



**RECREATION COMMISSION OF THE CITY OF FOWLER  
MEETING AGENDA  
AUGUST 13, 2024  
6:00 P.M.  
CITY COUNCIL CHAMBERS  
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 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.

En cumplimiento con la Acta de Americanos con Discapacidades si necesita asistencia o adaptaciones para acceder a las Cámaras del Concejo de la Ciudad o participar en esta reunión, comuníquese con el secretario de la ciudad al (559) 834-3113 x102. También puede ponerse en contacto con el secretario si necesita servicios de traducción. La notificación al menos 48 horas antes de la reunión permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad.

**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#**

**Persons accessing the meeting via teleconference will have an opportunity to provide comments at appropriate times during the meeting. To eliminate background noise or other interference from telephonic participation, it is**

**requested that any person accessing the meeting via teleconference have their phone set on “mute” while on the teleconference except when offering comment during the meeting.**

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.fowlercity.org](http://www.fowlercity.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 following Recreation Commission Meetings
  - a. March 12, 2024
  - b. April 9, 2024
  - c. May 14, 2024
  - d. June 11, 2024
5. Monthly Budget Report
6. Trunk or Treat
7. Christmas on Merced Street
8. Children’s Shopping Day
9. Commissioner Reports and Comments
10. Request for Future Agenda Items
11. Next meeting September 10, 2024
12. Adjournment

CERTIFICATION: I, Maria Aguilar, Permit Technician for the City of Fowler, California, hereby certify that the foregoing agenda was posted for public review on Friday, August 9, 2024.

  
Maria Aguilar

**MEETING MINUTES**  
**CITY OF FOWLER RECREATION COMMISSION**  
**CITY COUNCIL CHAMBERS**  
**128 SOUTH 5<sup>TH</sup> STREET, FOWLER CA. 93625**  
**March 12, 2024**

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, March 12, 2024, at 6:00 p.m. in person at the City of Fowler City Council Chambers located at 128 South 5<sup>th</sup> Street, Fowler, Ca. 93625.

**1. MEETING CALLED TO ORDER**

Chairman Rico-Vasquez called the meeting to order at 6:02pm.

**2. ROLL CALL**

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

Roll Call:	Susie Rico-Vasquez (Chairman), Stephanie Mejia (Vice Chairman), Roy Alatorre, and Ailynn Espino Monique Velasquez-Lopez (Secretary)
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Commissioner Absent: Talene Kasparian-Cleveland, Paul Khasigian

City Staff Present: Recreation Department Supervisor, Yvonne Hernandez

City Council Liaison Present: Mayor Pro Tem, Juan Mejia

**3. PUBLIC PRESENTATIONS**

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

**4. APPROVAL OF THE MINUTES**

Chairman Rico-Vasquez directed the Commission's attention to the February 13, 2024 Recreation Commission meeting minutes. There being no additions, and upon motion by Commissioner Kasparian-Cleveland and seconded by Commissioner Mejia the following resolution was approved unanimously.

**5. MONTHLY BUDGET REPORT**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to the budget which included a budget overview. Vendor costs are rising for the Fabulous Fourth of July event. The sound engineer will be paid after July 1, 2024.

**6. EASTER EVENT**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to inform Commissioners there will be approximately 10-12 booths in the park, free activities include an egg hunt, easter bunny, selfie station for photos, balloon vendor and face paint vendor. Youth Ambassadors will assist with set up and during the event. Event time is set for 9am-12pm.

**7. SPRING FEST**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to inform Commissioners there are approximately 40 vendors confirmed to attend.

Vendor costs to attend are increasing from \$10.00 to \$20.00 per space. Commissioners should report at 5:30am to facilitate vendor parking. The event commences at 8am and concludes at 12 noon.

#### **8. PANCAKES AND PETS**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to inform Commissioners there is approximately \$1000.00 allocated to this event, however there is more information to come on the final allocation of funds. Commissioner Mejia will provide planning details for this event. The first annual event is scheduled for May 18, 2024, 8am-12pm.

#### **9. FABULOUS FOURTH OF JULY**

Recreation Department Supervisor, Yvonne Hernandez provided discussion around having a DJ or band as costs are rising for this event. Commissioners also discussed decorations, activities, event set up, entrance and exit plans, donation box at entrance, and security plans for the event. Commissioners asked to set a date for open auditions for singing the National Anthem for this year's show and discussion was tabled. There may be an opportunity to have a skydiving team fly in prior to the firework show.

