

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, JUNE 14, 2016**

**CONVENE:** Interim Chair Diane Balsamo convened the Regular Meeting of the Monrovia Old Town Advisory Board on Tuesday, June 14, 2016, at 9:34 a.m. City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were City Manager Oliver Chi, Public Services Director Tina Cherry, Senior Recreation Supervisor Lisa Hansberger, and Senior Administrative Assistant Susan Matthews.

**ROLL CALL:** In attendance were Boardmembers Kristin Miller, Millie Olivas, and Interim Chair Diane Balsamo, absent Sean Sprinkel.

**PRESENTATION:**

PR-1 Introduction of New Employees: Tina Cherry, Public Services Director

1. Katie Distelrath, Recreation Manager
2. Carey Vance, Library Manager

PR-2 Directly Elected Mayor Advisory Committee Update: Oliver Chi, City Manager

**CONSENT CALENDAR:** It was moved by Boardmember Olivas, seconded by Boardmember Miller to approve the consent calendar. The motion carried unanimously. The Consent Calendar consisted of the following Agenda item:

**CC-1 Unadopted Minutes of the May 12, 2016 Special Meeting:** The Board adopted the Minutes of the May 12, 2016 Special Meeting.

**PUBLIC INPUT:**

Pam Fitzpatrick – Old Town Merchant  
Rudy Castellon – Old Town Merchant

**ADMINISTRATIVE REPORTS:**

None

**REPORTS FROM STAFF:**

1. Lisa Hansberger, Senior Recreation Supervisor
  - a) Review of Merchant Guidelines for Filming in Old Town - Monrovia has been a very popular destination for filming activities for years. There has been discussion on how Old Town Merchants can become better informed about the filming process in order to effectively communicate with the Film Company, and also have contact information available in the event of a filming problem or concern. The MOTAB Board requested that a filming committee be established. The committee has met and put together a flyer (distributed to the Board). Ms. Hansberger discussed the contents on the flyer and asked that the Board contact her with any feedback.
2. Tina Cherry, Public Services Director
  - a) Business Development in Old Town Monrovia

- i. Monrovia Bakery - There are plans in Community Development for a new business at this location. Code Enforcement is actively engaging with the owner.
    - ii. Sam's Deli – Plans have been approved and permits issued. Expect restaurant to be open mid-August of this year. Code Enforcement is actively engaging with the owner.
  - b) Old Town Parking Assessment – The traffic engineer does not have the assessment done at this time. This item will be brought before the MOTAB Board at the July meeting.
  - c) Merchant Outreach and Engagement – “Boots on the Ground” is a project designed to reach out to merchants at their establishments to find out what they would like to see in Old Town. We are putting together a list of people who will be involved. Tina Cherry and Lisa Hansberger would like to be involved along with Councilmember Spicer. Interim Chair Balsamo and Boardmember Olivas requested that they be included. Boardmember Miller would like to be involved, however, she needs to be available at her business. Ms. Cherry advised that staff will keep everyone in the loop on what is happening. The outreach dates were calendared for Wednesday June 29 from 2:00-4:00 and Thursday June 30 from 2:00-4:00.
  - d) Street Fair Operator Update – The recommendations are being worked on and will go to Council on June 21.
  - e) Power Access on Myrtle Avenue – Working with engineering team to put together a map that shows placement of power. Pedestal was installed in the 800 block, we are just waiting for Edison to turn on the power.
  - f) Board Member Recruitment – Interviews took place a week ago. Boardmember Olivas and Sprinkel were reappointed. Our new Boardmember, Soren Loft, will be sworn in next month.
  - g) Holiday Committee – Staff is requesting the Holiday Decorations committee reconvene to discuss Holidays in Old Town. Staff asked Board members to sign on to the Holiday Committee. Interim Chair Balsamo and Boardmember Olivas both volunteered to be on the committee again this year.
3. Pam Fitzpatrick, Old Town Merchant
- a) Filming in Old Town – Scouts have been out and phone inquiries are coming in but nothing is going on right now. Pam is dealing with an ongoing complaint between a merchant and Honda regarding personal impact negotiations following the filming of the Honda commercial. Pam suggested verbiage be added to the filming flyer about the merchant being responsible for the merchant impact negotiations.

#### **REPORTS FROM BOARDMEMBERS:**

- (a) Interim Chair Balsamo:** Thought the Monrovia Days parade was great! Asked that staff consider having the Citizen of the Year, Iris Award and Dick Lord Award Honorees included in the Monrovia Days Parade. Interim Chair Balsamo also recommended that everyone try the new restaurant Diplomat.
- (b) Boardmember Olivas:** Boardmember Olivas shared that went to the Myrtle Tree for lunch. The place, people and food are awesome.
- (c) Boardmember Miller:** Really enjoyed the Monrovia Days Parade. Suggested the start time be moved to 10:00. Asked that staff look into getting a horse drawn carriage, like the one used in the parade, for the Holiday Parade in Old Town.

**(d) Boardmember Sprinkel:** Absent

**NEXT SCHEDULED MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board is scheduled for Tuesday, July 12, 2016, 9:30 a.m. in City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia, California.

**AJOURNMENT:** Interim Chair Diane Balsamo adjourned the meeting at 10:29 a.m.