



**RECREATION COMMISSION OF THE CITY OF FOWLER  
MEETING AGENDA  
TUESDAY, OCTOBER 12, 2021  
6:00 P.M.  
CITY COUNCIL CHAMBER  
128 SOUTH 5TH STREET  
FOWLER, CA 93625**

In compliance with the Americans with Disabilities Act, if you need assistance or accommodations to access the City Council Chambers or participate in this meeting, please contact Maria Aguilar, Administrative Assistant at (559) 834-3113 x118. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

Recreation Commission meetings are open to the public at the physical address listed above. There are numerous ways to participate in the Recreation Commission meetings: you may attend in person, you may appear by telephone as described below, or you may submit written comments via email to [maguilar@ci.fowler.ca.us](mailto:maguilar@ci.fowler.ca.us). Please include your name and reference the agenda item you are commenting on, if any. Written comments received that do not specify an agenda item will be marked for the general public comment portion of the agenda. Emails received by 8:00 am on the date of the meeting will be provided to the Recreation Commission at the meeting and made part of the record of proceedings but will not be read aloud.

**The telephone number listed below will provide access to the meeting via teleconference. Please note: when joining the teleconference you will be asked for your name which will be used to identify you during any public comment period.**

**Telephone Number: 978-990-5175  
Meeting ID: 494026#**

**It is requested that any member of the public attending while on the teleconference have their phone set on “mute” to eliminate background noise or other interference from telephonic participation.**

Any writing or document that is a public record and provided to a majority of the Recreation Commission regarding an open session item on the agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at [www.fowlercivcity.org](http://www.fowlercivcity.org).

1. Meeting Called to Order
2. Roll Call
3. Public Presentation – (This portion of the meeting reserved for persons desiring to address the Commission on any matter not on this agenda. Presentations are limited to five minutes per person and no more than 15 minutes per topic).
4. APPROVE Minutes of the September 14, 2021, Recreation Commission Meeting

5. Tabled item on commissioner reports.
6. Review Fall Fest-City Wide Yard sale
7. Trunk or treat.
  - a. Maze update
  - b. Candy
  - c. Music or DJ
8. Christmas tree lighting.
  - a. Revisit special attractions
  - b. Town purchased vs citizen decorated ornaments (need finalized design maximum of 4)
  - c. Finalize - Dr Saul Jimenez-Sandoval as the person lighting the tree.
9. Children's shopping day.
  - a. Person shopping for supplies and gifts.
10. Any new agenda item to be added for next meeting
11. Commissioner Reports and Comments
12. Adjournment

CERTIFICATION: I, Maria Aguilar, Administrative Assistant for the City of Fowler, California, hereby certify that the foregoing agenda was posted for public review on, Thursday, October 7, 2021.



Maria Aguilar  
Administrative Assistant

**MEETING MINUTES**  
**CITY OF FOWLER RECREATION COMMISSION**  
**CITY COUNCIL CHAMBERS**  
**128 SOUTH 5<sup>TH</sup> STREET, FOWLER CA. 93625**  
**SEPTEMBER 14, 2021**

Pursuant of section 2-2.206 of the City of Fowler Code of Ordinances, the Recreation Commission shall hold meetings at least once each month, at a time and place set by resolution, and shall adopt rules for the conduct of business and shall instruct the secretary to keep accurate record of its minutes, resolutions, transactions, and other business.  
Such records shall be a public record and shall be maintained in the office of the City Clerk.

All meetings shall be open to the public and shall abide by the provisions of the Ralph M. Brown Act. A majority of the Commission shall constitute a quorum for the conduct of business. (Ord. 78-1, 4-5-78)

Pursuant to the notice of meeting duly given, a meeting of the City of Fowler Recreation Commission was held on Tuesday, September 14, 2021, at 6:00 p.m., via teleconference and in person at the City of Fowler City Council Chambers located at 128 South 5<sup>th</sup> Street, Fowler, Ca. 93625.