#### **10. COMMISSIONER REPORTS AND COMMENTS**

Commissioners commented we need to try tracking event attendance to better plan for growing, expanding or incorporating new events. Commissioners discussed the City will be researching costs and vendors for a new 30 foot Christmas tree that can meet standards and be anchored to the ground for safety (extreme weather conditions). Commissioners asked about seasonal banners and if these will be included in this year's budget. Recreation Department Supervisor, Yvonne Hernandez reminded Commissioners the City Clean Up Day is scheduled for May 2, 2024. Commissioner Alatorre reminded Commissioners of the Memorial Day event scheduled for May 27, 2024, 11am.

#### **11. REQUEST FOR FUTURE AGENDA ITEMS**

- Set date and time for Open Auditions (National Anthem)

#### **12. NEXT MEETING**

The next meeting is currently scheduled for April 9, 2024.

#### **13. ADJOURNMENT**

With no further business, the meeting was adjourned at 7 pm.

**MEETING MINUTES**  
**CITY OF FOWLER RECREATION COMMISSION**  
**CITY COUNCIL CHAMBERS**  
**128 SOUTH 5<sup>TH</sup> STREET, FOWLER CA. 93625**  
**April 9, 2024**

Pursuant to 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, April 9, 2024, at 6:00 p.m. in person at the City of Fowler City Council Chambers located at 128 South 5<sup>th</sup> Street, Fowler, Ca. 93625.

**1. MEETING CALLED TO ORDER**

Chairman Rico-Vasquez called the meeting to order at 6:02pm.

**2. ROLL CALL**

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

Roll Call:	Susie Rico-Vasquez (Chairman), Stephanie Mejia (Vice Chairman), Ailynn Espino (Elect Vice Chair), Monique Velasquez-Lopez (Secretary), Talene Kasparian-Cleveland (Elect Secretary), and Roy Alatorre
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Commissioner Absent:

Paul Khasigian

City Staff Present:

Recreation Department Supervisor, Yvonne Hernandez

City Council Liaison Present:

Mayor Pro Tem, Juan Mejia

**3. PUBLIC PRESENTATIONS**

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

**4. APPROVAL OF THE MINUTES**

Chairman Rico-Vasquez directed the Commission's attention to the March 12, 2024 Recreation Commission meeting minutes. Commissioners called attention to item Number two, Roll Call and asked for Commissioner, Rico-Vasquez to be noted as present for the Roll Call and noted as in attendance for the March 12, 2024 meeting minutes. There being only one edit, and upon motion by Commissioner Mejia and seconded by Commissioner Kasparian-Cleveland the following resolution was approved unanimously.

**5. MONTHLY BUDGET REPORT**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to the budget which included a budget overview. The 2023-2024 allocations of funds to the Park and Recreation events is nearly spent down. The funding allocation for Pancakes and Pets is approximately \$1,200.00. The City is researching a new christmas tree, requesting bids, and this expense will be allocated in the 2024-2025 budget.

**6. REORGANIZATION OF OFFICERS**

Chairman Rico-Vasquez directed the Commission's attention to the expiring Commissioner terms as of June 30, 2024 for three Commissioners, Rico-Vasquez, Khasigian, Kasparian-Cleveland. Upon discussion Commissioners are open to the opportunity to remain as Commissioners for another term. Commissioner, Rico-Vasquez opened the floor to nominations

for the following Officers: Chair, Vice Chair, and Secretary. After discussion, Commissioner Velasquez-Lopez motioned to nominate Commissioner Rico-Vasquez to remain as Chair. Commissioner Rico-Vasquez motioned to nominate Commission Espino as Vice Chair and Commissioner Kasparian-Cleveland Secretary. Both Commissioners accepted the nomination and upon motion by Commissioner Mejia and seconded by Commissioner Velasquez-Lopez the following resolution was approved unanimously. At this time, Commissioner Velasquez-Lopez passed the meeting minutes and note taking to newly appointed Secretary Kasparian-Cleveland. Chair Rico-Vasquez thanked all Commissioners for their efforts and service to this Commission.

## **7. SPRING FEST**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to inform Commissioners there are approximately 70 vendors and four food vendors confirmed to attend. The event is on April 20, 2024 8am-12 noon. Commissioners should report at 5:40am to facilitate vendor parking.

## **8. PANCAKES AND PETS**

Commissioner Mejia confirmed the first annual event is scheduled for May 18, 2024, 8am-12pm. Event amenities include pet bandanas, water stations, selfie stations, pet obstacle course, CalFire Truck, and our local Starbucks will provide pet puppuccinos. Commissioners requested the donation box be available at the event. Fowler Lions will host the pancake breakfast station during the event. Commissioners are to report for set up of this event at 6:45am, and City staff will arrive at 6am.

