

CITY OF IONE
IONE, CA 95640



PARKS AND RECREATION COMMISSION

Tuesday, April 23, 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=d3lWTW0zbVJLbQpQNXBDQWtpZkRyUT09>

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. March 26, 2024 Parks and Recreation Meeting Minutes
Recommendation: By motion approve the Minutes.
2. 2024 Recreation Event Calendar and Plan Update
Recommendation: For information only.

H. REGULAR AGENDA

1. Memorial Tree & Bench Program
Recommendation: Recommend amendment document for the Memorial Tree & Bench Program be added to the already existing Adopt-A-Park Program and be presented to City Council for approval.

This item was brought forth at our last meeting but Staff is requesting more information before establishing a final document to send to City Council for approval. Staff would like to recommend that this program be rolled into the already existing Adopt-A-Park program. Upon receipt of an application by P&R, it would be forwarded to PW for review and once both departments are satisfied with placement, material chosen, etc. the application will be granted.

2. Parks & Recreation Fee Schedule Restructure
Recommendation: Recommend fee restructure be presented to City Council for approval.

Howard Park is arguably one of the City's greatest resources. Howard Park is a regional Park used by all of Amador County, but the maintenance and financial burden is the sole responsibility of the City. There are great needs and wants within Howard Park and restructuring of the Parks and Recreation Fee Schedule would greatly help offset rising costs related to maintaining and improving the park.

I. COMMISSION MEMBER REPORTS

J. ADJOURNMENT TO MAY 28, 2024

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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, March 26, 2024

Chairman Traxler called the meeting to order at 6:00pm.

A. ROLL CALL

Commissioners Present:

Fern Day, Vice Chairman

Demi Wright, Commissioner

Renee Hansen, Commissioner

Dan Traxler, Chairman

Dominic Atlan, Ex- Officio

Absent:

Larry Caputo, Commissioner

Staff Present:

Amy Gedney, Interim City Manager

John Alfred, Police Chief

Salina Mitchell, Recreation Coordinator

B. PLEDGE OF ALLEGIANCE

Chairman Traxler led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Commissioner Day made motion to approve the Agenda. Agenda was approved by unanimous vote.

AYES: Day, Wright, Hansen, Traxler

NOES:

ABSENT: Caputo

ABSTAIN:

D. PUBLIC COMMENT

Gary Thomas spoke regarding the Brown Act. He mentioned that someone in a District seat has a habit of texting all Committee or Council members regarding issues prior to meetings and he felt this was a violation of the Brown Act.



Agenda Item #G1

A member of the public (no name given) spoke regarding our Bid Process. She had concerns that bids are not always submitted fairly and wanted to make sure that all donated or granted funds be allocated fairly.

A member of the public (no name given) shared his opinion that a new pickleball court be built rather than trying to put everything in the same existing spot. What happens to basketball if pickleball goes in the basketball courts, etc.

E. PRESENTATIONS/ANNOUNCEMENTS:

None at this time.

F. APPROVAL OF MINUTES

Commissioner Day made the motion to approve the Minutes from the February 27, 2024 Parks & Recreation Meeting. Minutes were approved unanimously.

AYES: Hansen, Day, Wright, Traxler

NOES:

ABSENT: Caputo

ABSTAIN:

G. REGULAR AGENDA

1. 2024 Recreation Event Calendar Plan & Budget Update

Recommendation. No recommendation at this time.

Staff provided an update regarding all the activities being planned to the Commission.

2. Brown Act Training

Recommendation: No recommendation at this time.

The City Manager presented some basic Brown Act training for the Commission. Questions were asked and answered.

3. Pickleball Court at Howard Park

Recommendation: Propose to Council that a CIP line item for pickleball be created. Task Wildan to handle the design implementation and prepare to hold an official bid opening for the project.

The topic of pickleball was discussed. Bids have been received and the City Engineer spoke as to the formal bid process and the steps needed to make this a



Agenda Item #G1

viable Capital Improvement Project. Commissioners unanimously agree that more bids should be received and the option to build a second facility instead of remodel the existing one should be considered. Commissioners also unanimously agreed that the item should be brought to City Council to approve the project as a formal CIP.

4. Train Depot Park Update

Recommendation: No recommendation at this time.

The City Engineer gave a project status update. Site work for the project is set to Be complete by end of September 2024. Commissioner Day asked about the type of turf that will be used and Commissioner Wright asked about the bathrooms. All second phase questions will be discussed and decisions made at later date. Site improvements are the only budgeted/designed aspects at this time.

5. Memorial Tree and Bench Program

Recommendation: No recommendation at this time.

This item is to be brought back to the Commission at a later date. Commission has requested staff to create a program and a plan as to who administers this program and what are the costs associated with the program, etc.

H. CITY COUNCIL MEMBER REPORTS

Chairman Traxler reported the on-going need for more dog poop sanitary stations throughout the City and a reasonably priced item was found on Amazon.

I. ADJOURNMENT

Meeting adjourned at 7:48pm by Chairman Traxler.

Respectfully submitted,
Salina Mitchell
Recreation Coordinator



CITY OF IONE
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AGENDA ITEM #G2

DATE: **APRIL 23, 2024**

TO: **PARKS AND RECREATION COMMISSION**

FROM: **SALINA MITCHELL, RECREATION COORDINATOR**

SUBJECT: **2024 RECREATION EVENT CALENDAR AND PLAN UPDATE**

RECOMMENDED ACTION:

No recommendations at this time.

FISCAL IMPACT:

No additional fiscal impacts at this time.

BACKGROUND:

Since our last Commission Meeting held on Tuesday, March 26th, much progress has been made towards launching our summer programs including the pool and summer youth camp. Progress is also being made towards processing contracts with our shareholders at Howard Park and planning community events.

DISCUSSION:

Staff is currently working to launch the City Pool Summer of 2024 Program as well as Camp Ione. Staff is also working on activities and classes for adults of all ages.

Summer of 2024 Pool Program:

1. A Pool Manager and eight lifeguards have been hired and are currently undergoing the lifeguard certification program.
2. The Pool Grand Opening Party is being planned for Saturday, June 8th from 12:00am-7:00pm. There will be swimming, a cannon ball contest, fun activities for kids, snack shack concessions, food trucks and music (TBD).
3. Swim Lesson sign-ups will be May 1st through May 31st.
4. Commissioner Demi Wright will be leading a group of volunteers to plant flowers at the large planter area just outside of the pool gates on Friday, April 26th
5. The school district has not given us permission to utilize the “snack shack building” adjacent to the pool area so we will be purchasing a shed to utilize instead.

Camp Ione:

6. A Camp Manger and four Youth Leaders have been hired.
7. Sign-ups are currently being held. All efforts are being made by staff but registration numbers are low. Staff will re-evaluate camp needs at end of month.

Community Events:

8. The City's first monthly \$1 Movie Night is being presented on Friday, May 3rd. Themed Movie Nights will take place once a month from May – October.
9. Ione Under the Stars (re-occurring music night) planning on-going.

