

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
May 13, 2024

7 PM

ROLL CALL/INTRODUCTIONS:

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

**PLEDGE OF
ALLEGIANCE:**

Streff led the Pledge of Allegiance.

**PUBLIC
COMMENTS:**

None

**APPROVAL OF
MINUTES:**

Bylsma-Houghton motioned, and Luna-Nguyen seconded to approve the March 11, 2024, minutes. The motion was carried unanimously.

**ITEMS OF
BUSINESS:**

- A. Royal Oaks Park Gazebo Replacement | Color Selection
Enriquez shared a handout of the current gazebo and the replacement shelter that will be ordered. Some of the information provided included:
- The gazebo replacement is part of the Capital Projects this fiscal year.
 - Staff couldn't find any track record of when the original gazebo was built/installed.
 - The roofing has been maintained and support braces have been added, but the foundation of the wood beams are rotting.
 - The replacement will be like for like with the foundation being slightly larger.
 - Gazebo rentals have picked up online over the years.
 - The current shelter will be replaced with the Navajo Shelter.
 - Enriquez would like commissioners to help decide the color selection of the new gazebo.
 - Stated it is important to keep in mind that the replacement of the playground structure at Royal Oaks Park is included in the approved 5-year Capital Improvement Projects list.

Enriquez asked commissioners for their thoughts on color selections.

Luna-Nguyen suggested using the new brand colors we are currently using, like the blue posts and tan roof. She also suggested dark green for the roof and black for the posts.

Bylsma-Houghton stated she likes the dark green posts with the light green or terracotta roof.

Carroll stated she likes the dark green or bronze for the posts and light gray for the top.

Commissioners agreed on a dark green roof panels with black posts.

B. Discussion Continuation: Location of Duarte Community Garden

Enriquez shared the following information:

- Reminded commissioners that the City was one of 22 recipients of a community garden grant award.
- Enriquez updated commissioners that the empty lot on Pops Road that was mentioned as a possible location at the last meeting won't work as that site is already slated to be additional parking for the Civic Center in the next Capital Improvement Projects list.
- After speaking with the Executive Director of Food Ed., Kristen, staff revisited other sites that have been considered and possible new sites.
- Enriquez suggested Tzeitel Paras-Caracci Park as a possible site and their team evaluated the location for things like the amount of sunlight the park receives.
- Food Ed came back with the recommendation of Tzeitel Paras-Caracci Park.
- The proposal would require the removal of one tree with the addition of several fruit trees to replace it.
- The garden would be close to the sidewalk.
- Encanto Park is an alternative option.
- Fees for beds and rules will be decided upon in the future.
- Grant funds should cover the purchasing of the beds, equipment, and workshops for 1-2 years, after which the City would have to allocate funds for upkeep.

Bylsma-Houghton stated she does not like the idea of the garden being fenced in but understands the need for it. That maybe part of it could be welcoming and open for the community.

Luna-Nguyen asked how big the beds would be and what

type of fencing would be considered.

Enriquez replied that the beds would be raised and about 4 feet and that the fencing would likely be complementary to the cell tower.

After discussion, commissioners requested a concept design. They also agreed with having the garden at Tzeitel Paras-Caracci Park or Encanto Park would be okay.

C. Update: Donald & Bernice Watson Recreation Trail

Enriquez gave an update of the Donald & Bernice Watson Recreation Trail. Some of the information provided included:

- \$1.6 million was awarded in federal dollars through Congresswoman Grace Napolitano's Office.
- The City has not received the funding yet.
- Staff in the Community Development Department is finalizing the pavement upgrade details, which is the core of the upgrade, and have hired a landscape architect.
- Enriquez was included in a tour of the entire recreation trail to identify areas where enhancements are needed, and where they will need to visit property owners who have expanded their property lines and are encroaching on the trail.
- According to the latest Community Development update report, the Parks and Recreation Commission should get a more formal presentation of plans and native plant selections in the coming months.
- Once the commissions feedback is gathered, the Community Development Department will fine tune the plans and present them to the City Council and hopefully go out to bid in August.

Enriquez asked commissioners if they had any questions.

Wilkins asked if the Kid Fit Run has already happened.

Enriquez replied that it was held in Duarte two years ago and that last year they found a different location.

Carroll asked how long the project should take.

Enriquez replied that he is not sure at this time and should have a better idea in July.

Bylsma-Houghton stated that she would like to see it be more ADA compliant with handicap parking.

Enriquez replied that parking is something that can be brought up when it's put before the commission and that

shaded structures, seating, and hydration stations are currently part of the discussion.

ITEMS FROM
STAFF:

1. Council held their Capital Improvement Projects and Budget workshops since the commission last met in March.
2. Council requested staff to incorporate a portion of the Duarte Park Revitalization Project, requesting staff come back with a proposal from the consultant to establish the schematic and construction drawings that would incorporate the outdoor boxing component for the boxing program. The rest would be tabled for future consideration.
3. The summer City News has gone to print and should arrive in mailboxes in a week or week and a half. The digital flip book version will be on the website tomorrow late afternoon.
4. Registration will begin Tuesday, May 28, after Memorial Day, for classes and swim lessons for residents. Swim lessons for non-residents will begin on Wednesday, May 29.

Streff asked if there is an excursion to a Dodger game and Enriquez replied that there is.

Wilkins asked if the department could consider a bus to the L.A. County Fair now that it is held in May.

Enriquez replied that maybe it could be added next year.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Asked if there is anything new on the "On the Move" program coming back.

Enriquez replied that Metro is doing something a little different and with the recent crime activity on the Metro systems, the Senior Center will be holding off on the program for now.

Enriquez asked Wilkins how the Cesar Chavez Day of Service project at Westminster Gardens went.

Wilkins replied that she noticed kids and volunteers there while she was walking her dog but didn't realize that's what they were all there for.

Carroll:

- Nothing at this time

Luna-Nguyen:

- Stated that she has nothing at this time except that she's glad to see the Parks and Recreation programs doing well.

Bylsma-Houghton:

- Announced that she attended the Jump for Autism event at the Teen Center and stated that she thought it was really well done and enjoyed herself.
- Mentioned that while she was at the event she was sitting by the woman who runs YMCA aquatic programs and asked how it went with Fitness Center members attending their facility while the Duarte pool deck was under repair and that the lady said it went well with good attendance.

Streff:

- Stated he attended the Cesar Chavez event both times and that it was fun, and the food was good at the first one that was postponed due to weather.
- Announced he also attended the Community Yard Sale and was surprised by how many people were there.
- Asked Enriquez about the progress of the Pickleball courts at Royal Oaks Park.

Enriquez replied that it went out to bid with the Commission's recommendation of converting half the tennis courts to permanent Pickleball courts with new fencing, resurfacing, nets, lines, and windscreens with Duarte branding.

ADJOURNMENT:

Bylsma-Houghton motioned, and Wilkins seconded to adjourn the meeting at 8:11 PM to the next meeting to be held on Monday, July 8, 2024. The motion was carried unanimously.

Chairperson
Streff

ATTEST:



Pamela Romero, Secretary