## **9. FABULOUS FOURTH OF JULY**

Recreation Department Supervisor, Yvonne Hernandez provided an update for Commissioners that the following vendors were confirmed: The Box band, skydivers, sound engineer, and bounce house vendors. Commissioners also discussed the purchase of additional decorations, and entrance and exit protocols and security plans for the event. Auditions for signing the National Anthem will be tabled to the next meeting. Bounce house vendors will manage the liability waivers. There was discussion about doing a donation box promotion, Fowler Lions club will be asked to sell water during the event and Sober Grad Club will be asked to manage the event parking. An event program ideas and discussion took place.

## **10. WEDNESDAY NIGHTS IN THE PARK**

Recreation Department Supervisor, Yvonne Hernandez provided an update for Commissioners that the events will begin August 7, 2024 and will end October 30, 2024. Commissioners had ideas and discussion of theme nights and music opportunities. Possible themes included, Redcat night, mariachi and folklorico, car show night, Elvis and hot rods, multicultural night.

## **11. COMMISSIONER REPORTS AND COMMENTS**

There were no comments or reports, so this portion of the meeting was concluded.

## **12. REQUEST FOR FUTURE AGENDA ITEMS**

- Set date and time for Open Auditions (National Anthem)
- Banner discussion and purchase

## **13. NEXT MEETING**

The next meeting is currently scheduled for May 14, 2024.

## **13. ADJOURNMENT**

With no further business, the meeting was adjourned at 7:24 pm.

**MEETING MINUTES**  
**CITY OF FOWLER RECREATION COMMISSION**  
**CITY COUNCIL CHAMBERS**  
**128 SOUTH 5<sup>TH</sup> STREET, FOWLER CA. 93625**  
**May 14, 2024**

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, May 14, 2024, at 6:00 p.m. in person at the City of Fowler City Council Chambers located at 128 South 5<sup>th</sup> Street, Fowler, Ca. 93625.

**1. MEETING CALLED TO ORDER**

Chairman Rico-Vasquez called the meeting to order at 6:04pm.

**2. ROLL CALL**

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

Roll Call:	Susie Rico-Vasquez (Chairman), Ailynn Espino (Vice Chair), and Roy Alatorre Stephanie Mejia
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Commissioner Absent: Paul Khasigian, Talene Kasparian-Cleveland (Secretary), and Monique Velasquez-Lopez

City Staff Present: Recreation Department Supervisor, Yvonne Hernandez, Assistant City Manager, Thomas Gaffery

City Council Liaison Present: Mayor Pro Tem, Juan Mejia

**3. PUBLIC PRESENTATIONS**

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

**4. APPROVAL OF THE MINUTES**

Chairman Rico-Vasquez directed the Commission's attention to the April 9, 2024 Recreation Commission meeting minutes. There being no minutes to approve, this item was tabled.

**5. MONTHLY BUDGET REPORT**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to the budget which included the Parks and Recreation budget is currently over by \$3,000.00, however the City is submitting requests for donations from the Mother's Club, Fowler Lions Club, and Waste Management. Among this year's purchases were a snow machine for Christmas on Merced Street and a City Logoed Event Canopy.

**6. REORGANIZATION OF OFFICERS**

Chairman Rico-Vasquez directed the Commission's attention to the expiring Commissioner terms as of June 30, 2024 for three Commissioners, Rico-Vasquez, Khasigian, Kasparian-Cleveland. Upon discussion Commissioners are open to the opportunity to remain as Commissioners for another term. Commissioner, Rico-Vasquez opened the floor to nominations for the following Officers: Chair, Vice Chair, and Secretary. After discussion, Commissioner Velasquez-Lopez motioned to nominate Commissioner Rico-Vasquez to remain as Chair. Commissioner Rico-Vasquez motioned to nominate Commission Espino as Vice Chair and Commissioner Kasparian-Cleveland Secretary. Both Commissioners accepted the nomination and upon motion by Commissioner Mejia and seconded by Commissioner Velasquez-Lopez the

following resolution was approved unanimously. At this time, Commissioner Velasquez-Lopez passed the meeting minutes and note taking to newly appointed Secretary Kasparian-Cleveland. Chair Rico-Vasquez thanked all Commissioners for their efforts and service to this Commission.

## **6. PANCAKES AND PETS**

Commissioner Mejia confirmed the first annual event is scheduled for May 18, 2024, 8am-12pm. Commissioner Mejia provided an event overview, schedule of events, commissioner responsibilities, event layout, list of confirmed vendors and partners, event signage, social media posts and videos created for this event. Commissioners are to report for set up of this event at 6:45am, and City staff will arrive at 6am.

## **7. AUDITIONS FOR NATIONAL ANTHEM**

Upon Commissioners discussion, a date to host auditions was set for June 11, 2024 at 5:30pm.

## **8. FABULOUS FOURTH OF JULY**

Recreation Department Supervisor, Yvonne Hernandez indicated vendors were secured and additional details will be provided at the next meeting.

