

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
September 13, 2021

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Anne Wilkins, Jennifer Luna-Nguyen, Kirsten Nielsen, James Finlay, Barbie Bylsma-Houghton
ABSENT: Elizabeth Dugan
STAFF: Susie Perez, Senior Center Supervisor and Manuel Enriquez, Department Director
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Bylsma-Houghton led the Pledge of Allegiance.

PUBLIC COMMENTS:

Enriquez introduced Susie Perez to commissioners. Susie is the new Senior Center Supervisor.

Perez announced she's excited to be a part of the City of Duarte, especially at the Senior Center. Stated that everyone has been very friendly, forthcoming and helpful. Also, gave an overview of her previous work experience in Parks and Recreation.

APPROVAL OF MINUTES:

Wilkins motioned, and Luna-Nguyen seconded to approve the August 2021 minutes. The motion carried unanimously.

ITEMS OF BUSINESS:

A. City News – Fall Edition Highlights

Enriquez gave an overview of upcoming fall highlights. Some information provided included the following:

- Shared the Fall Newsletter flipbook on City's website.
- Announced the City Picnic on Saturday, September 25th from 11 AM – 3 PM at Royal Oaks Park.
- Asked commissioners to share event information with neighbors, friends, and family.
- The City is advertising the picnic with banners, flyers, and an email blast will be sent to customers registered on ActiveNet.
- Everyone is welcome and there is no charge to attend the event.
- There will be carnival rides, inflatable attractions, games,

food/craft/display booths, food trucks, a boutique, a car show, and great entertainment.

- The annual Yard Sale returns this year on Saturday, October 9th from 8 AM – 2 PM.
- Yard Sale applications are currently being accepted for residents. Registration for non-residents begins Monday, September 20th, if space is available.
- The annual Family Feud event will be held on Saturday, October 16th.
- The event will once again be held virtually and registration for Family Feud is being conducted at the Teen Center.
- The Department will be bringing back the Floating Pumpkin Patch this year on Sunday, October 24th from 2 – 4 PM.
- Prior to the Floating Pumpkin Patch on October 24th, we will be offering a new in-person event. The City will hold its first Howl-O-Ween Pet Costume Contest from 10 AM – 12 PM at Aloysia Moore Park.
- Prizes will be awarded for the respective categories: Cutest, Best Pet & Owner, and Best in Show overall.
- There will be pet adoption on hand along with pet resources from local businesses.
- The Halloween Howl Drive Thru will continue this year and be held on Saturday, October 30 from 6-9 PM.
- Pre-registration will be required for the event and is currently taking place at accessduarte.com.
- The City is looking for service organizations who would like to participate and hand out candy and the event is free for residents and \$15 for non-residents.
- The Teen Center's annual Unity March will be held Saturday, November 6 at 9 AM. Participants will start at City Hall and march to the Teen Center where there will be a small reception and guest speaker.
- The Veteran's Day Ceremony will be held Thursday, November 11th at 9 AM at Veterans Memorial Thorsen Park.
- Lastly, our annual Holiday Tree Lighting is back. The event will be held Wednesday, December 1st from 6:30 – 8 PM at the Duarte Civic Center.

B. UPDATE: Fish Canyon Falls Restoration Project: RMC Tier – 1 Project

Enriquez gave an update of the Restoration Project. Some information provided included the following:

- Enriquez was notified shortly after the last commission meeting by the Rivers and Mountains Conservancy that they deemed the city's Fish Canyon Fall Restoration grant a Tier-1 Priority project.
- They informed us that staff would be invited to attend a debrief meeting.

- Enriquez attended the meeting and is happy to report that we have actually made it on their agenda for a resolution to consider funding for the planning grant for the trail.
- The decision will be made at the Rivers and Mountains Conservancy virtual board meeting on Monday, September 20 at 1:30 PM.
- Enriquez will forward a link to the meeting to commissioners.

C. Approval of Community Engagement Schedule – Duarte Park Playground Replacement

Enriquez gave an update of the playground replacement at Duarte Park. Some information provided included the following:

- Replacement of the equipment at Duarte Park was included in this year's budget.
- Enriquez is proposing at least two community engagement meetings.
- The first meeting will be held October 18th at 5:30 PM and the second will be held November 17th at 5:30 PM, based on vendors availability.
- Neighbors will be receiving a survey to help prepare for the first meeting.
- The second meeting would include a more finalized plan.

Enriquez asked if commissioners had any input or things they would like staff to consider.

Luna-Nguyen mentioned she would like to make sure new equipment is safe in areas where there is height involved and gave an example of rings at Otis Gordon Sports Park.

Enriquez replied that it is a good point and that once the survey is complete and we have an idea of what equipment will be incorporated, the height component of the equipment will be assessed.

Also stated he would look into the rings at Otis Gordon Sports Park.

Bylsma-Houghton would like to see a nature-themed style playground.

Enriquez replied that he would look into presenting a themed playground.

Finlay stated he also likes a theme-style playground and inquired as to whether meetings would be in-person or virtual.

Enriquez stated he would like to do both.

Enriquez asked commissioners if they have a conflict with the meeting times and there were none.

ITEMS FROM
STAFF:

1. Staff also updated commissioners with the following information:
 - Announced that Dugan will tender her resignation from the Parks and Recreation Commission later this week due to conflicting schedules.
 - The Parks and Recreation Department is currently flying a Recreation Superintendent position that will oversee Fitness Center operations, be the second in command in the Parks and Recreation Department and help oversee the operation of the department. The position will close the end of September.
 - Announced he has the opportunity to participate in the National Recreation and Parks Association's Conference next week in Nashville, Tennessee and hopes to bring back ideas that will help Duarte grow.

ITEMS FROM
COMMISSIONERS:

Luna-Nguyen:

- Inquired as to the next step regarding replacing commissioners who have recently resigned.

Enriquez replied that since we are nearing the end of this service term, we'll continue with the 5 for now and in the meantime, he'll look at the municipal code for specific requirements.

Wilkins:

- Asked Enriquez if there was a City Picnic flyer she could post on Westminster Garden's bulletin board.

Nielsen replied that they have some at the Senior Center that she can pick up.

Nielsen:

- Announced that the Senior Center is slowly getting busier and busier and is hoping things get even busier with participants returning to fall classes.

Finlay:

- Schools are back full swing with some important school board meetings coming up.

- Announced that if commissioners had any feedback or questions they would like to see as an agenda item, feel free to reach out to him.

Bylsma-Houghton:

- Announced that she likes that the Tree Lighting event will be at the Civic Center.
- Asked for verification that the Halloween event will not be at Royal Oaks Park this year.
- Asked if the Halloween Drive Thru event was mainly for decorated cars.

Enriquez replied that no, that's just an additional component of the event.

ADJOURNMENT: Finlay motioned, and Luna-Nguyen seconded to adjourn the meeting at 7:41 PM. The motion carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:

A handwritten signature in blue ink that reads "Pamela Romero". The signature is written in a cursive style and is positioned above a horizontal line.

Pamela Romero, Secretary