

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
October 14, 2019

7:00 p.m.

ROLL CALL:

PRESENT: Jim Dinsmore, Anne Wilkins, Elisabeth Dugan,
Barbie Bylsma-Houghton, Ted Rudolph
ABSENT: Kirsten Nielsen
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Linda French, Councilmember Liz Reilly, Steve
Hernandez

**APPROVAL OF
MINUTES:**

Bylsma-Houghton motioned to approve the September minutes and Dinsmore seconded. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

- A. Field Use Waiver Requests: No requests at this time.
The City did receive a permit request from DYAC, which was forwarded to Enriquez, to hold a Trunk or Treat on October 30 at the Duarte Sports Park. Enriquez gave an overview of the permit and his concerns and there was discussion amongst commissioners. Commissioners agreed to approve event since it doesn't conflict with the Halloween Howl on October 31st.
- B. Recap: Orange Blossom Park Opening:
Enriquez thanked commissioners who were able to attend the event and gave a recap on the Orange Blossom Park opening. Some of the information included:
- Orange marmalade crackers and orange agua fresca was served, along with fresh orange slices
 - Balloons in the shape of oranges were part of the decorations
 - The San Gabriel Valley Tribune, along with the Star posted an article
 - Interpretive signage was installed prior to opening
 - AmeriCorps Promise Fellow Daisy Perez served as photographer
 - Original graffiti issues were removed

C. Measure A Funding-Potential Projects:

Enriquez reiterated previous conversations with commissioners regarding use of funding. Some of the information included:

- The Commission has had past discussions on the possibility of using funding for Beardslee Park restrooms, which would deplete funds
- Second round of funding has been released, which brings it up to \$136,000
- Will provide playground information at the next commission meeting
- Focus will be on Hacienda Park and Duarte Park as they have the oldest equipment
- Enriquez has been working with Miracle Playground Equipment
- All Duarte parks currently have Miracle Playground Equipment structures
- Would like to request funding from KaBOOM. KaBOOM gets its funding through big corporations
- KaBOOM gets the kids and the community involved in what they would like to see at their park and involved in the building
- KaBOOM's grant process is year-round
- Would like grant to focus on all-inclusive playground for Duarte Park

Bylsma-Houghton asked if funding had an expiration date.

Enriquez replied it does not as long as the City is working towards something

Wilkins asked for a list of projects envisioned for grant funding.

Enriquez replied that he would provide a staff report with recommendations.

D. USA Shade Project:

Enriquez gave an update of the project. Some of the information included:

- Things are moving forward with the installation of shading at the Duarte Fitness Center pool
- Shading will cover seating area between the large and the small pool

- The project went through the bidding process with the project being awarded to USA Shade
- Installation will begin the end of January

E. Commission Vacancies:

Enriquez reminded Commissioners about commission vacancies and provided the following information:

- All commissioners should have received an email notice from Karen Herrera
- Applications are available online
- Applications are due to the city by 12:00 p.m. on Wednesday, November 27th
- Interviews with City Council will be held on December 3rd
- City Council will make appointments by December 10th
- New Commissioners will take the oath of office on January 14th
- Enriquez will confirm with commissioners whether or not their term is up

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and September Activity Report.
2. Staff also updated commissioners with the following information:
 - The Teen Center Six Flags Magic Mountain event was postponed due to the fires
 - Announced the Unity March on November 2nd at 8:30 a.m.
 - Announced that on September 27th the City Council appointed Enriquez as Interim City Manager and that he will keep commissioners updated on the process

ITEMS FROM
COMMISSIONERS:

Dinsmore:

- Inquired about the group planting trees in the parks over the weekend.

Enriquez replied that it was an Arbor Day grant in which the City received 400 trees for planting. 200 for parks and 200 for residents who applied on the City's website.

Wilkins:

- Announced she is still interested in moving Concerts in the Park and Movie Days to other parks in Duarte.

Enriquez replied that it's on his radar and that there will be discussion about it in the future.

Bylsma-Houghton

- Announced she has received complaints about the removal of the Oak trees on Huntington Drive due to construction and whether there was a policy regarding removal of Oak trees.

Enriquez replied that there is a policy. Based on the plans that were approved by City Council, the developer will be planting new trees.

- Inquired about the status of the cell tower coming to Royal Oaks Park Extension.

Enriquez replied Verizon has picked up the permits, but has yet to submit them and that he will check with Craig Hensley on the status.

ITEMS FROM
AUDIENCE:

Linda French announced that she was considering applying to be a commissioner and was checking out the various commissions.

Liz Reilly announced the following:

- October 26th is Make A Difference Day and handed out flyers
- Announced that October 26th is also the beginning of Red Ribbon Week and announced activities that will be held
- Announced that Veterans Day is November 11th and that there will be a special ceremony at Thorsen Park
- Announced Starbucks with the Sheriffs on November 14th from 9:00 – 10:30 a.m.
- Talked about the mosquito problem

Steve Hernandez gave a little history on Duarte Park.

ADJOURNMENT:

Rudolph motioned and Wilkins seconded to adjourn the meeting at 8:57 p.m. The motion carried unanimously.

Chairperson
Rudolph

ATTEST:

A handwritten signature in blue ink, reading "Pamela A. Romero". The signature is written in a cursive style with a large initial "P".

Pamela Romero, Secretary