## **9. SEASONAL BANNERS**

Commissioners discussed Military banners with photos, dates of service and other banners types including the history of Fowler facts. Commissioners considered developing a rotation among banners at least twice per year to include event promotions with City of Fowler History Facts. Sets of six to eight will be located in the Donny Wright Park, City will need to purchase flags and mounting brackets. This concept will be presented at the June City Council Meeting. Assistant City Manager, Thomas Gaffery noted there are proposed streetscape improvements scheduled for 10th Street and Merced Street and at the City Gateway. This is an opportunity for banner and event promotions.

## **10. WEDNESDAY NIGHTS IN THE PARK**

Recreation Department Supervisor, Yvonne Hernandez provided an update for Commissioners that the events will begin August 7, 2024 and will end October 30, 2024. There are three more dates to fill for entertainment. City is considering a DJ option if bands are unavailable.

## **11. COMMISSIONER REPORTS AND COMMENTS**

There were no comments or reports, this portion of the meeting was concluded.

## **12. REQUEST FOR FUTURE AGENDA ITEMS**

- Set date and time for Open Auditions (National Anthem)
- Seasonal Banner discussion and purchase

## **13. NEXT MEETING**

The next meeting is currently scheduled for June 11, 2024.

## **14. ADJOURNMENT**

With no further business, the meeting was adjourned at 7:04 pm.



**MEETING MINUTES**  
**CITY OF FOWLER RECREATION COMMISSION**  
**CITY COUNCIL CHAMBERS**  
**128 SOUTH 5<sup>TH</sup> STREET, FOWLER CA. 93625**  
**JUNE 11, 2024**

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 Wednesday, June 11, 2024, at 6:00 p.m. in person at the City of Fowler City Council Chambers located at 128 South 5<sup>th</sup> Street, Fowler, Ca. 93625.

**1. MEETING CALLED TO ORDER**

Chairman Rico-Vasquez called the meeting to order at 6:00pm.

**2. ROLL CALL**

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

Roll Call:	Susie Rico-Vasquez (Chairman), Stephanie Mejia, Roy Alatorre, and Ailynn Espino (Vice Chairman and acting Secretary) Monique Velasquez-Lopez, Paul Khasigian
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Commissioner Absent: Talene Kasparian-Cleveland

City Staff Present: Recreation Department Supervisor, Yvonne Hernandez, Thomas Gaffery

City Council Liaison Present: Mayor Pro Tem, Juan Mejia

**3. PUBLIC PRESENTATIONS**

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

**4. APPROVAL OF THE MINUTES**

Chairman Rico-Vasquez directed the Commission's attention to the MAY 15, 2024 Recreation Commission meeting minutes. There being no minutes to approve, this item was tabled to the next meeting.

**5. MONTHLY BUDGET REPORT**

Recreation Department Supervisor, Yvonne Hernandez provided the commissioners with an update to the budget which included a budget overview. We were given a breakdown of cost per event \$4,184 was set aside for signage we plan on implementing around the city by the end of June or July (signage plans in agenda #7). \$9,936 for Wednesday night at the park, \$5,975 for Trunk or treat, \$2,036 for Easter event, \$610 for Pancakes and Pets, Christmas on Merced cost \$6,663, \$1,871 for Kid shopping day, and 4th of July is \$43,546. We do get additional donations for WNAP the estimated amount is about \$800 from Fowler Lions and Waste Management.

## **6. FABULOUS FOURTH OF JULY**

Recreation Department Supervisor, Yvonne Hernandez gave us a quick review for this upcoming event report times for commissioners and purchasing some additional decorations for the day.

## **7. SEASONAL BANNERS**

We have a \$10,000 budget for seasonal banners. The ultimate goal is to get something into the works by the end of June. Closing in on ideas for banners and how often we can get switched out.

Commissioner supervisor, Hernandez discussed the cost for the banners, cost of 15 banners to start will cost \$300 per banner, each banner is 18in x 34in with brackets and double sided.

## **8. WEDNESDAY NIGHTS AT THE PARK**

Agenda number was briefly discussed, Yvonne mentioned we are still looking for people/companies to sponsor nights at WNAP. The first WNAP date is set for August 7th.

## **9. COMMISSIONER REPORTS AND COMMENTS**

Commissioner Stephanie Mejia has asked why we still take our own minutes? Possibly requesting for a staff member to do our minutes, just as every other meeting has a staff member doing meeting minutes.

## **10. REQUEST FOR FUTURE AGENDA ITEMS**

- Pancake and Pets debrief
- FABULOUS FOURTH OF JULY debrief

## **11. NEXT MEETING**

The next meeting is currently scheduled for August 13, 2024

## **12. ADJOURNMENT**

With no further business, the meeting was adjourned at 6:46 pm.