

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, JULY 12, 2016**

**CONVENE:** Interim Chair Diane Balsamo convened the Regular Meeting of the Monrovia Old Town Advisory Board on Tuesday, July 12, 2016, at 9:30 a.m. City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Public Services Director Tina Cherry, Senior Recreation Supervisor Lisa Hansberger, City Clerk Alice Atkins and Senior Administrative Assistant Susan Matthews.

**SWEARING IN:** Alice Atkins, City Clerk swore in Millie Olivas and Sean Sprinkel for a New Term and Soren Loft as a New Boardmember.

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

**PRESENTATION:** None

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

**CC-1 Unadopted Minutes of the June 14, 2016 Regular Meeting:** The Board adopted the Minutes of the June 14, 2016 Regular Meeting.

**PUBLIC INPUT:**

Pam Fitzpatrick – Old Town Merchant

**ADMINISTRATIVE REPORTS:**

**AR-1 Reorganization of MOTAB Board**

Tina Cherry, Public Services Director addressed the Board. Ms. Cherry explained to the Board how the MOTAB nominations work. She explained that Boardmember Miller would be next in line to be Vice Chair and that the Board would need to nominate a Chair. Boardmember Miller agreed to take the position of Vice Chair. Boardmember Olivas nominated Interim Chair Balsamo for the Chair position. Interim Chair Balsamo agreed.

**It was moved by Boardmember Sprinkel, seconded by Boardmember Olivas to approve Diane Balsamo as the new Chair.** The motion carried unanimously.

**It was moved by Chair Balsamo, seconded by Boardmember Loft to approve Kristin Miller as the new Vice Chair.** The motion carried unanimously.

**AR-2 Street Closure Request for 2016 Old Town Trick-or-Treat and Halloween Bash**

Lisa Hansberger, Senior Recreation Supervisor, reviewed the agenda report.

Following discussion, **it was moved by Vice Chair Miller, seconded by Boardmember Olivas to approve the expenditure of \$900.00 for the 2016 Old Town Trick-or-Treat and Halloween Bash candy.** The motion carried unanimously.

**It was moved by Boardmember Loft, seconded by Boardmember Sprinkel to approve the street closure for the 2016 Old Town Trick-or-Treat and Halloween Bash.** The motion carried unanimously.

#### **REPORTS FROM STAFF:**

##### **Tina Cherry, Public Services Director**

1. **Old Town Parking Assessment** – presentation for MOTAB will likely be made at the August MOTAB meeting.
2. **Merchant Outreach and Engagement, Boots on the Ground Update** – Thank you to Councilmember Spicer, Boardmember Olivas, Vice Chair Miller and Chair Balsamo. The group got together two days and started at the north end of Myrtle and worked their way down. Went into merchants and asked questions. Some of the initial themes we are seeing: unique character for each block, happy that MOTAB wants to know what the merchants want, need more communication, strong interest in social media, more holiday decorations. Ms. Cherry explained that this process is going to take a lot longer than we originally thought, however, it is a good experience. The group is going out again on Thursday to work on the 200 block of Myrtle. It was determined that MOTAB Boardmembers need Polo shirts, nametags and business cards so that people will recognize them and engage them in discussion.
3. **Street Fair Operator Update** – Raw Inspirations in planning a soft opening on August 19 with the full fair opening in September. They hired a local electrician who is working with the City on the power issues. Looking at the kids activities and partnering with the School District to offer an opportunity for people to vote at the market for a school to receive a grant for a garden. They are also looking into a dog respite area and changing stations. Ms. Cherry announced that Raw Inspirations will be at the MOTAB meeting in August. Boardmember Loft asked if the restrooms could be split up so they are not all in the same area. Ms. Cherry advised that they are looking into a restroom trailer and also having them in different areas. Boardmember Sprinkel is concerned with the layout, specifically where the kid's area will be located. He stated that his sales dropped by 50% when the kids area was moved in front of his business. Vice Chair Miller and Boardmember Loft agreed that it is a concern for businesses. Ms. Cherry will find out when the next Oversight meeting will be held and communicate that to the MOTAB Board.
4. **Twinkle Lights in Old Town** – City staff recently met to go over electrical infrastructure in Old Town. We have all of the electrical checked and there are only a few minor refurbishments needed in the area of the Monrovia restaurant. We should be able to purchase the lights after the repairs are complete. We will update MOTAB in August. Vice Chair Miller asked when we expect the twinkle lights to be in place. Ms. Cherry indicated that we should see them in by September, however, we need to schedule the work around other things being done in Old Town. Lisa Hansberger, Senior Recreation Supervisor also advised the Board that she met with the vendor regarding the garland to extend it from pole to pole this year.

**Pam Fitzpatrick – Filming in Old Town** – no report

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

- (a) Chair Balsamo:** Received a lot of good feedback on the fireworks this year.
- (b) Vice Chair Miller:** Concerned that following the last City Council meeting we are planning to move the July 4<sup>th</sup> event to the high school. In addition, more events are moving to the train station and away from Old Town. She is frustrated as a merchant and wants to see things focused on Old Town.
- (c) Boardmember Loft:** Concerned about the crosswalk in front of his business. The crosswalk is not visible and he is concerned that an accident will happen. He proposed an idea to have a crossing alert flag system. He handed out his rendering of an idea for our Old Town crosswalks that was inspired by a working system that he used in Salt Lake City Utah. He added that the flag idea may not work for Old Town but the issue needs to be addressed.
- (d) Boardmember Olivas:** Dream Big is now open for the kids. Looks like a great place to take kids.
- (e) Boardmember Sprinkel:** Would like to take the opportunity to welcome new Boardmember Soren Loft and to thank the committee for selecting him to return to the Board.

**NEXT SCHEDULED MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board is scheduled for Tuesday, August 9, 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 10:28 a.m.