

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
November 11, 2024

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Barbie Bylsma-Houghton, Anne Wilkins, Jennifer Ceci Carroll, Alex Streff, Luna-Nguyen
ABSENT: None
STAFF: Manuel Enriquez, Department Director; Craig Hensley, Community Development Director
PRESENTERS: Armstrong and Walker
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Streff led the Pledge of Allegiance.

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES:

Bylsma-Houghton motioned, and Wilkins seconded to approve the September 9, 2024, minutes. The motion was carried unanimously.

ITEMS OF BUSINESS:

- A. Review & Feedback on Watson Recreation Trail Concept Plan
Enriquez introduced Craig Hensley, Community Development Director, and consultants Armstrong and Walker who presented the Trail Concept Plan. Some of the information included:
- Enriquez provided Commissioners with a map of the Concept Plan.
 - Hensley shared the following information. Some of the information included:
 - Upgrades have been needed on the trail for several years.
 - Staff went through no less than 5 grant applications that were turned down before receiving funds.
 - Grace Napolitano's Office contacted the City to inform us there were some appropriations funds available and they would help us apply for them.
 - The City was granted the funds in the amount of \$1.6 million.
 - A main reason the City received the grant was that the trail needed work in making it ADA compliant.

- Some of the main improvements include repaving of the entire trail, fixing drainage issues, street crossings, and security lighting at the crossings.
- As costs for services have gone up over the last couple years, there could be two tiers to implement the masterplan.
- Armstrong and Walker went over the plan details. Some of the information they shared in their presentation included the following:
 - Listed the priorities of the plan.
 - Green areas show existing and new trees that would be added for much needed shade.
 - Additional drinking fountains and rest areas would be included.
 - Shared examples of wind sculptures and additional greenery that would be added near the monument sign.
 - Concrete benches would be replaced with powder coated metal benches.
 - A dog run area is included in the plans.
 - Bioswale types of plants and drainage wells would be used for low lying areas of the trail to help reduce flooding.
 - Stand up railroad ties would remain.
 - An additional bike station and rack would be added at a new rest stop near Bradbourne Avenue.
 - Hensley stated that staff was approached by someone from Royal Oaks Academy with the suggestion of adding a butterfly garden on the trail near the school.
 - Plans include a new monument sign at the east end of the trail at Vineyard Avenue.
 - Mile markers will be added along the trail.

Bylsma-Houghton suggested offering handicap parking close to the entrances. Also asked how far apart the rest stop areas would be.

Armstrong and Walker said they would look into an alternative that might work and that the rest stops would be approximately 1,000 feet apart.

Luna-Nguyen asked how long the project will take.

Hensley stated that the monies for the project will be available within the first 6 months of 2025, and it will go out to bid by summer. The project is expected to take approximately 4 months to complete.

Streff asked if there were plans to green up areas that are dry.

Hensley stated that there is.

B. Review & Feedback on Fish Canyon Falls Trailhead Concept Plan

Enriquez shared a rough conceptual design provided by the consultant working on the trailhead amenities. Some information presented included:

- The City is down to the wire on planning grant funding for the trail rehab.
- The trail has already been assessed. Permits that will be needed for the project to move forward have been planned out and need to be done before the project can move forward.
- The trailhead and parking lot are on private property.
- Staff worked with the consultant to reiterate our expectations on what is possible on the private property portion of the trail.
- One of the top things is the monument sign. The plan is to work with Vulcan to try and utilize rocks in the area for aesthetic purposes to make it clear which of the two gates leads to the trail entrance. Enriquez shared a visual of entrance.
- The parking surface will remain the same, but the four ADA spaces will need to be updated. One of the ADA parking spaces will be big enough for a 15-passenger van.
- A better entrance walking path could be considered in the future.
- A restroom with two stalls is included in the plan. They would have to be pump-style restrooms as there are no indications that utilities are available in the area.
- Staff's end goal is to get the planning wrapped up without complicating things more.
- Vulcan has been very cooperative during the process.
- Some greenery is being considered, but with it being on private property we would have to account for the upkeep/watering of the trees.
- Plans include some decorative updating to the fencing.
- The last thing included is adding some decorative metal cutouts.

Luna-Nguyen asked who would be responsible for maintaining the restrooms. Also asked if this was different than the grant discussed a couple years ago or the same.

Enriquez stated that the City would be responsible and that they would be locked at night. Also replied that it is the same grant and that this is the end process, focusing on the trailhead.

Carroll asked if they are planning on opening it on a regular basis now or what is the timeline.

Enriquez replied that for all the permitting needed it is about a two-year process. The current grant is a planning grant.

Bylsma-Houghton stated that she likes the look of the rocks and that is also provides more seating.

Wilkins asked if it is the same seating as Orange Blossom Park.

Enriquez stated that it is.

ITEMS FROM
STAFF:

1. The department's new Senior Center Supervisor, Alexis Corral, started at the Senior Center on October 17 and will be announced to Council tomorrow.
2. Next year, Enriquez will start having Supervisors attend meetings to present updates regarding their respective centers.
3. The position of Recreation Manager that was not filled earlier this year will be going out again at the beginning of the new year.
4. All the upcoming holiday activities are listed in the new City News, which will be coming out the end of the month. Some events include the annual Tree Lighting on December 3rd, Letters to Santa, and Snow Nite on December 8th at Beardslee Park.
5. Shared some recent city swag T-shirts with commissioners.

ITEMS FROM
COMMISSIONERS:

Bylsma-Houghton:

- Announced she planned a surgery thinking this was her last meeting, so will attend the January meeting via zoom. Council extended all commissioner appointments to February.
- Stated that she has loved serving as a commissioner all these years and loves this city.
- Asked how the Halloween event went as this was the first one she has missed in many years.

Enriquez stated that it went very well and shared a video of the event. They planned for approximately 600 and ran out of candy.

Wilkins:

- Stated she is having trouble finding things on the city website calendar.

Enriquez and Wilkins searched how to find events/trips.

- Announced she's a little sad her commission term is ending in February.

- Asked if commissioners were allowed to attend staff trainings.

Enriquez replied that they could and that there is one being held Friday regarding neurodiversity.

Carroll:

- Announced she attended the Unity March and the Dia De Los Muertos events. She really liked the new Dia De Los Muertos event and enjoyed the entertainment, food, and activities.
- Stated that she also attended Beardslee School's Dia De Los Muertos event who has been doing it for years.
- Announced that Mt Olive also had a Dia De Los Muertos that coincides with a new Ethnic Studies course.

Luna-Nguyen:

- Asked if the City rents out the softball fields to residents and nonresidents.

Enriquez replied that they do and to contact George Dang with any questions. Announced that the fields are currently closed for yearly seeding.

Streff:

- Announced he wasn't able to attend the Halloween Howl event, but knew it was a success by the number of trick-or-treaters that visited his home.
- Stated that he was able to attend the Dia De Los Muertos event and thought it was a good event.
- Stated that the Royal Oaks Park pickleball courts look like they're coming along and asked when a grand opening might be.

Enriquez stated that he anticipates in another week or two, once the wind screens arrive. He will also notify commissioners when a soft opening date is selected.

ADJOURNMENT:

Bylsma-Houghton motioned, and Luna-Nguyen seconded to adjourn the meeting at 8:55 PM to the next meeting to be held on Monday, January 13, 2025. The motion was carried unanimously.

Chairperson
Streff

ATTEST:


Pamela Romero, Secretary