

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

M I N U T E S

Regular Meeting
November 8, 2021

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Barbie Bylsma-Houghton, Kirsten Nielsen, Jennifer Luna-Nguyen, James Finlay, Anne Wilkins
ABSENT: None
Manuel Enriquez, Department Director
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Bylsma-Houghton led the Pledge of Allegiance.

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES:

Wilkins motioned, and Nielsen seconded to approve the September 2021 minutes. The motion carried unanimously.

ITEMS OF BUSINESS:

A. Recap of Fall Events

Enriquez gave commissioners a recap of fall events. Some information provided included the following:

- Thanked Commissioners for spreading the word regarding fall events and being able to attend events when possible
- Last weekend was the annual Unity March event. The event was spearheaded by the Mayor's Youth Council under the direction of Teen Center Supervisor, Marilyn Mays. It was a peaceful march that started at the Civic Center and ended at Duarte Park. There were a number of performances that included Duarte Dance, CSArts students sharing poetry, and a guest speaker who was a former participant in the boxing program.
- Parks and Recreation held its first ever Howl-o-ween Pet Costume contest at Aloysia Moore Park on October 24th. There was a total of 26 entries with prizes awarded in six different categories. Starbucks provided free coffee and Pupuccinos for pets in attendance. Additionally, pet vendors were on site giving away free goodies and selling pet gear. There was a lot of positive feedback from attendees.
- Later that day, The Department held its annual Floating Pumpkin Patch for 50 youth. Participants jumped in the pool

- and picked their pumpkin, dried them off, then proceeded to a decorating station where they were able to decorate their pumpkin. Games were made available to give kids an activity to do as they waited for the winners to be announced
- Lastly was the Halloween Howl Drive-Thru Event at the Civic Center. Over 400 cars participated in the drive-thru with some cars having multiple children. Several cars stopped by from other cities asking if they could participate. Non-registered participants were told to check back near the end of the event to make sure there was enough candy for registered participants. Pre-registration was required this year, which eliminated a lot of the chaos from last year regarding traffic, etc.

Nielsen asked if there were any pictures of the Halloween Howl decorations.

Enriquez replied that he would forward some to commissioners and will also include Howl-O Ween Pet Costume Contest pictures.

B. Discussion of Fish Canyon Falls Restoration Project Timeline and Community Engagement Outreach

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

- A timeline of the project was presented
- Funding was granted by the RMC for the restoration project
- Enriquez will be working with Nature for All during the last quarter of this year fine-tuning everything
- Nature for All has committed to matching some funding towards the project
- The next step is the permitting and lease agreement as the trailhead is not within city limits
- Enriquez stated that the Community Outreach portion is an important part of the process and asked commissioners how they feel about the process of inviting residents to public engagement meetings to get feedback

Luna-Nguyen asked if there would be volunteer opportunities for community members and if incorporating Duarte Rocks in the project could be possible.

Enriquez replied that once the project is at the shovel ready stage, there should be opportunities for some volunteer work, such as our previous volunteer trail crew. That would also be a good opportunity to consider a community art project.

Finlay asked if Azusa was included in any funding requests since they are part of the trail.

Enriquez replied that so far letters of support and commitment to allow us entrance to their land have been requested from the City of Azusa

Luna-Nguyen asked if this would be the time to look into expanding the width of the trail.

Enriquez replied that once the study is done, we will be able to pinpoint any questionable areas and discuss how to make it safer.

Bylsma-Houghton suggested having the project be a Standing Agenda item each month that would allow for a report or public comments. Feels more people would attend a special meeting for it, but that there should be both options.

Enriquez replied that he sees her point. He would like to have a kickoff meeting in order to alert residents and trail users and that part of the process has to include a community engagement component.

Luna-Nguyen inquired as to whether the community involvement component could also be included in City Council meetings.

Enriquez replied that he could include it in his Parks and Recreation reports for council.

Wilkins asked if people could send their comments/suggestions by letter or email that could be read during meetings.

Enriquez replied that yes, they could be sent to him or to the Department Secretary, Pam Romero, so they could be read during the Public Comment section.

C. City News & Department Marketing Discussion

Enriquez gave an update regarding department marketing. Some information provided included the following:

- Quarterly publication of Duarte City News has gone completely electronic since COVID-19.
- It is viewable electronically on the City's website
- A limited number of hard copies are printed
- Some are located at City Hall counters, distributed through the senior lunch program at the Senior Center with the rest located at the Fitness Center, Teen Center, city facilities, etc.

- Asked Commissioners for their thoughts and feedback regarding the publication going electronic on the website instead of residents receiving a hard copy

Nielsen stated that many seniors either don't have computers at home or their computers are outdated, and Wilkins concurred.

Bylsma-Houghton inquired as to the costs of printing and mailing hard copies. Would be interested in the cost difference between mailing and electronic.

Enriquez replied it was somewhere between \$15,000 - \$20,000 per quarter depending on the number of pages. Now that the City has hired on Tripepi Smith to handle the city's social media/press releases/etc., part of their Scope of Work includes producing the newsletter, which saves on design costs.

Luna-Nguyen mentioned that she has a hard time finding when the next registration will be and asked if it could be included in the prior publication.

Enriquez replied that it was a good suggestion.

ITEMS FROM
STAFF:

1. Staff also updated commissioners with the following information:
 - Announced the passing of Mayor Brian Urias
 - Family services were held last week
 - The City will be hosting a memorial on Thursday, November 18th from 11 AM – 1 PM with the program starting at 11 AM
 - The annual Veteran's Day Ceremony will be held this Thursday, November 11th at Thorsen Memorial Park beginning at 9 AM
 - City facilities will be open and operating November 11th
 - The City will be hosting its annual Tree Lighting Ceremony Wednesday, December 1 in the Civic Center Courtyard at 6:30 PM with the official lighting of the tree at 7:45 PM
 - The City has purchased a brand-new tree this year
 - There will be free hot chocolate, refreshments, festive holiday performances, a Santa's Toy Workshop area for kids' crafts, and photos with Santa will be available throughout the event

ITEMS FROM

COMMISSIONERS:

Luna-Nguyen:

- Nothing to report

Nielsen:

- The Senior Center held its first indoor event since COVID-19. It was a Halloween Monster Mash that was well attended.
- The Senior Center will also hold their annual Thanksgiving Potluck dinner on November 18th at 5 PM.
- They will also hold a drive-thru Thanksgiving breakfast on Wednesday, November 10th.

Wilkins:

- Inquired as to whether we offer business memberships at the Fitness Center that encompasses friends and family.

Enriquez replied that he would look into the scenario Wilkins described.

Finlay:

- Announced that the City of Hope does receive a Fitness Center membership discount but doesn't know the details.
- The Duarte School Board has a few important meetings coming up in the next few months.
- One is the DUSD now has to switch to the voting by district system like the City does, but they can't follow the City's as their boundaries incorporate part of the county and other exceptions.
- The district is also looking for ways to utilize their facilities in order to increase programming.

Bylsma-Houghton:

- Announced she has visited local all-inclusive parks and had a blast and feels we should look to include all-inclusive toys/equipment.

Enriquez replied that he would love to see that incorporated in all future equipment replacement.

ADJOURNMENT:

Luna-Nguyen motioned, and Wilkins seconded to adjourn the meeting at 8:02 PM. The motion carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary