

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION**

**MINUTES**

Regular Meeting  
April 11, 2016

7:00 p.m.

**ROLL CALL:**

**PRESENT:** Elisabeth Dugan, Ted Rudolph, Kirsten Nielsen, Anne Wilkins, Jim Dinsmore, Tom Reyes, Barbie Bylsma-Houghton  
**ABSENT:** None  
**STAFF:** Cesar Monsalve, Department Director  
**AUDIENCE:** Resident Paul Santian, Councilmember Liz Reilly

**APPROVAL OF MINUTES:**

Wilkins moved and Rudolph seconded to approve the March 2016 minutes. The motion carried unanimously.

**ITEMS OF BUSINESS:**

1. Field Use Waiver Requests: City of Hope Founders Day Fundraiser Tournament  
Cesar Monsalve, Parks and Recreation Director reported that there was a fee waiver request to raise funds for the City of Hope. This is an annual request that has been granted each year. The \$250 refundable security deposit would still be required. Nielsen moved and Reyes seconded to approve waiving of fees for the rental. The motion carried unanimously.
2. Presentation on Recreation Department Special Events  
Monsalve presented a review of the special events that the department organizes and presents throughout the year. A PowerPoint slide show was used to provide photos of various events. Among many events presented, several were highlighted including the Halloween Carnival, City Picnic, Concerts in the Park series, Summer Events, Senior Center and Teen Center events, and holiday events.
3. Overview of Annual Wellness Report  
Monsalve presented an overview of the Wellness Report that is developed annually. Pertinent information included:
  - In 2011, by resolution the Council requested that City departments provide an annual update on efforts related to wellness and healthy living related activities and construction projects.
  - Highlights of the report included the SCALE grant nutrition activities in partnership with the City of Hope, The Duarte Teen Nutrition Council, Summer Health Camps, Eat Move Live exercise and nutrition program, Duarte Let's Move booth at the annual City Picnic, curb ramp installation throughout the City, construction of the pedestrian path along Duarte Road from Gold Line station to Mountain Ave., construction to add two new grocery stores in the City.

**ITEMS FROM STAFF:**

1. Staff presented the Senior Center Newsletter, Activity Reports and miscellaneous activity flyers.

ITEMS FROM  
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen: - No reports

Wilkins

1. Asked for data on any nutrition/exercise related outcomes from the various nutrition activities.

Monsalve responded that he would collect data from the City of Hope and will present it to the Commission at a future meeting.

Dugan – No report

Rudolph – No report

Bylsma-Houghton

1. Provided a short update on the pool construction after taking a tour of the construction site. Stated that it is exciting to see having been around soon after the original opening and everything is moving along well.

Reyes

1. Reported that the upcoming April 13, 2016 DUSD School Board meeting will start early at 4:00 p.m. and will include a study session to continue Real Property discussion on DUSD attendance and ways to correct the problem including school property sales and property conversion to charter school. Reminded everyone to attend the Real Property Advisory Committee meeting on April 28, 2016 at 5:00 p.m. in the Community Center.

Dinsmore

1. Reported that the Encanto Park tennis and basketball courts look nice.
2. Initiated discussion on possibly changing the agenda to allow for items from the audience to be included closer to the beginning of the meeting. The consensus opinion was to handle this on a case-by-case basis and if there is a member of the audience who wants to speak the Chair will have the option to ask for a motion to change the agenda and allow someone to speak earlier.
3. Offered a suggestion for the City Picnic activities to include additional activities including possibly a BBQ and to extend event activities into the evening.
4. Stated that organized soccer games are being played at the ROP Extension Park on Sundays.
5. Asked that the May meeting agenda include discussion on bike riding issues related to Encanto Park and the streets.


ITEMS FROM  
AUDIENCE:

- Reilly announced that new Duarte transit signs are now posted with updated times and schedule.
- Reilly announced that there is now shuttle service on Saturdays from the Gold Line Station to the Fish Canyon Falls Trail Head every 30 minutes through the end of May.
- Paul Santian addressed the Commission about the DUSD track meet. He requested that the children who are advancing receive t-shirt uniforms for the next meet in San Dimas on May 7. Commissioner Dinsmore agreed to look into the matter to try to secure shirts since there is no money budgeted by the district or the City for shirts. Monsalve explained that the City is assisting DUSD by completing the registration and fee collection process for the children who have advanced to the SGV Track Finals.

ADJOURNMENT: Reyes moved and Wilkins seconded to adjourn the meeting at 8:25 p.m. The motion carried unanimously.

Commission Chairperson  
Byisma-Houghton

ATTEST:

  
Cesar Monsalve, Secretary