

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

Regular Meeting
January 14, 2019

7:01 p.m.

ROLL CALL:

PRESENT: Anne Wilkins, Ted Rudolph, Jim Dinsmore,
Elisabeth Dugan, Barbie Bylsma-Houghton
ABSENT: Doug Edwards, Kirsten Nielsen
STAFF: Manuel Enriquez, Department Director
AUDIENCE: None

**APPROVAL OF
MINUTES:**

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

**ITEMS OF
BUSINESS:**

- A. Oath of Office Administered to Douglas Edwards: Item postponed due to Mr. Edwards absence.
- B. Commission Reorganization: Bylsma-Houghton made a motion to nominate Commissioner Rudolph to serve as Commission Chair. Seconded by Dugan. The motion carried unanimously. Wilkins made a motion to nominate Commissioner Dinsmore to serve as Commission Vice-Chair. Seconded by Dugan. The motion carried unanimously.
- C. Field Use Waiver Requests: No requests at this time.
- D. Park and Facility Naming Application-Royal Oaks Park Extension: No presentation made to the commission.
- E. 2019 CPRS Conference:
Enriquez informed the Commission that this year's California Park & Recreation Society Conference & Expo will be held in Sacramento this year from March 19th – March 22nd. Enriquez also shared that two staff from the department are tentatively scheduled to attend. Commissioners Rudolph and Bylsma-Houghton expressed interest in attending the conference as well, as they've done in the past. Enriquez indicated that he would look into the budget and confirm there are sufficient funds to send the two commissioners and report back to the group next month.

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters, and January Activity Reports.

ITEMS FROM
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen:

Absent-No report

Wilkins: No report

Rudolph: No report

Dinsmore

- Asked about a rugby group playing in the rain at Encanto and if they had a reservation?

Enriquez indicated that he would look into the field reservations and report back next month.

Dugan

- Commented on the new signal by Royal Oaks Park. Mentioned that something was needed as people would be crossing and cars would be blowing through and not looking.

Bylsma-Houghton

- Asked if they could call Public Safety when they see a group organized within the park, like what Dinsmore reported and Enriquez requested that he be contacted to confirm any questionable field reservations.
- Bylsma-Houghton also inquired if name badges could be purchased for each commissioner-to be worn at city events.

Enriquez expressed that he would look into purchasing name badges for the group and report back next month.

ITEMS FROM
AUDIENCE:

N/A

ADJOURNMENT:

Rudolph moved and Dugan seconded to adjourn the meeting at 7:47 p.m. The motion carried unanimously.

Chairperson
Rudolph

ATTEST:



Manuel Enriquez, Secretary