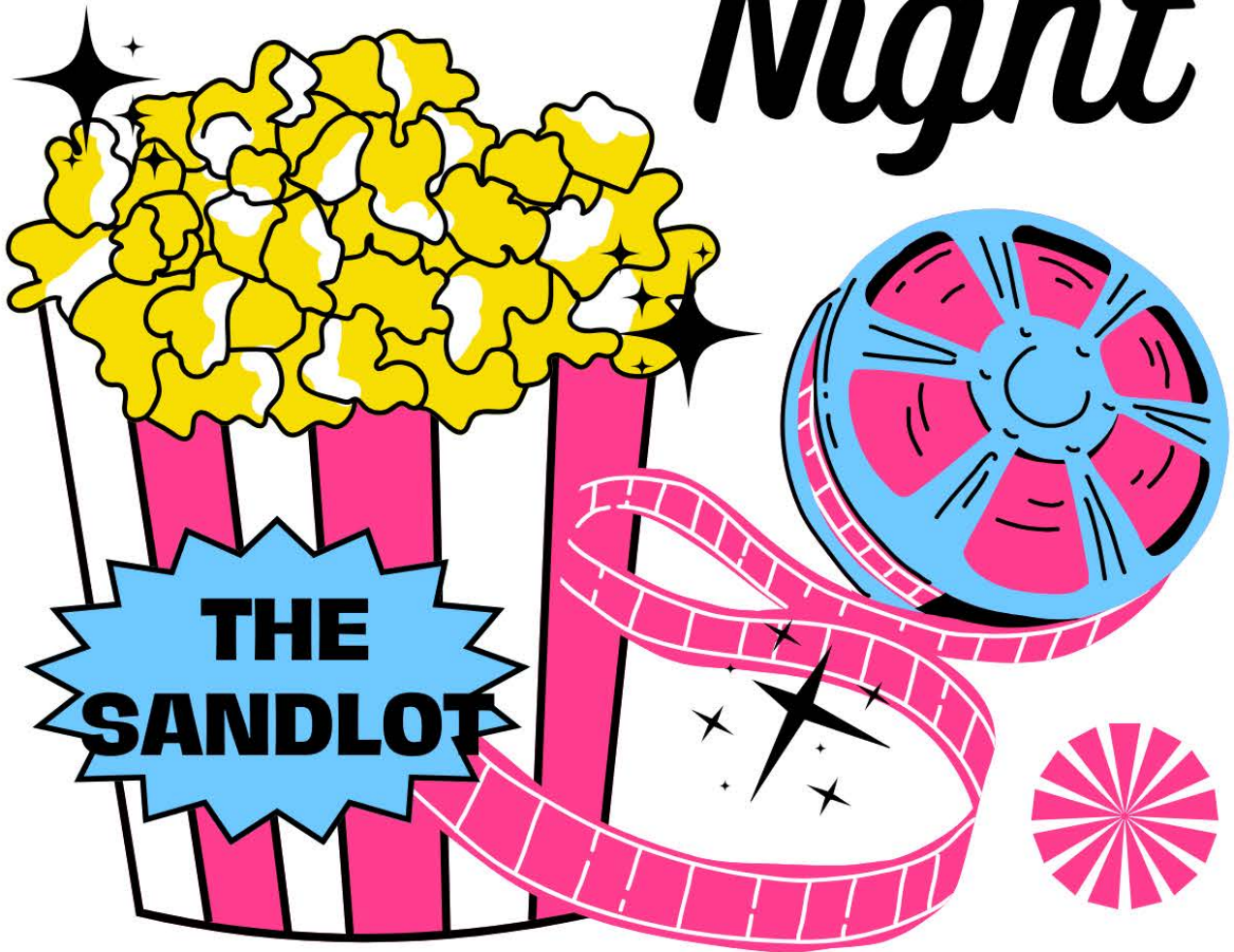
ATTACHMENTS:

- A. Flyer for Classic Movie Night at Howard Park

CITY OF IONE PRESENTS

\$1 MOVIE

Night



FRIDAY, MAY 3RD

7:30pm

CLASSIC MOVIE NIGHT @ HOWARD PARK
PICNIC STYLE



CITY OF IONE
IONE, CA 95640

Agenda Item #H1

DATE: APRIL 23, 2024

TO: PARKS AND RECREATION COMMISSION

FROM: SALINA MITCHELL, RECREATION COODINATOR

SUBJECT: MEMORIAL TREE AND BENCH PROGRAM

RECOMMENDED ACTION:

Approval of Staff's plan to add the Memorial Tree and Bench Program to the existing Adopt-A-Park Program.

FISCAL IMPACT:

To be determined on a case-by-case basis.

BACKGROUND:

Mayor LaFayne and Vice Mayor Wratten requested that this item be placed on the agenda last month. Staff was directed to create a program and bring back to Parks & Recreation Commission for recommendation to send to City Council.

DISCUSSION:

Attached is Mayor LaFayne's initial memorandum regarding a memorial bench/tree program. Staff believes this is a good idea to establish standards and concurs with Mayor LaFayne's items listed in the memorandum. Below are some concerns identified by staff.

