

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA OLD TOWN ADVISORY BOARD
TUESDAY, SEPTEMBER 10, 2019**

CONVENE: Chair Balsamo convened the Regular Meeting of the Monrovia Old Town Advisory Board on Tuesday, September 10, 2019, at 9:29 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Community Services Director Tina Cherry, Recreation Manager Katie Distelrath, Recreation Superintendent Rebecca Sandoval, Management Analyst Heather Gibson, and Administrative Assistant Adriana Marin.

ROLL CALL: In attendance were Boardmembers Soren Loft, Kristin Miller, Alex Reyes, Dominique Strivings, Vice-Chair Alex Reyes, and Chair Balsamo.

PRESENTATIONS: None

CONSENT CALENDAR: The consent calendar consisted of the following Agenda items:

CC-1 Unadopted Minutes of the August 13, 2019 Regular Meeting. **It was moved by Boardmember Miller, seconded by Boardmember Reyes to approve the minutes of the August 13, 2019, regular meeting.** The motion carried unanimously.

PUBLIC INPUT: Chris Studebaker, community volunteer, commented on attending the car show.

ADMINISTRATIVE REPORTS:

AR-1 Street Closure Request for the 2019 Old Town Trick-or-Treat & Halloween Bash – Ms. Sandoval presented the street closure request for the Old Town Halloween Bash.

It was moved by Boardmember Loft, seconded by Boardmember Strivings to approve the street closure request for the 2019 Old Town Trick-or-Treat & Halloween Bash. The motion carried unanimously.

REPORTS FROM STAFF:

1. Tina Cherry, Community Services Director

- a. Street Rod Forever Car Show and Soap Box Derby Evaluation - Ms. Cherry discussed the two separate event evaluations. The Street Rods Forever event was well attended; received compliment from House of Windsor. The Soap Box Derby organizers did a terrific job with set up and adhering to conditions.
- b. Update on Thankful and Grateful Holiday Gathering Update - Ms. Cherry discussed hosting the holiday gathering event from 5-8 pm; activities will include story-time, petting zoo, and craft booths. The event will conclude with the holiday tree lighting.
- c. Update on Filming Application Process - Provided an update on the film application process; the film permit moved to Community Services and all permits are now processed in-house; all forms are available online.

- d. **City Manager, Oliver Chi Community Celebration** - The Ice-Cream Social is scheduled for September 12, 2019 at Library Park, 5-8 p.m. Ms. Cherry also commented on the concerns related to the bulky items near Lemon Court - Code Enforcement will be issuing educational notices to businesses.

2. Katie Distelrath, Recreation Manager

- a. The Fall Festival is scheduled for Saturday, October 12, 2019, 12 noon - 4 p.m. and will include business promotion, scavenger hunt, pet vendor booths, horse drawn hay rides, and costume dog walk. The event application deadline is October 1, 2019.
- b. The merchant meeting is scheduled for Thursday, September 19, 2019, at 9:00 a.m. in the Library Community Room. The meeting topics include Old Town Monrovia Fall Festival, the 4th quarter activities, and New Year's Eve on Myrtle. Event invitations were distributed.
- c. The website is updated twice a month; staff will forward updates on new businesses and will update blog highlighting fall activities.

3. Rebecca Sandoval, Recreation Superintendent

- a. Update on 4th Quarter Programs and Advertisement – Ms. Sandoval provided the proposed holiday dates for the holiday carolers. The Commission suggested the three Saturdays before Christmas and the four Sundays before Christmas. The carriages are scheduled for the two Thursdays following the holiday parade, 5-8 p.m. Staff recommended using funds for print advertisement to further develop other programs.
- b. Update on Holiday Decorations - Ms. Sandoval provided an update on the purchase of bows for the holiday candy canes and wreaths. The installation is scheduled for November 12-21, 10am-6pm; removal is scheduled for January 6-10, 10am-6pm

MONROVIA CHAMBER OF COMMERCE REPORT

- 1. Sari Canales, Executive Director - No report.

REPORTS FROM BOARDMEMBERS:

- a. Boardmember Balsamo - Monrovia Reads needs readers; applications are available.
- b. Boardmember Miller – Commented on the Soap Box Derby.
- c. Boardmember Reyes – Commented on all side streets represented for the holiday decorations.
- d. Boardmember Strivings - Attended the Community Council on September 9 and announced the Old Town Fall Festival event; the next Monrovia Read is October 3, 2019-volunteers are needed.
- e. Chair Loft – Suggested a notice letter on trash bins to new businesses.

NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Old Town Advisory Board is scheduled for Tuesday, October 8, 2019, 9:30 a.m., in City Council Chambers at Monrovia City Hall, 415 S. Ivy Ave., Monrovia, California.

ADJOURNMENT: Chair Balsamo adjourned the meeting at 10:35 a.m.