



MINUTES
PARKS AND RECREATION COMMISSION
REGULAR MEETING
THURSDAY, NOVEMBER 29, 2018

SENIOR CITIZEN/COMMUNITY CENTER – MEETING ROOM 6:00PM

Call to Order: Parks and Recreation Director Hector Kistemann called the meeting to order at 6:14pm.

Roll Call:

Present: Susan Davis
Rebecca Pike
Katie Smith-Mahoney
Janice Bartolo
John Ebner, Councilmember
Hector Kistemann, Director of Parks and Recreation
Leon Raya, Recreation Manager
Karon De Leon, Facilities Manager

Absent: Paolo Kespradit, Chairperson
Lorraine Perez, Vice Chairperson
John Margis

Approval of the Minutes of the May 15, 2018 Meeting

COMMISSIONER PIKE MOVED TO APPROVE THE MINUTES OF THE MAY 15, 2018 PARKS AND RECREATION COMMISSION MEETING, SECONDED BY COMMISSIONER DAVIS AND APPROVED UNANIMOUSLY.

NOES: None

ABSENT: Chairperson Kespradit, Vice Chairperson Perez

ABSTAIN: None

1. Items of Business

A. Introduction to Jan Bartolo, the new Parks and Recreation Commissioner

Newly appointed Commissioner Bartolo introduced herself to the Commission stating that she is a long time resident of San Dimas and has resided in the city for about 35 years. She brings to us her background experience working in the government sector for close to 35 years. She also worked closely with the Parks and Recreation Department. Commissioner Bartolo stated that she is glad to be here and is looking forward to getting to know everyone and serving the community.

2. Review of Department Programs

A. Parks

Director Kistemann stated this was his first meeting with the Commission since starting with the City of San Dimas on August 13, 2018. He has been able to meet with most of the commissioners and is



excited to be onboard. Director Kistemann introduced Departmental Assistant, Genevieve Amaro as the newest person joining these meetings and will be taking the minutes for all Parks and Recreation Commission, Senior Citizen Commission and Golf Course Advisory Committee meetings going forward. He then recognized Councilmember Ebner for being in attendance, as well as Facilities Manager Karon Deleon and Recreation Manager Leon Raya.

Director Kistemann reported the Rhoads Park project has been completed and the renovations included: landscape upgrades, new sod and improvements to the current drainage system. Landscape contractor, Mariposa Landscape, completed the project that was approved by City Council. Additional maintenance projects include the over seeding of the fields at the San Dimas Sportsplex.

Director Kistemann announced that Dan Chang will be retiring after 40 years of service on December 30, 2018, from being our Landscape Equipment Operator. We will wish him well on this next chapter in his life. In addition to Dan Chang's retirement, Alex Perez, who was a Landscape Maintenance Worker, will now be working for the City of Walnut as a Foreman.

B. Facilities

Manager Deleon reported on the Sycamore Canyon house and the improvements that have been made, such as new flooring inside, exterior painting and termite trim. She informed everyone that the Tyler House demolition has been completed and the City Council has awarded an architectural firm the design contract of this project. Further renovations include major work on the Martin House, such as the interior improvements on the first floor which include: new flooring with hardscape, carpeting and all interior painting. Exterior improvements are also part of the renovation and include: work being done on the porches, wood railings, gazebos and arbor. Manager Deleon reported on the current roofing projects that are underway that include the Senior Citizen Community Center's 10 year maintenance coating and the Golf Course Clubhouse roofing maintenance as well.

Manager Deleon stated the Walker House is being prepped for this weekend's Holiday Extravaganza event. Manager Deleon reported the Council of Governments came into City Hall and did some energy audits of City Hall, Community Building and Senior Center. We are currently waiting on those results to see in what ways we may save on utilities. Manager Deleon stated the facilities department is responsible in maintaining all city structures, facilities, as well as handling the logistics of several city events such as the City Birthday BBQ, Fitness Festival, Halloween event, Bowser Bash and Holiday Extravaganza.

Commissioner Bartolo inquired about the Sycamore Canyon house and what the caretakers of the facility maintain.

Manager Deleon stated the Sycamore Canyon House caretakers maintain only the equestrian center, and Horsethief Canyon Park is maintained by the City's facility division.

C. Programs and Special Events

Manager Raya introduced himself to the Commission and stated that he has been working with the city for 14 years. He stated that the department consists of a Recreation Supervisor, three Coordinators as well as Specialists to assist with the all recreation programs and events. Further information regarding such events can be found in the Frontier magazine. He informed the Commission of the two locations which the department works out of; City Hall and the Recreation Center. Manager Raya mentioned the Senior Citizens Community Center where they offer many classes, activities, a lunch program, case management services and legal advisement services to



seniors that visit the center. He stated City Hall Parks and Recreation Department accepts all facility and sports field rentals as well as registration for all recreation classes.

Manager Raya listed the different City events starting in August through December. He reported the Holiday Extravaganza is the largest event organized by the City. The public can expect activities such as pony rides, a skating rink, sledding, games, a toy train ride as well as a horse hayride for Santa. He also specified the holiday parade to start at 11:30 A.M. with a few surprises for the public, which include a helicopter to fly over the event.

3. Director's Report

A. Commission Vacancy (Youth Commissioner)

Director Kistemann informed the Commission of the recent resignation that was received from Paolo Kespradit. He mentioned that the Youth Commissioner position is still open and the department is still looking to fill the position.

B. Equestrian trail Clean Up- Status Update

Director Kistemann informed the Commission that this project is in conjunction with the Equestrian Commission and because of the additional enthusiasm for the project, it might return to the Parks and Recreation Commission to be part of their project list.

C. Calendar of Upcoming Events

Manager Raya shared briefly about the Holiday Extravaganza event. He stated that he hopes the community enjoys the event and all the new attractions it will be offering. He then reported the winter camp is set to begin at the end of December and run through the first week of January. In addition, the annual Disney on Ice Family Excursion will be taking place at the end of December and is well received by the community. Manager Raya reported the Youth Basketball program is set to begin as well and the Coordinator overseeing the program is still accepting coaching applications. He specified the new venue will be the Lone Hill Middle School gym instead of the previous location, San Dimas High School gym.

D. Discussion of Agenda Format

Director Kistemann asked the Commission what they would like to see more of within these commission meetings to better address the needs of the Commission.

Commissioner Bartolo proposed the Commission periodically do field trips to some of the park events and projects that are being completed. This would allow the Commission to see the improvements to the community and take tours of the different projects.

Director Kistemann agreed and stated it was a great idea.

4. Members of the Commission

Commissioner Smith-Mahoney stated she attended the Fitness Festival and will provide photos of the event to the Parks and Recreation Staff. In addition, she also attended and participated in the Halloween event and praised the Parks and Recreation Department on a job well done.



Manager Raya stated he is looking to get feedback on the types of events the community might want to see more of such as a 5k color run or neon light run. He stated he is open to ideas and suggestions.

Commissioner Pike stated that she volunteered to work the Fitness Festival and attended the Halloween event and Bowser Bash. She mentioned she is excited for the Holiday Extravaganza event.

Commissioner Davis informed the Commission of the Holiday Boutique that is currently being put on by the Historical Society at the Walker House. She invited them to come stop by and check out gifts for possible stocking stuffers. She stated all items have been donated by various vendors and individuals and benefit the Historical Society.

Manager Raya provided an update on weather that is projected for the Holiday Extravaganza, stating any schedule updates/cancellations will be made the day of the event by 8:00 A.M. He stated all the City's social media platforms will have the updated information.

Commissioner Bartolo informed the Commission of her participation in the community events. She stated that the Halloween event costume contest is held at a time which conflicts with those that go trick or treating. She recommended this might be modified so as not to make the public have to choose between the two.

Commissioner Bartolo shared her thoughts regarding the San Dimas rodeo event which is no longer available. She stated the feedback she has received from the community is to bring back Western Days as this was something that San Dimas has been known for in the past.

Councilmember Ebner stated it was the Chamber of Commerce who previously organized the event, and stated it became too expensive for the Chamber to continue. The cancellation of this event was then balanced by adding the parade to Holiday Extravaganza event instead.

Commissioner Pike stated fewer and fewer horses are being boarded in San Dimas, which meant there were less participating in the parade.

Councilmember Ebner stated San Dimas is ever changing and has moved away from the western theme of the town.

5. City Council Liaison

Councilmember Ebner stated he is looking forward to the Holiday Extravaganza event. He then stated the Tyler House demolition was authorized by City Council to be torn down. With the new house being built, the goal is to have the city own the house and rent it to a low income family. Councilmember Ebner stated he believes this would be a great idea and a great addition to the community.

Councilmember Ebner reported City Council had a meeting regarding the fall budget review and will have an auditor come in to review the revenue and expenditures. Councilmember Ebner stated the City Manager is very fiscally conservative, and has brought in more revenue than expected while spending less than what was budgeted.

Councilmember Ebner reported that the Festival of Arts came to City Council to ask for support to assist with the upcoming Art Show, as it has seen a recent decrease in participation, and has caused them to downsize in some areas.



City Council has agreed to provide them with a \$15,000 loan to help assist the show with any additional advertising they might need, in order to bring in more of the community to enjoy the event.

Councilmember Ebner reported an update on the Goldline project that is coming to San Dimas. He stated as of recent events the Goldline is now set to end in La Verne and will be completed in 2024.

6. **Adjournment:** The meeting was adjourned at 7:13p.m to the next meeting of the Parks and Recreation Commission on January 15, 2019 at 6:00p.m

Genevieve Amaro, Departmental Assistant