

PARKS AND RECREATION COMMISSION

Angela Bennett, Chairman
Sheldon Windley, Vice Chairman
Angie Avila, Commissioner
Fern Day, Commissioner
Dan Traxler, Commissioner

August 23, 2022
Ione City Hall
1 E. Main Street, Ione 95640
City Council Chambers
6:00 PM

**DUE TO THE GOVERNOR'S EXECUTIVE ORDER N-25-20 ADOPTED MARCH 17, 2020,
THE PARK AND RECREATION COMMISSION OF THE CITY OF IONE WILL BE
CONDUCTING THEIR MEETING VIA ZOOM AND IN PERSON AT 1 E. MAIN STREET**

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**THE CITY OF IONE IS A GENERAL LAW CITY DEDICATED TO
PROVIDING LEADERSHIP, ACCOUNTABILITY, AND FISCAL
INTEGRITY WHILE PROMOTING ECONOMIC OPPORTUNITIES AND
MAINTAINING A HIGH QUALITY OF LIFE FOR OUR CITIZENS**

PLEASE LIMIT PUBLIC COMMENT/TESTIMONY TO FOUR MINUTES
California Government Code Section 54954.3

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, Lone, 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

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) APPROVAL OF AGENDA

5) 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.

*Please be mindful of the **4 minute time limit per person**. Pursuant to the Brown Act, the Park & Recreation Commission may not take action or engage in a detailed discussion on an item that does not appear on the Agenda. However, matters that **require Commission action will be referred to staff for a report and/or recommendation for possible action at a future Commission meeting. Is there anyone in the audience who wishes to address the Commission at this time?***

6) PRESENTATIONS/ANNOUNCEMENTS: Justin Howard, Executive Director – ACRA Services Update

7) REGULAR AGENDA:

1) City of Lone Parks

a) Howard Park

- i) Caretaker / Ed Hughes Memorial Arena Host RFQ Submittal
- ii) Howard Park Master Plan Update
 - (1) Architectural Services
- iii) Pickleball Court
 - (1) Replace tiles on tennis court with pickleball tiles
- iv) Propane tank removal
- v) Band shell

b) Perry Earl Park

- i) Bradley Booker – Amador Trail Stewardship - Video

c) Iron Ivan Park/ Train Park

- i) Public Restroom Hours
- ii) Rose Garden - Railroad Ties

d) Train Depot Park

- i) Project Update

8) COMMISSION MEMBERS REPORTS/FUTURE AGENDA ITEMS

9) ADJOURNMENT

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.

I, Janice Traverso, the City Clerk of the City of Ione, declare under the penalty that the foregoing agenda for the August 23, 2022 meeting of the Ione Parks & Recreation Commission was posted on August 19, 2022 at the office of the City of Ione, City Hall at 1 E. Main Street, Ione, CA 95640 and was available for public review at that location.



Julie Millard, Management Analyst, City of Ione

Agenda Item

DATE: August 23, 2022

TO: Parks & Recreation Commission Commissioners

FROM: Michael Rock, Interim City Manager
Julie Millard, Management Analyst

SUBJECT: Howard Park Caretaker / Ed Hughes Memorial Arena Host
KD's Horsemanship, LLC Proposal

RECOMMENDED ACTION:

1. Review and discuss KD's Horsemanship, LLC's proposal for caretaker and host services.
2. Consider accepting Option A and making a recommendation to City Council to negotiate a contract with KD's Horsemanship, LLC to fill the aforementioned vacancy.

FISCAL IMPACT:

The fiscal impact associated with this item will come when an agreement is negotiated.

ALTERNATIVES:

The Commission could choose to not accept this proposal and recommend staff release a new RFP/RFQ. This alternative will result in a delay in getting a permanent host for the arena. The fiscal impact of this alternative is that the City has fixed costs associated with arena operations that are not currently being offset by revenues through a joint venture with an arena host.

BACKGROUND:

On June 21, 2022 (Item 6), City Council briefly discussed the past history of Howard Park onsite caretakers as well as the Ed Hughes Memorial Arena management vacancy. Council agreed that having a Howard Park caretaker would benefit the City and that having an Ed Hughes Memorial Arena host/manager is needed therefore, Council directed staff to present the matter to the Parks & Recreation Commission for input and recommendation.

On June 28, 2022 (Item 1a), staff discussed the management vacancy related to Ed Hughes Memorial Arena and the need for an onsite caretaker at Howard Park with the Parks and Recreation Commission (Commission). Staff also presented the Commission with a draft Request for Qualifications (RFQ) for these services and requested input from the Commission. Finally, staff asked the Commission to consider making a recommendation to City Council to direct staff to release the RFQ.

On July 5, 2022 (Item 5), City Council directed staff to release the RFQ as recommended by the Commission. On Friday, July 8, 2022, staff released the RFQ with an August 10, 2022 deadline for submittals. The City received one proposal from KD's Horsemanship, LLC which has been evaluated by management and deemed acceptable for meeting the City's needs as outlined in the RFQ. KD's Horsemanship, LLC has provided two options in their proposal. These options are briefly outlined below:

Option A: Option A would require payment in the amount of \$1,300 per month to KD's Horsemanship for their services for both the caretaker and hosting jobs as well as for six (6) days of free full use of the arena each year for hosting private equine events/clinics.

Option B: Option B only covers the arena host duties and is a shared revenue proposal where KD's Horsemanship, LLC is requesting 20% of all revenue per month with a \$400/month minimum. There are other provisions that are outlined in more detail in the proposal.

KD's Horsemanship, LLC will bring an enormous amount of equine experience with them as well as experience with equipment maintenance, groundskeeping, business management, handyman/repair experience and a list of personal equipment and tools for use at the arena or within Howard Park.

Currently City staff are performing groundwork, collecting day rider fees, and, in the course of their regular Howard Park maintenance worker duties, keeping an eye on the Ed Hughes Horse Arena to ensure it is in sufficient operating order. Time is of the essence with this vacancy however, as historically the arena grooming and general operations tend to suffer when there is not dedicated personnel overseeing the daily operations. Therefore, staff is recommending the Commission accept Option A of this proposal and direct staff to make a recommendation to City Council to enter into contract negotiations with KD's Horsemanship, LLC for custodian oversight for Howard Park and Ed Hughes Memorial Arena hosting at the next City Council meeting on September 6, 2022.

ATTACHMENTS:

KD's Horsemanship, LLC Proposal

KD's Horsemanship LLC



City of Ione
RECEIVED
AUG 05 2022
J. Millard



To The City of Ione,

KD's Horsemanship is excited to submit our proposal for both the Howard Park Caretaker and Ed Hughes Memorial Arena Host positions. We are composed of a husband and wife duo with many years' experience working with horses, equipment and the public. We are also excited to relocate back to Amador County to help preserve Howard Park and Ed Hughes Memorial Arena for future generations.

Sincerely,
KD's Horsemanship LLC

City of Ione
Attn.: Julie Millard, MPA
1 E. Main Street
P. O. Box 398
Ione, CA 95640

Personal Statement – Kathy Van Steyn

I grew up in Jackson, CaA. and was raised by great horsemen and women. I attended many roping events at the arena when it was located at the baseball diamonds. My foundation of horses and training started very young. I would help with the ranch chores like riding the tractors, driving the horses and teams, grooming, feeding, watering, running the drag in the arena by horse and by tractor. My grandfather Richard L. Prouty moved to lone in his youth where he lived for at least 20 years. The Prouty House where he was raised is on Jackson Street in the City of lone. During his time in lone, as well as after he left, he was always involved in the lone rodeo scene. He passed away when I was 19, however I remember spending much time with him in lone at various events and parades.

I had a break from horses until my 30's. In my 30's I purchased my first horse and landed my first ranch job at KISS Ranch in Herald. Unfortunately, the owner is no longer able to run due to terminal cancer. I worked there for approximately 9 years. I fed, cleaned, trimmed hooves, did ground keeping with volunteers, and helped with keeping up the two arenas. I also at times fired and hired staff to work alongside me training for future days on their own. I would turn horses out as well. I had a brief job at another facility where I did pretty much the same for the barn and staff. I worked for that barn for 2 years. (This facility is closed as well)

I'm business oriented. It is not only for fun, although I enjoy it tremendously. But the horses are the most important to me. They will come first in all circumstances, including safe footing in the arena. My experience is wide. I have many years with ranch work. I've driven tractors, back hoes, did gardening, fixed water pipes, fencing, did some welding, repaired ranch vehicles, rebuilt an

engine for a ranch truck, bucked hay, hauled horses, first aid and breeding, and maintained 99 horses at one time. Growing up my family and husband were/are mechanics, contractors, and electricians. I can work on pretty much anything in mechanics. I can build my own buildings. I can maintain the grounds. I do my own vehicle upkeep, and I can do it all well. I am very particular when I clean, it must be tidy.

While being a presence for the park 24/7 it will not only help the City of Lone but Lone PD by dissuading unwanted activity. I can be the security, the eyes, the happy face, the smile. I can take care of the arena, the grounds, and greet the guests. I can assist with all clinics and all disciplines. I can bring new clientele in. I can save the City of Lone a lot of money. How? Having an online payment method for the arena, all payments would go directly to the city. Living on site would save the city money as well. I can take over the arena and the surrounding grounds and make it a safe riding facility for all disciplines of horses. I will have an ATV or golf cart (at my own expense) to patrol the Howard Park and Arena areas every day- several times a day. I was also a groundskeeper/ park patrol/ at a residential/recreational facility for 2 years.

