

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION**

**MINUTES**

Regular Meeting  
March 11, 2024

7 PM

**ROLL CALL/INTRODUCTIONS:**

**PRESENT:** Anne Wilkins, Ceci Carroll, Alex Streff, Barbie Bylsma-Houghton  
**ABSENT:** Jennifer Luna-Nguyen  
**STAFF:** Manuel Enriquez, Department Director  
**AUDIENCE:** None

**PLEDGE OF ALLEGIANCE:**

Streff led the Pledge of Allegiance.

**OATH OF OFFICE:**

Enriquez gave the Oath of Office to new commissioner Ceci Carroll.

**PUBLIC COMMENTS:**

None

**APPROVAL OF MINUTES:**

Wilkins motioned, and Streff seconded to approve the January 8, 2024, minutes. The motion was carried unanimously.

**ITEMS OF BUSINESS:**

**A. Overview: City News Spring 2024**

Enriquez shared with the Commission that the new spring 2024 edition of City News is out, the electronic flipbook is up on the City's website, and residents should receive their hardcopy in the mail by the end of this week.

- Enriquez gave a demonstration of how to navigate through the flipbook online.
- Enriquez highlight the following upcoming city-wide events:
  - 3<sup>rd</sup> Annual Fashion Show will be held this Saturday, March 16 at the Performing Arts Center in partnership with Macy's.
  - On March 23 we will host a Day of Service to honor Cesar Chavez at Westminster Gardens.
  - With the help of a generous donation from the Duarte Woman's Club, the department will be hosting its first Jump for Autism event on Tuesday, April 2 at the Duarte Teen Center. Some of the event's activities will include:

- Silent DJ party
- Sensory activities
- A free dinner
- Swag for the first 100 participants
- Resources on hand for families who might need additional support.
- The Community Yard Sale will be held on May 4 in the Senior Center parking lot.
- The annual EGGFEST will be held on March 30 at Encanto Park. Some additional information included:
  - The egg hunts being staggard this year.
  - The Duarte Rotary Club Easter Pancake Breakfast will be held on site this year at Encanto Park for the first time.
  - There will be a petting zoo and photos with the Easter Bunny opportunities.
  - Free books will be given away by the Duarte Friends of the Library.
  - Vendors like Crumbl Cookies will be there selling their items.
- The annual Underwater Egg Hunt will be held March 24 from 2 – 4 PM and preregistration is required.
- Spring Break recreation swim is back this year, April 1 - 5 from 12 - 2 PM.
- A Community Skate Day will be held April 6 from 9 AM – 12 PM at the Duarte Skate Park. There will be swag available and Public Safety will be giving away free safety helmets.
- Lastly, the State of the City and Schools Address, which will be held on April 25 at 6 PM in the Performing Arts Center.

Bylsma-Houghton asked if the Autism Puzzle Duarte D is on the t-shirts and that she really likes it. Enriquez responded that it is.

Carroll stated she likes the idea of staggard times for the EGGFEST. She also likes the cover of the newsletter highlighting the Duarte Teen Dance crew and their pink jackets.

**B. Duarte Community Garden | Farm to Fork**

Enriquez shared the following information:

- The City was contacted by a local non-profit, Food Exploration and Discovery, who started a great Community Garden in Monrovia and Pasadena and was looking to branch out into Duarte.
- Enriquez held a few site visits with them to view some of Duarte's parks.
- After surveying our open space and given many requests

from the community have come up over the years to have a community garden, it was decided to proceed with collaborating on a grant application for one.

- Out of 213 projects that were submitted, the City received notification that we were one of 33 projects selected for the grant.
- \$11.67 million was given out to projects throughout California.
- The grant will cover the cost to build out the garden with 16 to 24 beds, benches, and educational workshops for the community.
- Enriquez believes there is still flexibility regarding the location of the garden. If the garden is removed from the Duarte Park revitalization project, Encanto Park is another viable option.

Enriquez asked commissioners for their thoughts on the community garden and location.

There was discussion amongst commissioners and Enriquez regarding garden and possible locations. After much discussion commissioners came to a consensus that Pops Road and Huntington Drive is their #1 choice if a viable space.

C. Pool Deck Renovation Update

Enriquez gave an update of the Pool Deck Renovation project. Some of the information provided included:

- Enriquez has been meeting biweekly with the consultant.
- Things are moving forward, and the consultants have come up with three designs, which have now been refined down to two designs.
- Once a final draft design is finalized, it will be brought to the commission for input before going to the City Council.
- The plans are expected to be completed by the fall.

ITEMS FROM  
STAFF:

1. Enriquez reminded commissioners that their 700 forms are coming soon and due by April 1.
2. The Duarte Park Revitalization Project is set to go before the Council tomorrow, March 12 as a receive and file item. However, it will be part of the Capital Projects list at the April 23 Capital Projects Workshop, where all City projects will be prioritized.
3. A Fish Canyon Falls update will also be given at the March 12 Council meeting.

ITEMS FROM  
COMMISSIONERS:

Bylsma-Houghton:

- Inquired as to whether anyone attended the CPRS Conference.

Enriquez replied that no one went to the CPRS Conference, and that Parks and Recreation Supervisors are looking into attending other conferences/trainings such as trainings offered through JPIA.

- Asked if the Senior Center still has the Silver Sneakers program.

Enriquez replied that the Center has moved away from the Silver Sneakers program but has many helpful programs and seminars each month. Additionally, the Fitness Center is also looking into getting certified and registered with certain insurance carriers to help seniors off-set their membership costs.

Wilkins:

- Announced that the Chamber of Commerce is no longer advertising for the Farmers Market and that they have gotten feedback that the Chamber shouldn't be running a business when they are supposed to be helping businesses instead of competing with them.

Carroll:

- Mentioned how busy it is at Encanto Park with all the cyclists there and ask if the City could find a creative way to make money from it.
- Asked if Encanto Park is rented a lot for sports.

Enriquez replied that it is rented a lot for sports and gazebo usage.

Streff:

- Stated he appreciates the updates.
- Announced he has been bike riding on the trail. Mentioned it's very bumpy and he is looking forward to the renovation.

Enriquez stated that the project should be going to bid in June and he'll give an update at the next meeting.

ADJOURNMENT:

Bylsma-Houghton motioned, and Wilkins seconded to adjourn the meeting at 8:20 PM. The motion was carried unanimously.

Chairperson  
Streff

ATTEST:



Pamela Romero, Secretary