at any time. More that one party can adopt the same park. All parks will be up for adoption. Adoptive parties can also simply adopt the maintenance of a specific park. Everything is outlined in the document.

Staff would like to suggest that the first four parks to be advertised for adoption are the following;

- 1. Bridge Park (Park n' Ride and the Bridge)
- 2. City Pool (pool includes snack bar, and surrounding areas)

- 3. Heath Knowell (Welcome Sign)4. Tennis Courts at Howard Park (for pickleball)

# **ATTACHMENTS:**

Adopt-A-Park Document



KEEP IONE BEAUTIFUL!

City of Ione
Adopt A Park
Handbook



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# What is the City of Ione Adopt A Park?

Adopt A Park is a City-wide community service program that provides for the health, inspiration, and recreational opportunities for the people of lone. In addition, the program educates the public about creating and preserving clean and safe parks for everyone. The preservation and maintenance of our natural and recreational resources will ensure the opportunity for high quality leisure experiences for generations to come.

# Who can adopt a park?

Anyone can adopt a park! The program aims to unite and support all people interested in improving Ione's neighborhood open spaces. Participants can include:

- Individuals
- Neighborhood Associations
- Schools
- Church Groups
- Non-profit Organizations
- Families

- Senior Citizen Groups
- Youth Groups
- Scouts
- Businesses
- Community Groups
- Local Agencies

# What can be adopted?

- Flower Bed Planting/Weeding
- Trees and Shrubs Planting/Watering
- Undeveloped Parkland
- Litter
- Paint
- Other Pre-Approved Park Projects

- Playgrounds
- Courts
- Trails
- Weed Control
- Graffiti Removal
- Structures

# What are participants responsible for?

- Participants are required to read, understand, and abide by all safety guidelines.
- Participants must abide by all park rules and ordinances.
- Participants must notify the City of Ione staff representative when performing Adopt A Park activities.
- Participants must keep track of the number of hours spent working on a monthly basis and report total
  hours to the City staff representative. Hours are due by the 5th day of each month. The City documents
  this information and will tabulate yearly hours, which helps the program in the following ways:
  - Accounts for total donated time to the program for annual reports and grant qualification
  - Confirms the growth or decline in participation
  - Helps the City provide participant awards and recognition.

# Participation can include one or more of the following:

- Improvement Sponsorship
- <u>Donation Sponsorship</u>
- Project Sponsorship

# How to Get Started:

- Complete the application and mail, email, or fax it City Hall.
- Select or propose and area you are interested in adopting.
- Notify the City at least five day prior to each work date.
- Review and follow safety requirements.

# Our Commitment to You:

- We will provide safety vest to be used when needed on a loan basis.
- We will dispose of the trash and/or organic material collected and we will provide trash bags for you to
- We will work with you to design and implement projects.

# Safety:

• Safety is of utmost importance to the City of Ione. We encourage you to take responsibility for your actions and use good judgement while you are working on any Adopt A Park project. Please use the safety regulations as a guide when necessary.



Perry Earl Park

# Improvement Sponsorship

# Adopt-A-Park Improvement Sponsorship

# BASIC REQUIREMENTS FOR IMPROVEMENT SPONSORSHIP:

- Adopting organization leaders must be aged 18 or older and will be required to attend a brief training session sponsored by the City prior to performing work in the adopted areas as well as be present at the onsite meeting at the start of the sponsorship period.
- Cleanup/maintenance will be done by members of the adopting organization. Cleanup/maintenance will be done as agreed upon between the Department and the individuals or organization, for a designated period of time (dates to be set in conjunction with a City representative).
- All work shall be performed during daylight hours.
- Cleanup may be more often it if is determined that the park or facility is in need of additional improvements.
- Adopted parks will be assigned on a first-come, first served basis.
- Adoption by one organization does not preclude adoption of another area of the same park or donation to the same park from another organization.
- Be familiar with and follow all safety requirements.

# YOU OR YOUR ORGANIZATION CAN:

- Pick up litter in and around your adopted site at least monthly. This may include picking up paper, cans, glass, (broken glass to be removed at the discretion of the adopting organization's supervisor), or other garbage and placing it in trash receptacles at the park, or pickup can be arranged by the city for larger amounts.
- Clean and paint buildings or other designated facilities as needed. (The City will supply the paint and painting equipment).
- Plant trees, flowers or shrubs, with approval of the Community Services Department, at the adoption site. Graffiti Removal.

# WE AGREE TO:

- Provide training that includes maintenance methods and techniques, and safety issues.
- Meet with the adopting organization (or its representatives) at the adopted park site at the start of the sponsoring period to discuss cleanup and maintenance priorities and to provide general guidance.
- Support the efforts of the adopting organization to keep the park clean and well maintained.
- Assist the adopting organization, and provide technical help when requested.
- Work together with the adopting organization for the betterment of the park.
- List monthly reports on City web page, honoring the work completed by your organization.
- Publicly acknowledge your organization on the City web page, flyers, signs, etc.

### APPLICATION:

The adopting organization will need to complete and submit an application to the City at least thirty (30) days prior to the adopting organization's first scheduled cleanup. Please note that the Volunteer Waiver Forms should also be submitted with the application. These forms are included in the Appendix section of this handbook.

# **CANCELLATION:**

If the adopting organization is unable to fulfill its clean-up requirements for thirty (30) days after the scheduled clean-up/beautification date, the organizing leader will be contacted by the Adopt-A-Park Program Coordinator. If clean-up is not accomplished sixty (60) days after the scheduled date, the organizing leader will receive a reminder from the Program Coordinator. If clean-up is not done for a total of 75 days after the scheduled date, the Program Coordinator will consider the adoption cancelled.

# **SAFETY RULES**:

We value your safety. Adult group leaders will be required to attend a training session sponsored by the City and will then be responsible for conducting a safety briefing for all participants prior to a cleanup. Participants and/or parents bear individual responsibility for personal safety and appropriate behavior in the park. Each participant must complete the Volunteer Waiver Form (Appendix). Adopting organizations will work without direct City of Ione supervision. One adult supervisor (aged 18 or older) must be present for every five minors over the age of seven years and one adult supervisor must be present for every two children under the age of seven years. Adoptable areas will be selected for safety and appropriateness for the participants. We urge you to remember: The program depends upon the common sense and responsibility of individual participants. For the protection of our participants, the use of power tools such as mowers, tractors or chain saws will not be permitted.

# **SAFETY REQUIREMENTS:**

- Wear comfortable clothes and closed-toed shoes
- Wear gloves
- Remove all bagged trash
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, etc.
- Report all suspected toxic/hazardous materials to the City of Ione

# **SUGGESTED TOOLS:**

- Garbage bags
- Leather gloves
- Shovels
- Rakes
- Brooms
- Water for drinking (especially groups with young children)
- Trash "graspers"

Adoption applications are accepted year round. It is recommended that applications be submitted early, as they are approved on a first come, first served basis (Appendix A-1).

# Recognition

We appreciate our volunteers! You or your organization will be presented with individual Certificates of Participation and will be recognized:

- Before City Council at quarterly meetings
- Before the Parks and Recreation Commission
- On the City of Ione web page and Facebook page

" Iron Ivan"
Train Park
behind
City Hall



# **Donation Sponsorship**

# Adopt-A-Park Donation Sponsorship

We gratefully accept monetary donations. Your donation will purchase and install park amenities in accordance with design standards for lone's public spaces.

Park amenity donation forms are accepted year round. Amenities you can provide include (but are not limited to):

+Picnic Tables +Trees +Landscapes +Exercise Equipment

+Benches + Signs +BBQ's +Trash Receptacles

+ Drinking Fountains + Shade Structures + Athletic Equipment



Ed Hughes Memorial Arena

# YOU OR YOUR ORGANIZATION CAN:

• Work with the Community Services Department staff representative to select amenities specific to each adoptable site.

# WE AGREE TO:

- Assist with selection of amenities specific to a park or parks selected by the Donor.
- The Community Services Department will complete the purchase process in accordance with City Policies and procedures and install the amenity or amenities.
- A plaque may be affixed to or near the amenity if possible, with donator's name.

# Recognition

Your generous donation sponsorship will be recognized:

- Before the City Council, at Quarterly Presentations
- Before the Parks and Recreation Commission
- On the City's web page and Facebook page

# Project Sponsorship

# Adopt-A-Park Project Sponsorship

Your business, organization or family sponsorship will cover the cost of a large-scale project from ground-breaking to completion, and can leave a legacy for your company or family. Projects may include (but are not limited to):

- New athletic field lighting
- Fencing for an athletic field or dog park
- Renovation of athletic field turf
- A new basketball, tennis, or volleyball court
- New playground equipment
- Development of drought tolerant gardens



### TOGETHER WE CAN:

Accomplish these projects through a collaborative partnership between you and the City. The City will assist with development and design. Major Project Sponsorships are available year round.

# Recognition

- An Adopt-A-Park sign with your name on it will be placed at your adopted project site. The sign will
  remain at the site as long as the sponsored projects or equipment remains a viable park structure.
- The City will fund up to \$200.00 of the cost of the Adopt-A-Park sign.

In addition to the Adopt-A-Park sign, your generous donation and sponsorship will be recognized:

- Before the City Council, at Quarterly Presentations
- Before the Parks and Recreation Commission
- On the City web page and Facebook page

# Adopt-A-Park Major Project Sponsors will also:

- Be included in City marketing materials, flyers, brochures, posters
- Be awarded an Adopt-A-Park plaque and certificates of recognition at a City Council meeting

# **Available Parks and Facilities**

- Bridge Park- 127 W. Main Street
- Grover Park- Between Cherry/Oak/Walnut & Poplar St.
- Heath Knoll Park- Corner of Preston and Sutter
- Howard Park 600 South Church Street

Ed Hughes Memorial Arena

Horse Barn

**Evalynn Bishop Hall** 

**Baseball Fields** 

Soccer Fields

Playground

Dog Park

Horse Track

Skate Park

- Ione City Pool

  450 S. Mill Street
- Ione Train Depot

  S. Mill Street
- Oakridge Park

   Oakridge Circle
- Perry Earl Park

   Corner of Fairway and Shakely
- Train Park— 1 Main Street (Behind City Hall)

# Please feel free to suggest projects or facilities not listed!

# Examples include:

- Donate money specifically for a certain use or project (example; a bench within the park)
- Donate your time to consistently maintain a specific park
- Design and install landscaping (example; xeriscape garden at Heath Knoll Park)
- Weed control Supplies (Donate supplies and/or time for weed abatement)
- Graffiti Removal at Skate Park
- Care for Rose Garden at Train Park
- Litter control



# Adopt-A-Park Application Please complete and return to: City of Ione, #1 East Main Street, PO Box 398, Ione, CA 95640

Contact Information	
Organization Name	
	Alternate Phone Number
Park Preference Preferred adoption location	
Adoption Method	
Please specify which adoption method you wo	uld prefer by checking the box to the left of selected method.
☐ Park Adoption Donation ☐ Sponsorship Pr	
Project Description:	
Amount and type of Donation:	
Term of Agreement	
•	rk Handbook and that I possess the authority to execute this erstand this is an application for the Adopt-A-Park Program
agreement on behalf of the organization. Fund and the City of Ione will contact me to finalize t	
Print Name	
Title	
	 Date
Official Use Only: Date received	Application Approved Denied
Reason for Denial	Assigned Facility
Adoption Term	

### CITY OF IONE

Release, Waiver of Liability, and Assumption of the Risk Agreement Form for

# Adopt - A - Park Program

Read Carefully Before Signing—Signature of Participating Adult Mandatory

In consideration of being allowed to participate. The undersigned acknowledges, appreciates, and agrees that the risk of serious injury including, but not limited to, permanent paralysis, injury, and death, is significant and does exist, even though particular rules, equipment, and personal discipline may reduce the risk. Therefore:

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY OF IONE, its departments, officials, employees, agents or volunteers and assume full responsibility for injuries due to my participation in the listed event.

I, for myself, my heirs, assignees, personal representatives and next of kin, hereby RELEASE AND HOLD HARMLESS the above named organization, their officers, officials, agents, employees, volunteers, other participants, sponsors, advertisers and owners and lessors of premises used to conduct the event, for ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, ARISING FROM THE NEGLIGENCE of the above named organization.

I also agree to be photographed and/or have my child photographed and release the use of the photographs for publicity in the City of lone publications and other public information tools.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY, AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS AND SIGNIFICANCE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

(Participant's Signature)	Date signed:
(Print Name)	

# FOR MINORS (UNDER 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand the significance of this RELEASE AND WAIVER and do consent and agree to his/her waiver, release and assumption of the risk as provided above. I release and agree to indemnify and hold harmless the above named organization and associated persons from any and all liabilities for injury or damage to the above minor while participating in these programs ARISING FROM THE NEGLIGENCE of the above named organization and associated persons.

(Parent/Legal Guardian Signature)	Date signed
(Print Name)	