Personal Statement – David Van Steyn Sr

I will be assisting as much as possible with the daily activities. I do work a full-time job as a Diesel Tech Foreman in Stockton, CA. What I can bring is maintenance help and support to Kathy. I started working when I was 16. I was a truck driver then transferred to mechanic. I have wrenched for 30 years for companies but have about 50 years' experience in maintenance. I am willing to help Todd or whoever does the repair or solely repair equipment and save the city some money. When my wife, Kathy is busy during a clinic or other event I will be her back up for the park patrol and safety thereof. I have been a foreman with a crew of 4-6 technicians for approximately 25 years. I look forward to working with the City Parks and Rec and my wife helping to keep Howard Park and Ed Hughes arena safe and fun for everyone.

Skills/Qualifications - Kathy Van Steyn

Mechanic

- Engine Rebuild
- Upkeep of vehicles/equipment (cars, tractors, mowers, etc.)
- Maintenance

Tractor

- Operate in an appropriate fashion to groom, grade, dig, and drag
- Operate various implements
- Operate small and large tractors

Business

- Advertising Sales
- Organize
- Customer Service
- Punctual

Equine

- Clinic Host
- Training
- Riding
- Lessons
- Health Maintenance, breeding, and farriering
- Boarding

Grounds Keeping

- Mowing, weeding, and trimming
- Planting and routine maintenance
- Fencing, plumbing, and painting

Skills/Qualifications - David Van Steyn Sr

Mechanic

- Welding
- Rebuild small and large equipment
- Electrical
- Troubleshooting
- Ag Equipment Maintenance
- DOT Inspections
- HVAC 608
- Diagnostics

Business

- Customer Service
- Parts Inventory
- Computer
- Office/phones
- Supervisor

Equine

- Riding
- Feeding
- Boarding
- Clinic Host

Grounds Keeping

- Mowing, weeding, and trimming
- Everyday maintenance
- Fencing, plumbing, and painting

Related Experience

Large Projects-

- Built tack shed
- Built fencing
- Cement work around home (pads, walkways, patio)
- Home remodeling (walls, floors, painting, repair)
- Back-hoe work
- Gardening

Small Projects-

- Built shelters
- Ditch Digging
- Wiring

PROPOSAL FOR HP AND EHA

1. Compensation of \$1300/month plus free RV hook ups and utilities. With 6 free days of full private use of arena per year for clinics or other events. This proposal is for the Howard Park and Ed Hughes arena positions combined.

City will save on hiring 2 full time employees to work the park and arena.

City will have a live on-site caretaker to help with security

City will have assistance with Evelyn Bishop Hall (opening/closing/cleaning etc.)

City will have assistance with bathroom cleaning and garbage control around the park

City will have eyes on any issues during the overnight hours such as water leaks, partying etc.

City will have grooming of the arena 1-3 times a day if needed

City will have assistance with maintenance around the entire park and arena

City will have someone there to make sure payments are made either in the box or hopefully in the future online.

City will have an arena assistant for all events and participants.

City will have assistance with bringing in events

City will have an advertising person to get the word out and promote the park and arena.

City will have help with light maintenance on vehicles/trackers/gardening tools etc.

City will have daily/monthly/yearly knowledge of arena/park revenue

City will oversee the arena/events/park and have knowledge of all events

2. Or- instead give KD's Horsemanship 20% of all revenue per month with a \$400/month minimum and allow KD's Horsemanship a total of 10 horses (3 are owned by KD's Horsemanship and up to 7 boarded) KD's Horsemanship will get all revenue from the boarding. Also, free water for horses always. Boarded horses will have free access to the EHMA for riding. Also, we will receive 6 full days of private arena use per year for clinics. KD's Horsemanship will have and utilize all the area near the RV hook ups, behind it, below it, the stables, and the flat area in front and behind. The flat areas will become paddocks and a small round pen for boarders to utilize. This proposal is for Ed Hughes Arena ONLY.

City will receive everything listed above and more, I'm sure.

3. KD's Horsemanship will be bringing its own equipment that will help with the groundskeeping.
4. This is just a small list of items, but an idea of what we can bring. Also, a mechanic on site.
 - a. Tractor
 - b. Mower
 - c. Tractor implements – drag, mower and scraper
 - d. Chain saws
 - e. Everything construction; hammers, saws, levels, drills, plumbing, etc.
 - f. Gardening equipment
 - g. 1965 F250 for assisting with garbage/limbs/ haul off to dumps
 - h. Utility trailer