

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION
M I N U T E S**

Regular Meeting
January 13, 2020

7:00 p.m.

ROLL CALL/INTRODUCTIONS:

PRESENT: James Finlay, Barbie Bylsma-Houghton, Kirsten Nielsen, Jennifer Luna-Nguyen, Elisabeth Dugan, Anne Wilkins
ABSENT: Jim Dinsmore
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Councilmember Fasana, Steve Hernandez, Councilmember Liz Reilly

**APPROVAL OF
MINUTES:**

Bylsma-Houghton moved to approve the December minutes and Dugan seconded. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

- A. Oath of Office: New Commissioners
Enriquez gave the Oath of Office to new commissioner Luna-Nguyen and returning commissioners Bylsma-Houghton and Wilkins.
- B. Selection of New Commission Chair and Vice Chair
Bylsma-Houghton motioned to nominate Dugan to serve as Commission Chair and Wilkins seconded. The motion carried unanimously. Nielsen motioned to nominate Bylsma-Houghton to serve as Commission Vice-Chair and Finlay seconded. The motion carried unanimously.
- C. Field Use Waiver Requests: No requests at this time.
- D. Review Martin Luther King, Jr. Events
Enriquez gave an overview of the upcoming Martin Luther King, Jr. events. Some of the information included:
- This year the event will be structured a little differently and will have two parts
 - The previous event at the Performing Arts Center proved to be a challenge regarding holding the children's attention
 - The first event was held on Saturday, January 11th at Royal Oaks Park with a park clean-up facilitated by AmeriCorp fellows and volunteers solicited through social media

- The second event will be held this coming Saturday, January 18th and will include a march along the trail starting at Buena Vista St. and Royal Oaks Dr. and ending at the park
- Staff has put together a timeline of the life of Martin Luther King Jr. and markers will be posted along the trail pathway
- Once participants reach the park there will be a guest speaker, a performance by Duarte Dance, the announcement of the Martin Luther King Jr. essay contest winners, and vendor booths

Wilkins asked if there would be a census booth.

Enriquez replied that there would.

Dugan asked what time the event begins.

Enriquez replied that the march begins at 10:00 a.m.

Reilly announced that she was informed that a woman was taking down all the timeline signs along the trail and there was discussion amongst commissioners regarding the incident.

E. Ribbon Cutting for Donald & Bernice Watson Recreation Trail

Enriquez discussed the ribbon cutting and shared photos of the new signage. Some of the information included:

- If the weather cooperates, the new signage should be up for the march on January 18th
- The sign is about 80% completed
- Landscaping the area around the sign is still in progress
- The existing sign was repurposed, which helped to keep costs down
- The simple Duarte “d” will be used on sign to keep it consistent with current street signs

Finlay asked if there would be lighting.

Enriquez replied that there would not be special lighting, but it is something that would be looked into in the future and that the current street lighting above hits it very nicely.

Wilkins asked if Westminster Gardens was allowed to use the Duarte “d” logo.

Enriquez replied it is trademarked.

- Enriquez has been working with Donald and Bernice's daughter, Paula Watson-Gardner, in securing a ribbon cutting date and has tentatively selected the morning of Thursday, January 30th
- A flyer has been created and will be distributed and posted on social media once time is confirmed
- Signage and landscaping will be completed before the January 30th ribbon cutting
- Enriquez has tried to involve Paula Watson-Gardner in the process as much as possible

F. Follow Up: Royal Oaks Park Extension Cell Tower Installation

Enriquez handed out pictures of what the Royal Oaks Park Extension cell tower will look like and gave an update. Some of the information included:

- Council previously approved installation of a cell tower at Royal Oaks Park Extension
- One condition was a one-time lump sum payment to the City
- A portion of monies received were allocated to repaving the parking lot
- The balance of monies to go towards the enhancement of the Royal Oaks Park Extension
- The commission previously came up with some ideas for the use of monies, such as a walking path and outdoor exercise equipment
- Previous discussion also included moving the exercise equipment to the trail
- One caveat is the upcoming Prop 68 grant funds submitted to the State for the installation of a splash pad and the extraction and replacement of the current playground equipment at Royal Oaks Park for a new full-inclusion playground

Finlay asked if the monies received from Verizon would be enough to cover the trail and outdoor exercise equipment costs.

Enriquez replied that after the parking area update, he didn't think so with the cost of the outdoor exercise equipment being pretty expensive.

Luna-Nguyen asked if some consideration could be made to the crosswalk area between the parks.

Commissioners discussed the crosswalk area and Enriquez replied that he would make note of the suggestions.

Bylsma-Houghton asked if the design of the crate on the cell tower would be on all four sides. There was discussion amongst commissioners regarding the design.

Enriquez replied that one side would be blank.

Dugan asked where we are in the process.

Enriquez replied that Verizon has pulled permits and they are currently working on analysis of the parking lot. Work should start within the next few months.

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and December Activity Report.
2. Staff also updated commissioners with the following information:
 - The Senior Center will have a Valentine's lunch on February 5th, a 2020 Kick-off Party featuring music from John Denver on January 16th, and the Senior Center softball team "Duarte 66ers" will have their opening day on April 9th.

Nielsen informed commissioners that the Chronic Disease Self Management lecture will be rescheduled due to lack of interest.

- The Teen Center is having a Martin Luther King Jr. Essay contest, which ends tomorrow; Youth@Work application deadline is January 17; and in February there will be a Valentine's Trivia Challenge and Tournament Tuesdays.

Luna-Nguyen inquired as to who she could contact with ideas for events. She is a social worker and would like to bring her knowledge and resources to the community.

Enriquez replied that she could share ideas at a commission meeting and that he would pass them on to staff.

Bylsma-Houghton inquired about having a future meeting at the Teen Center where commissioners could also get a tour of the facility.

Enriquez replied that they could and that the Teen Center recently received new furniture, along with a new mural painting.

Enriquez updated commissioners regarding the City Manager recruitment.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Announced she attended the City's Award Banquet and had a wonderful time, but felt the social time was too long.

Dugan:

- Announced the homeless count on January 21st at the Teen Center and that volunteers are still needed.

Luna-Nguyen:

- Announced she found out she was selected as a commissioner from a neighbor who saw it on the December 10th council meeting and felt it would be nice to receive a phone call notifying candidates they have been chosen.

Enriquez replied that letters were sent right away and apologized she received her letter so late. He thinks a phone call is a good idea and that he will share it with the other department heads.

Nielsen:

- Nothing to report

Bylsma-Houghton:

- Inquired about the CPRS Conference and whether commissioners would be able to attend.

Enriquez announced that commissioners would be able to attend since the conference is local this year.

- Thanked the City for the recognition of service. It was a very enjoyable event.

Finlay:

- Announced he was excited to be on the Parks and Recreation Commission.

ITEMS FROM
AUDIENCE:

Liz Reilly welcomed new commissioners and congratulated re-appointed commissioners.

John Fasana also welcomed new and returning commissioners.

ADJOURNMENT:

Bylsma-Houghton motioned and Wilkins seconded to adjourn the meeting at 8:07 p.m. The motion carried unanimously.

Chairperson
Dugan

ATTEST:



Pamela Romero, Secretary