Chairman Patric Jones called the meeting to order at 6:00pm with the declaration of Paragraph 11 of the Governor's Executive Order N-25-20 pertaining to the Ralph M. Brown Act and listed the telephone and meeting ID number for participants joining via the telecom service. It was noted that the line stating "the meeting will not be open to the public" was now outdated since the Fowler Planning Commission meetings are now open to the public for attendance in person.

Upon completion of roll call a quorum was established based on the following attendance:

Roll Call: Roy Alatorre, Jose Alvarez, Patric Jones (Chairman), Henrietta Martin, Stephanie Mejia, Wilson Parker, and Monique Velasquez-Lopez

Commissioner Absent: None

City Staff Present: Recreation Department Coordinator, Yvonne Hernandez

City Council Liaison Present: City Councilman, Juan Mejia

### **PUBLIC PRESENTATIONS**

There being no presentations from the public in person or via the teleconference, this portion of the meeting was concluded.

### **APPROVAL OF THE MINUTES**

Chairman Jones asked if there are any additions or corrections to the minutes of the August 10, 2021 Recreation Commission Meeting. One revision was requested to correct the spend allowance for the Children's Shopping Day event which was inaccurately listed as \$150 instead of the approved amount of \$800. There being no further additions, and upon motion by Chairman Jones and second by Commissioner Parker, the following resolution was approved unanimously.

**RESOLVED, that the Commission hereby approves the minutes of the August 10, 2021 City of Fowler Recreation Commission meeting.**

Further discussion ensued after Commissioner Velasquez-Lopez reported that she could no longer maintain her role as Secretary of the Commission due to the time needed to accurately account for the meeting activities unless the account of the minutes was reduced to minimal action items only.

After discussion by the Commission, Commissioner Mejia was appointed Secretary by Chairman Jones in order to maintain the detailed method of minute recording.

## FALL FEST - CITYWIDE YARD SALE

Recreation Department Coordinator, Hernandez reported on the status of the City of Fowler Fall Fest event scheduled for Saturday, September 15<sup>th</sup> from 8am to noon. Signups are limited as of now and currently there are no food vendors scheduled to participate. Also, the Salvation Army will not pickup remaining items at the conclusion of the event, instead, the team from Waste Management will assist with discarding unwanted items. Hernandez reminded the Commission to arrive by 5:45am. Hernandez also advised that the Fowler boys basketball team will be there to assist and clean up as needed. The Commission inquired as to the status of participants to which Hernandez responded that the typical number of participants is usually 120 but this year there are only 30.

Commissioners Mejia and Alatorre informed the Commission that they would not be present for the Fall Fest event.

## BUDGET UPDATE

Recreation Department Coordinator, Hernandez reported on the status of the budget allotted to Recreation events with YTD spend currently at \$15,000 with an available balance of \$20,000. Hernandez also informed the Commission that the new 3-year contract is now due for the 2022 fireworks show which will include an increase of up to \$7,000 and must be paid during this fiscal year leaving the remaining budget for the 2021 calendar of events in the amount of \$8,840.

Hernandez also reported that the new large banner and decorations have been purchased for the 2022 in person event at that stadium.

## COMMISSION REPORTS

Chairman Jones led a discussion on the option of adding a standing line item to the agenda titled "Commissioner Reports" which would allow for each member of the Commission to provide updates, developments, or event ideas. Discussion ensued resulting in the request from Commissioner Alvarez to table the discussion until the next meeting.

## HIGH SCHOOL OPEN HOUSE

Discussion ensued regarding the recent High School Open House event. Hernandez informed the Commission that the Farmer's Market would relocate to the high school for the open house event in 2022.

