

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION**

**MINUTES**

Regular Meeting  
January 11, 2016

7:00 p.m.

ROLL CALL: PRESENT: Dugan, Rudolph, Nielsen, Wilkins, Bylsma-Houghton  
ABSENT: Dinsmore  
STAFF: Monsalve, Director of Parks and Recreation  
AUDIENCE: Park and Facility Needs Workshop  
Participants

OATH & REORGANIZATION: Commissioners Wilkins, Rudolph, Dugan and Bylsma-Houghton were administered the Oath of Office by Monsalve.

The reorganization of the Commission Officers took place. Dugan nominated Bylsma-Houghton for the office of Chairperson and Bylsma-Houghton nominated Dugan for office Vice-Chairperson. Nominations closed with no further nominations and the vote was unanimous to approve the election of officers.

APPROVAL OF MINUTES: November 2015 minutes approval tabled to February.

ITEMS OF BUSINESS:

A. Field Use Waiver Requests

Cesar Monsalve, Parks and Recreation Director, reported that Santa Teresita Hospital's Hayden Childcare facility is requesting a fee waiver for their annual Hayden 5K event that they conduct as a fundraiser. The event organizers are required to submit a City Special Event Application and go through the permitting process that requires approval from the Public Safety, Planning and Parks and Recreation Departments. The organizers always do a good job following the process properly and the event receives annual approval. They have asked to waive the fees associated with the use of the bike trail for this event. The cleaning and damage bond/deposit of \$300 will still be required.

Wilkins moved and Rudolph seconded to approve the fee waiver for Santa Teresita's use of the Royal Oaks Bike Trail for the Hayden 5K event. The \$300 deposit is still required. The motion carried unanimously.

B. L.A. County Needs Assessment

The Commission meeting segued to a community workshop that is part of an L.A. County Needs Assessment effort for all cities in the county to collaborate on. The goal of the workshop was to prioritize specific park and facility needs including building new parks, improving existing facilities, and conducting repairs. A power point presentation that included park metrics data specific to Duarte that was developed by the county and the presentation of the Department's deferred projects list was presented. Extensive discussion and input was provided by the 24 participants in attendance. The consensus choices for 10 prioritized projects selected by vote were as follows in no particular order:

- Dog Park

- Splash Pad Facility
- City-Wide Child Playground Security Fencing
- Nature Center with Archery Range and Outdoor Recreation Amenities
- Veteran's Memorial Park Improvements
- Beardslee Park Restroom Building Replacement
- Community Concert Amphitheater
- City-Wide Irrigation System Smart Upgrades
- All Inclusive Playgrounds
- Duarte Bike Trail Mileage and Interpretive Signage

ITEMS FROM

STAFF: None

ITEMS FROM

COMMISSIONERS: Youth and Family Committee Report & Commissioner Report by Nielsen: No report

Wilkins: No report

Dugan: No report

Rudolph: No report

Bylsma-Houghton

1. Welcomed the new Commissioners to the Commission and stated that the workshop went very well.

ITEMS FROM

AUDIENCE: None

ADJOURNMENT:

Wilkins moved and Dugan seconded to adjourn the meeting at 9:20 p.m. The motion carried unanimously.

ATTEST:

  
Cesar Monsalve, Secretary

Commission Chairperson  
Bylsma-Houghton