

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
March 14, 2022

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Jennifer Luna-Nguyen, Anne Wilkins, James Finlay,
Barbie Bylsma-Houghton
ABSENT: None
Manuel Enriquez, Department Director
AUDIENCE: Michele Silence, Kid-Fit Family Run 5K

**PLEDGE OF
ALLEGIANCE:**

Wilkins led the Pledge of Allegiance.

**PUBLIC
COMMENTS:**

None

**APPROVAL OF
MINUTES:**

Wilkins motioned, and Finlay seconded to approve the December 2021 minutes. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

A. Kid-Fit Family Run 5K Co-Sponsorship Request

Enriquez introduced Duarte resident Michele Silence who is requesting co-sponsorship of \$8,782.50 for a 5K event. The request was brought before City Council at their February 22, 2022 City Council meeting where Council directed the item to be presented to the Parks and Recreation Commission. Some of the information Silence presented included:

- She's looking to get the event sponsored by the City or local businesses that would like to sponsor the event.
- She has secured volunteers from adults to students.
- She's looking to get expenses covered in order to have money left over to give to the kids.
- The run will be held from 7:30 AM – 2 PM, with four different groups from all levels of runners.
- Elite runners will go first, with slower groups going last.
- Silence would also like to hold other events in the park due to the length of the event that could involve teachers of classes the Parks and Recreation Department currently offers.

Enriquez asked Silence to give a little more background on the event for those commissioners who haven't heard anything about the event previously.

- Silence wants to bring a 5K to Duarte because they are popular right now and it's a healthy, fun thing for the entire family.
- It's also a way to raise funds. Funds will be split between the Kids Fit Preschool Health and Fitness Organization Silence owns and with the local high school clubs.
- It will be a certified race.

Wilkins inquired as to whether they had anything in writing about how funds will be split. Also asked if she's contacted businesses for sponsorships.

Silence responded that she did not have anything in writing and that she is open to suggestions from commissioners, and that they do have some sponsors.

Luna-Nguyen asked if there was an opportunity to have a prize from the event go to a Parks and Recreation activity registration and inquired as to the date of the activity.

Silence replied that it will be held Saturday, May 21 on the Donald and Bernice Watson Recreation Trail.

Bylsma-Houghton asked what kind of support she is asking for.

Silence replied that they were looking to help cover the cost of security.

Enriquez gave a little background on why security is needed.

Finlay asked if the trail will be closed to the public during the entire time.

Enriquez replied that we don't typically close or rent the trail.

There was discussion regarding students volunteering for community service hours and that students wouldn't be able to volunteer for traffic related duties.

Bylsma-Houghton asked how much the City contributed to the Hayden 5K run.

Enriquez replied that the City historically waived \$325 in

permitting fees for the Hayden 5K and asked Silence how they would cover fees if they didn't get enough sponsorships.

Silence replied that they would have to cover them one way or another or would have to cancel but feels they will have enough sponsors.

Enriquez asked commissioners for some general feedback with regards to the event and duration of street closures.

There was discussion amongst commissioners regarding parking and traffic, a donation amount, shortening the time of the event timeline, and distribution of fees collected.

Enriquez asked for some final recommendations from commissioners to present to council.

Luna-Nguyen motioned to recommend matching the amount of funds granted for the Hayden 5K for the Kid-Fit Family Run 5K in the amount of \$325 with a contingency that Kid-Fit minimize the time of the event and Finlay seconded. The motion carried unanimously.

B. Dog Park Project Analysis

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

- The City has secured an external firm and is currently in the analysis phase of looking at several parks as possible locations for the dog park.
- Enriquez met with the firm today to survey the parks and give some background and history.
- The firm will work on potential models for consideration.
- Getting community feedback and buy-in is a big component before presenting to commissioners to vote on and take action and then potentially present to City Council.
- Plans should be ready in approximately one month where then the contractor will share their renderings and recommendations.
- The Parks and Recreation Department will be holding its first community meeting this Saturday in the Community Center at 10 AM.

Enriquez asked commissioners if they had any questions.

Bylsma-Houghton asked if the firm is an architectural firm and if they have a cost associated to what the plan is.

Enriquez replied that they will have both conceptual renderings and an itemized scope of work with rough estimates associated to them.

C. Spring City News Overview & Special Events

Enriquez gave an overview of the Spring City News and upcoming special events. Some of the information provided included:

- The City News Spring publication is out and on the City's website.
- We are approaching our first in-person Cesar Chavez event in the last two years that will be held on March 26, 9 AM, at Westminster Gardens.
- Following that event, we will also reintroduce our Underwater Egg Hunt at the pool on Sunday, April 2 from 1-3 PM.
- The Underwater Egg Hunt was not highlighted in City News as Enriquez didn't want our new Recreation Supervisor to have that pressure, but being the professional that the new supervisor is, he is all for kickstarting his first month here with hosting the event.
- Kids will be able to collect eggs and turn them in for prizes.
- There will also be arts & crafts and community organizations present to hand out information.
- Our in-person, on grounds EGGFEST event will be back this year and will be held on Saturday, April 16, 10 AM, at Encanto Park.
- Previously the event was held at Beardslee and Royal Oaks Parks.
- There will be arts & crafts, inflatables, and a DJ.
- This year's EGGFEST is expanding to a 2-hour community event and gathering place for families after the hunt.
- The Teen Center is in the final planning stages of their first Fashion Show on Saturday, April 9, 1 PM, at the Community Center.
- The Teen Center is selling tickets as the show is a fundraiser.
- Macy's donated all the clothing for the event.
- The State of the City and Schools event will take place at the Duarte Community Center from 6:30-8 PM on Tuesday, April 5. There will be a formal presentation followed by appetizers and light refreshments in the courtyard.
- Our Community Yard Sale will be held on Saturday, May 21 from 8 AM – 2 PM in the Senior Center Parking Lot. Applications are available at the Senior Center.

D. Proposed 2022 Independence Day Celebration

Item to be tabled at this time.

ITEMS FROM
STAFF:

None

ITEMS FROM
COMMISSIONERS:

Luna-Nguyen:

- Announced she is looking forward to Spring activities.

Wilkins:

- Stated that she really enjoyed the Years of Service Recognition event in January.

Finlay:

- Stated that he hopes commissioners will be able to attend the State of the City and Schools event.
- Mentioned that in regard to the dog park possibly being built at Duarte Park, the school district recently had a groundbreaking for the new sports complex at the high school, adjacent to Duarte Park, and that they might want to take that into consideration.

Bylsma-Houghton:

- Reminded commissioners to get their 700 forms completed and submitted by April 1.
- Asked Enriquez on the status of reorganizing the commission and it currently only having 4 members.

Enriquez replied that the City Clerk is currently working on revamping the process and that he is in the process of securing a new Senior Center representative. The question for Council will be whether to do a one-off for now or wait for the general application process and that the 4 are considered a quorum.

ADJOURNMENT:

Finlay motioned, and Wilkins seconded to adjourn the meeting at 8:21 PM. The motion carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary

