



MINUTES  
PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
TUESDAY, NOVEMBER 19, 2019

MARCHANT PARK- MEETING STARTING TIME 6:00 P.M.

The Parks and Recreation Commission meeting was called to order at 6:00 p.m.

Roll Call:

Present: John Margis, Chairperson  
Rebecca Pike  
Janice Bartolo  
Anthony Boulahoud  
Katie Smith- Mahoney  
Susan Davis

Also Present: John Ebner, Councilmember  
Hector Kistemann, Director of Parks and Recreation  
Tim Pagano, Recreation Manager  
Brad Stewart, Interim Facilities Manager  
Genevieve Amaro, Departmental Assistant

Absent: None

1. **Special Agenda Item-**

2. **Consent Calendar-**

**A. Approval of Minutes September 17, 2019 Meeting**

COMMISSIONER BOULAHOU D MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER PARKS AND RECREATION COMMISSION MEETING, SECONDED BY COMMISSIONER PIKE AND APPROVED UNANIMOUSLY.

3. **Audience Communication- NONE**

4. **Reports of Staff/Members-**

Mr. Stewart introduced himself to the Commission as the new interim Facilities Manager. He stated he has been with the City of San Dimas for close to four years and was previously the Facilities Supervisor. Before coming to the City of San Dimas, Mr. Stewart has twenty years of experience working in residential and commercial construction as well as teaching and coaching at South Hills High School in Covina. He stated he looks forward to working with the Commission in his new role as the interim Facilities Manager.

**A. Director's Report:**

**-Heritage Trees**

Mr. Kistemann provided the Commission with a memo with regards to the discussion that was held at the previous Commission meeting on September 17, 2019. Attached to the memo was a list of the current heritage trees in San Dimas. He also included information from the Community Forestry Management Plan that further detailed what is classified as a heritage tree. The current policy requires applications to be deemed a heritage tree to first be reviewed by the Parks and Recreation Director and then by City Council.



Mr. Kistemann recommended the Commission appoint an ad-hoc sub-committee to review all living tree removal applications submitted to the department, revise the language of the current tree code, as well as the preservation and protection of public trees, including the review of the heritage tree requests.

Chair Margis inquired if any of the current Commissioners would be interested in joining the sub-committee.

Commissioner Bartolo, Commissioner Boulahoud and Commissioner Pike stated they would like to be a part of the sub-committee.

Mr. Kistemann stated he would look into acceptable dates and times for when the sub-committee will be able to meet to start reviewing the Community Forestry Management Plan.

**-Fiscal Purchasing Policy- Gant Chart- Project Updates**

Mr. Kistemann provided a handout to the Commission with the current projects that are underway for this Fiscal Year, as well as status updates to some of the previously discussed renovations. In addition, he provided them with information on the revised purchasing policy that is now in effect for the City.

Chair Margis asked if further discussions of the Urban Forestry can be discussed at the sub-committee level with regards to the approved budget of \$100,000 that was approved by City Council.

Mr. Kistemann reported on the status of the updates to the tree inventory and data base being conducted by West Coast Arborist. The updated tree inventory will provide and detail accurate information on vacant sites where trees were removed and not replaced, as well as potential new sites suitable for planting. This project is set to be completed by the end of this fiscal year. Mr. Kistemann agrees that it is a good idea to discuss the Urban Forestry at the sub-committee and collect input on current and ongoing projects.

Chair Margis inquired about the renovations needed at the Recreation Center.

Mr. Kistemann discussed the process that the City Council approved to hire a firm/consultant to conduct a parks and recreations needs assessment that will include the SDRC, and also include all community parks and facilities. Any renovations to the SDRC will take the needs assessment into consideration prior to conducting any work.

Chair Margis expressed his concerns about the Recreation Center becoming "unusable" if the needs assessment isn't completed soon and renovations begin.

Mr. Kistemann confirmed the concerns and conveyed that funding (\$150,000) was appropriated in FY 19-20, to address the immediate needs at the SDRC. He stated the department is aware the SDRC will need additional renovations to keep it running efficiently.

Commissioner Bartolo thanked Mr. Kistemann for the status updates of all the ongoing projects as well as the handouts. She requested this handout be updated by the next meeting to illustrate the updates on the projects at hand.



**-Council Retreat Information**

**a. Urban Forestry/ Private Property Tree Removal Request**

This item was discussed earlier under the project updates section.

**b. Sponsorship and Advertising City Events**

Mr. Pagano discussed the current process in which the Department has been able to reach out local business and organizations to request sponsorships for upcoming events. This process is now being formalized to allow those interested in sponsoring the opportunity to pick and choose the events in which they would like to contribute towards. The amount of sponsorships that have been received thus far for the Holiday Extravaganza event totals just over \$18,750.00.

**c. Parks and Recreation Needs Assessment**

This item was discussed earlier under the project updates section.

**-Grant LA 84**

Mr. Pagano reported on the Grant LA 84 which is a grant in which the department has applied for in hopes to help subsidize the swim program and swim team within San Dimas. In addition, Mr. Pagano stated they hope to also utilize the grant funds to start a Splash Ball program to help encourage the youth that may be interested in learning about water polo.

**- Report on Halloween Spooktacular Event**

Commissioner Pike stated the event was a huge success and there was such a great turn out. She mentioned there were so many great costumes it was difficult to choose at times.

Chair Margis recommended there should be a sign in sheet and numbers issued to the contestants of the costume contest to make it a little more formal. He clarified to the Commission this was feedback he had received from some participants.

Commissioner Smith stated the trunk or treat event was a huge success and thinks next year the entire parking lot should be utilized because of how well attended it was this year.

Mr. Kistemann was appreciative to the Commission for their comments and concurred they had received a lot of positive feedback from the community and several councilmembers who were also in attendance. In addition, the 5K Runnin' Scared event had doubled in the amount of entries that were received. Mr. Kistemann stated the weekend's events were a huge success and thanked the Commission for participating by judging the costume contest and attending the event.

Mr. Pagano briefly discussed the upcoming Holiday Extravaganza event that is set for December 7, 2019. He inquired to the Commission if anyone would be interested in judging the parade floats.

Commissioner Bartolo and Chair Margis both volunteered to be judges for the parade.

Mr. Pagano discussed what the evenings events will look like at Holiday Extravaganza which will include a skating rink, snow sledding, craft booths and musical entertainment.

Chair Margis inquired if the snow sledding would be accessible to the public at an earlier time like two or three o'clock.



Mr. Pagano stated they could certainly look to see if that was an option but it would depend on what has been previously agreed upon with the vendor and if any modifications are able to be made.

Mr. Pagano also discussed the departments "Street Team" which compiled of some of our Recreation Leaders who attend local community events and share/promote information on what else is going on within the city.

**B. Chair's Report: NONE**

**C. Commissioner's Report:**

Commissioner Bartolo extended her kind regards to Mr. Kistemann and his team. She stated she can see the huge improvements and strides that are being made within the community because of the leadership of the department.

**D. Councilmember's Report:**

Councilmember Ebner discussed the success of the Halloween Spooktacular event and shared how pleased he was with the turn out. He stated the 5K event was also well attended.

Councilmember Ebner discussed an issue that had been brought to council regarding tree trimming on private property at some medical offices that are currently located behind the San Dimas Hospital. He stated it is difficult to address the issue since there is a very limited amount of what the City Council can control on private property.

Commissioner Bartolo inquired if this issue may be discussed at the subcommittee level with some recommendations to City Council on how to address the situation.

Councilmember Ebner stated sometimes this becomes a planning department issue but it can certainly be reviewed and discussed further.

Councilmember Ebner mentioned the Urban Forestry Plan presentation can now be presented to city council at either the December 10, 2019 meeting or at the January meeting according to the City Manager Ken Duran.

Commissioner Bartolo inquired if the Commission can be notified once this has been added to the agenda.

Mr. Kistemann confirmed the Commission would be notified.

Councilmember Ebner informed the Commission of a measure that will be placed on this year's ballot to raise the current sales tax by .75%. This would almost double the amount of sales tax revenue generated to the city. An additional 4 million dollars a year in revenue will be brought in to the City if this measure if passed.

**5. New Business-**

A. ACTION ITEMS: NONE

B. DISCUSSION ITEMS: NONE

**6. Continued Items-NONE**

- 7. Future Agenda Items-**Updated chart of ongoing projects  
- Update on subcommittee meeting



**Adjournment:** The meeting was adjourned by Chair Margis a 7:00p.m. Next meeting for the Parks and Recreation Commission will be January 21, 2020.

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Genevieve Amaro, Departmental Assistant

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