1. Staff recommends the placement of all trees be approved by Public Works on a case-by-case basis. *The trees that are lost in the park are hazard trees and the area is over populated and needs thinning out to maintain a healthy environment for the park, along with the Fire safety hazard (High Severity Zones and the loss of fire insurance issues) we must be careful, most of the trees that have fallen were saplings or suckers that were causing heavy brush build up and taking water from the healthier trees.*
2. Staff recommends that the applicant do the work to provide the City with an acceptable, native tree upon submittal of the application. *We need to consider a horticulturist or the Amador county Master Gardeners for input on the type of tree for the area of the City it is to be planted due to our climate and variations in soil, and the lack of water.*
3. Staff recommends the approval of all bench plans be approved by Building and/or Planning prior to approval. *Benches are a great idea and well needed, but will require cement bases and a review for ADA access.*

4. Staff recommends that a minimal fee for all benches be included in the application and paid upon approval. *Will there be a fund or a longevity grant set up for the upkeep and maintenance and to address vandalism and graffiti that occurs regularly?*
5. Mr. Huss has agreed to the school involvement. *I like the school involvement - we need to check with both principals to ensure they will agree to participate.*

ATTACHMENTS:

- A. Email from Mayor LaFayne
- B. Attachment from Mayor LaFayne

Amy Gedney

Subject: FW: Memorial Bench & Tree Program

From: Alison LaFayne <alafayne@ione-ca.com>
Sent: Tuesday, February 27, 2024 12:20 PM
To: Ken Mackey <Kmackey@ione-ca.com>; Amy Gedney <agedney@ione-ca.com>
Subject: Re: Memorial Bench & Tree Program

I can send you more information later this afternoon.

From: Ken Mackey <Kmackey@ione-ca.com>
Sent: Tuesday, February 27, 2024 12:18:45 PM
To: Amy Gedney <agedney@ione-ca.com>; Alison LaFayne <alafayne@ione-ca.com>
Subject: Re: Memorial Bench & Tree Program

Yes I would be happy to, is there any additional plans that I can look at , nothing is attached to my email

Ken

From: Amy Gedney <agedney@ione-ca.com>
Sent: Tuesday, February 27, 2024 11:08 AM
To: Alison LaFayne <alafayne@ione-ca.com>
Cc: Ken Mackey <Kmackey@ione-ca.com>
Subject: RE: Memorial Bench & Tree Program

Thanks. This looks good and a good idea to have the standards. Ken, can you look this over and provide any input- particularly looking at maintenance etc.

From: Alison LaFayne <alafayne@ione-ca.com>
Sent: Tuesday, February 27, 2024 10:25 AM
To: Amy Gedney <agedney@ione-ca.com>; Diane Wratten <dwratten@ione-ca.com>; apinasco@neumiller.com; Dan Traxler <dtraxler@ione-ca.com>; Fern Day <fday@ione-ca.com>
Subject: Memorial Bench & Tree Program

Good morning everyone,

Over the past few months, myself and others have been helping the Owen Family with various issues victims of crime find themselves up against. During this time they expressed interest in a memorial

bench. Things went back and forth on location and emotions were high. A location was also difficult for everyone to agree on. Plus, they didn't know how to begin.

Remembering the last proposal for a bench, prompted the attached. I've added a bit more to the concept that could also be of benefit to our Parks.

At our last council meeting discussion was had on how councilmembers could place items on future agendas. We requested the city's protocol manual. In the manual it states the mayor has the authority as well as two council members together at a convened meeting.

I would like this set for the March agenda with a resolution for signature, and then put on the Park & Recreation March Agenda. Once council approves the policy, the Commissioners have full authority to approve an application.

This is a draft and most likely need staff input and possibly collaboration between commissioners to finalize the program.