## TRUNK OR TREAT

Hernandez presented the 2021 Trunk or Treat event details slated to run along Merced street in the traditional walk-through style this year and recommended allowing for food vendors on one side. Discussion ensued on the most effective way to manage the flow of people to prevent residents from coming through the line more than once. Hernandez suggested a corn maze at the end of the trunk or treat to encourage visitors to move into the food area of the event. Discussion ensued regarding the best start and end point of the experience.

It was concluded that Councilman Mejia would consult with legal counsel on the impact of the City of Fowler to own or rent an inflatable maze and Commissioner Mejia would look into the cost to rent or purchase an inflatable. Commissioner Mejia recommended that a budget be set to allow Hernandez to create the maze utilizing supplies she could purchase or obtain through donations. Upon motion by Commissioner Alatorre and second by Commissioner Parker, the following resolution was approved unanimously.

**RESOLVED, that the Commission hereby approves a maximum spend of \$500 to create a maze experience for the 2021 Trunk or Treat event.**

Additionally, \$400 would be designated for the purchase of candy and Hernandez would solicit additional donations. Councilman Mejia inquired as to the cost of the candy provided each year to which Hernandez responded that the actual cost for candy is easily "a couple thousand dollars."

Hernandez also reported on the duties of the Commission members during the event which would include directing traffic and decorating cars for the event. Hernandez also informed the Commission that she would secure the Fowler Police Department and the Explores to help direct traffic. Advertising for the Trunk or Treat will be inside the water bill, through social media and the City of Fowler website.

## CHRISTMAS TREE LIGHTING CEREMONY

Chairman Jones discussed the possibility for the Grand Marshal/Fresno State President to light the Christmas tree on December 4<sup>th</sup>. Hernandez reported that steps have already been taken to secure his participation in the event this year. Hernandez also mentioned that she would like to secure music such as a band. Commissioner Mejia suggested carolers. Hernandez also reported that she was working with the City Works team to acquire ornaments for the Christmas tree which would be purchased with funds from the general fund instead of the Recreation Commission budget.

Commissioner Mejia presented additional options for the Fowler Christmas Tree Lighting event which included a live reindeer petting zoo, horse and carriage rides, trackless train rides, and the opportunity for community involvement to create decorations and ornaments for the Christmas tree on main street. Discussion ensued regarding the recommendations resulting in the approval of the trackless train which was donated by Councilman Mejia and Commissioner Mejia. Further discussion ensued regarding the planning of the "Fowler Traditions" Christmas tree ornaments and the supplies, and timing to take the idea from concept to execution. It was determined that additional discussion was needed with Dario from City Works to gain insight into the logistics and process of assembling and decorating the tree.

Councilman Mejia emphasized the importance of being open to new ideas in order to create a better experience for the community and volunteered to assist by meeting with Dario at Public Works to assess the feasibility of adding decorations to the tree. He would report back on the result of his discussion.

Per the suggestion of Commissioner Velasquez-Lopez, a post could be added on the City of Fowler Facebook page to gauge their interest in the tree decorating experience. Commissioner Mejia would create instructions to post to the community so residents could create their ornaments at home and deliver them to be added to the tree.

It was determined that the reindeer petting zoo and the horse carriage ride elements would not be pursued for the 2021 Christmas Tree lighting event.

Additional discussion ensued regarding the route for the train and potential for additional elements to make that experience more exciting such as hot coco or candy canes. Potential routes were discussed, and Hernandez charged the Commission with presenting additional ideas at the next meeting to partner with the Mejia's donation of the trackless train.

Hernandez recommended the consideration of Glow Bugs lights which are currently rented on a weekly basis at a rate of \$250.

## OTHER MATTERS

Chairman Jones reported that the next Recreation Commission meeting was scheduled for Tuesday, October 12, 2021.

## ADJOURNMENT

A motion was made by Commissioner Wilson and seconded by Commissioner Velasquez-Lopez to adjourn the meeting which was concluded at 7:55pm.

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Patric Jones  
Commissioner Chairman

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Stephanie Mejia  
Commission Secretary