Thank you, Alison

DRAFT

February 23, 2024

VIA Email Transmission

TO: Amy Gedney, Interim City Manager

CC: Diane Wratten, Vice Mayor
Andy Pinasco, City Attorney
Dan Traxler, Chair of Parks & Recreation
Fern Day, Vice Chair Parks & Recreation

From: Alison Lafayne, Mayor

Requested Agenda Item: Adopting a Memorial Bench & Tree Dedication Policy and Program
March 5, 2024 Meeting-Resolution

General Information

In recent years, the City of Lone has been approached by citizens with a request to place memorial dedication benches to honor loved ones within the City's parks and open space. As such, my suggestion is for the City to establish an informal policy, to include procedures to guide and assist citizens and streamline the process using an approved application. In addition to a bench, I'd like to also suggest the option of including a memorial tree or a stand-alone tree dedicated without a bench.

Our parks lose hundreds of trees per year, and little to none are replaced. Creating a program for both could put a small dent in the loss and would serve to beautify our parks while memorializing community loved ones.

There are several online options available for memorial benches constructed with material that would withstand the outdoor elements, or use a local contractor is also an option. Although cost could be an issue for some. The state program "California Releaf" is a resource the City could consider for tree choices. In addition to guidance with tree choices, planting, maintenance, and care, they also have numerous grant programs to assist in Park preservation, curriculum programs for elementary students to plant trees and more. The Sacramento Tree Foundation currently has an elementary school program called Seed to Seedling. Their curriculum for K6 students includes starting oak tree acorns to a seedling, then they are sent to a nursery, and later planted. It may be something to also consider having our Parks & Recreation program to include a mini children's nature program. Some kids want to be scientist, or future biologist and don't participate in sports.

<http://treetopproducts.com>

<http://pollyproducts.com>

<http://theparkcatalog.com>

<http://californiareleaf.org>

Review Process

Applications would be received and reviewed by the City's Public Works Department consistent with guidelines and specifications to be determined. If approved, the application will be forwarded for review and final consideration to the Parks & Recreation Commission. Once a resolution is passed by City Council, there is no need for further approval. The applicant will be notified of the time and date of the Parks & Recreation meeting.

Memorial Bench Specifications

TBD. All benches and plaques should be consistent in nature, of good quality and made of material that can withstand the outdoor elements. (the links above include choices) The Memorial bench or plaque may require replacement in 15-20 years. If the donated bench or plaque needs replacement, the City will attempt to locate the donor family to see if they wish to pay the replacement costs or the site may be made available for another donor, if they do not wish to pay the replacement costs.

Memorial Tree Specifications

TBD for Zone 9. (consult with arborist) Offer 3 choices.

Location

Applicant may request a specific location but final determination will be made by the City dependent upon various factors including accessibility, maintenance, and care. The City would retain the right to relocate a bench at any time and would contact the donor to discuss alternatives. The City has the final decision.

Application Content

The application should include a detailed description of the memorial bench or tree. Questions should be discussed as to who places the bench or plants the tree. Who prepares ground, who is in charge of ongoing maintenance and care. If either are damaged, who is responsibility for repair or replacement.

Having benches throughout the City provide a place to slow down, enjoy the outdoors and visit with friends and family. The applicant would be responsible for the cost, and all maintenance and care and outlined in the policy and identified on the application.

Obviously this is the starting point and the final result would be established in collaboration with all members of Parks & Recreation and final approval of the policy by City Council.



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AGENDA ITEM #H2

DATE: **APRIL 23, 2024**

TO: **PARKS AND RECREATION COMMISSION**

FROM: **SALINA MITCHELL, RECREATION COORDINATOR**

SUBJECT: **PARKS AND RECREATION FEE SCHEDULE RESTRUCTURE**

RECOMMENDED ACTION:

Recommend approval of the Fee Schedule restructure to City Council for approval.

FISCAL IMPACT:

The fiscal impacts associated with the restructure of the current Fee Schedule will be beneficial. Exact data is unknown but fees can be tracked and compared to historical data to provide budgetary figures and can be re-assessed after one year.

BACKGROUND:

Howard Park is arguably one of the City's greatest assets and as it is a regional park, it is enjoyed by all of Amador County and beyond. The maintenance and all costs associated with maintenance, improvements, etc. are the City's sole responsibility. As the community grows and the needs of the park evolve it makes sense to restructure the current Fee Schedule.

DISCUSSION:

The public is welcome to rent certain facilities within Howard Park and often do. The City takes pride in hosting such events in our small town and hope that the organization hosting the event are making a profit. That being said, some of these events, for example the annual Party to Pardee event end up with a huge turn-out, and while that is wonderful for the organization it can have many impacts on not only our park but also traffic and resources available to our community.

Staff not only recommends a re-classification and minimal increase of some of our rental fees, but also recommends implementing a few new line items. Suggested additional line items;

1. Picnic Hill Rental Fee- \$100 per day
2. Vehicles Overnight- \$15 per night

The current parking fee is \$2 per car but is rarely ever charged as it is almost impossible to track. Staff proposes the fee be re-classified as a \$1 per attendee fee. This fee shall be implemented for all events over 300 people.

Please see attachment A for all other increases/changes.

ATTACHMENTS:

- A. Current Parks & Recreation Fee Schedule
- B. Proposed Parks & Recreation Fee Schedule



City of Lone
1 East Main Street
PO Box 398
lone, CA 95640-0398

Attachment #H2A

Office: (209) 274-2412
Fax: (209) 274-2830
Weekend and After Hours:
(209) 256-0498

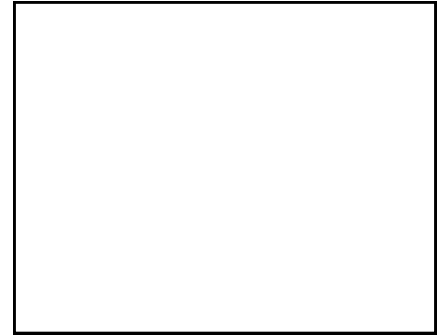
Fee Schedule

Howard Park Rental & Evalynn Bishop Hall

600 South Church Street, Lone, CA 95640

HALL RENTAL FEES

Commercial or Private Use.....	\$ 400
Non-Profit Organizations.....	\$ 350
Non-Profit Youth Activities.....	\$ 350
Early Set Up Fee.....	\$ 50
Facility Cleaning Fee (mandatory and non-refundable) ..	\$165



DEPOSITS REQUIRED AT TIME OF RENTAL*

Personal Item Clean-Up Deposit*	\$ 120
Property Damage Deposit*	\$ 550
Key Deposit*	\$ 30



KITCHEN FACILITY USE

(Optional Use– Only in conjunction with Hall rental)

Commercial or Private Use.....	\$ 100
Non-Profit Organizations.....	\$ 50
Adult Beverage Bar.....	\$ 25

POLICE COVERAGE..... \$ 75/hour per Officer

PARK DAY USE



(For example: Car clubs; Class gatherings; Company picnics; Private birthdays; Youth activities)

Amphitheater/ Stage.....	\$ 10
Restrooms (Inside of EB Hall).....	\$ 75
Parking Fee.....	\$ 2 per vehicle
Trailer/ RV.....	\$ 15 per night/ per vehicle



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Fee Schedule

Howard Park Rental & Evalynn Bishop Hall

600 South Church Street, Lone, CA 95640

HALL & WEST PARK AREA RENTAL FEES

EB Hall (Events over 150 attendees).....	\$ 795
EB Hall (Events under 150 attendees)	\$ 595
West Park (All three areas).....	\$ 795
Non-Profit Organizations.....	\$ 695
Non-Profit Youth Activities.....	\$ 695
Early Set Up Fee.....	\$ 50
Picnic Hill.....	\$100
Amphitheater.....	\$ 100
Beer Garden.....	\$ 195
Restrooms Outside of EB Hall.....	\$ 100

DEPOSITS REQUIRED AT TIME OF RENTAL*

Property Damage & Cleaning Deposit.....	\$ 795
Key Deposit.....	\$ 25

MISC PARK DAY USE FEES

Campsite	\$ 25 per night
Trailer/RV	\$ 35 per night

EVENT ATTENDEE FEE..... \$ 1 per attendee(over 150 attendees)

(This fee will be charged for all events rentals hosting over 150 attendees and shall be paid upon reservation.