

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
TUESDAY, OCTOBER 14, 2025**

**CONVENE:** Chair McCoy convened the Regular Meeting of the Community Services Commission on Tuesday, October 14, 2025, at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. In attendance were Councilmember, Larry Spicer; Community Services Director, Tina Cherry; Recreation Manager, Rebecca Sandoval; Recreation Coordinator, Shirley Yanez; and Administrative Assistant, Luke Bernacki.

**PLEDGE OF ALLEGIANCE:** Vice Chair Schaeffler led the Flag Salute.

**ROLL CALL:** In attendance were Commissioners Iler, Leos, Mills, Vice Chair Hudson, and Chair McCoy. Commissioners Castro and Martinez were absent/excused.

**PRESENTATION(S):**

- PR-1** Proposed Assessment District: Monrovia Citywide Lighting, Landscaping, and Parks Maintenance District  
**Staff Reference:** Rae Bowman, Administrative Services Deputy Director

Public notice and ballots were sent to Monrovia property owners on September 26. All ballots must be received by the end of the public hearing at City Council Chambers on November 18. Ballot results will be declared December 2. If the Proposed District does not get approved, the existing districts will remain in effect.

**PUBLIC INPUT:** None

**YOUTH COMMISSION:** Michelle Perez, 9<sup>th</sup> grade student at Monrovia High School spoke on behalf of Chloe Jeng, senior at Mayfield Senior School. Chloe's favorite experience with the Youth Commission was writing letters and preparing care packages for seniors in their community.

Upcoming Youth Commission activities include:

- Make a Difference Day Saturday, October 25th 7 a.m-12 p.m.
  - Location: Library Park
    - Youth Commission will be helping to refurbish the greenway finding signs in Old Town Monrovia.
- Service Event - Wednesday, October 23rd 4:30-6:30 p.m.
  - Location: Monrovia Community
    - Youth Commission will be assisting with Halloween event preparation.
- Halloween Bash - October 31st 3:30-6:30 p.m.
  - Location: Library Park
    - Youth Commission will be assisting with trick or treat stops and selling tote bags.

**CONSENT CALENDAR:** The consent calendar was motioned for approval by Commissioner Mills, seconded by Commissioner Schaeffler, and approved unanimously.

**CC-1**

The consent calendar consisted of the following Agenda items:

- CC-1** Unadopted Minutes of the Regular Meeting of the Monrovia Community Services Commission on September 9, 2025  
**Recommendation:** Receive and File the Minutes of the September 9, 2025 Meeting  
**Staff Reference:** Tina Cherry, Director
- CC-2** Canyon Park and Hillside Wilderness Preserve Patrol Update for September 2025  
**Recommendation:** Receive and File the Canyon Park and Hillside Wilderness Preserve Patrol Update for September 2025  
**Staff Reference:** Rebecca Sandoval, Recreation Manager

#### **ADMINISTRATIVE REPORTS:**

- AR-1** Consideration of Canceling the November 11, 2025 Regular Community Services Commission Meeting  
**Recommendation:** Staff recommends the cancellation of the November 11, 2025 Community Services Commission Meeting in observance of Veterans' Day.  
**Staff Reference:** Rebecca Sandoval, Recreation Manager

The cancellation was motioned for approval by Commissioner Iler and seconded by Commissioner Mills. The cancellation was approved unanimously. A special meeting to discuss November's business will be scheduled Wednesday, November 19.

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

##### **1. Shirley Yanez, Recreation Coordinator**

- a. Trick or Treat & Halloween Bash Overview
- The event will take place in Old Town & Library Park from 3:00 p.m. to 6:00 p.m. The event will feature costume contests and bags for all participants. There will be multiple photo opportunities, activity booths and library activities throughout the park. 26 applications for Old Town businesses to participate have been received so far. Various partner booths and sponsors will be promoting their organization in Library Park during the event.

##### **2. Rebecca Sandoval, Recreation Manager**

- a. Fall Program Updates
- Veterans Day Ceremony – Tuesday, November 11 at 11:00 a.m.
    - From 10:00 a.m. to 1:00 p.m., November 3-11 you may write a message of appreciation to add to the flag display.
  - Thankful and Grateful Holiday Gathering & Tree Lighting – Thursday, November 20 from 5:00 – 8:00 p.m. The event will include live performances, community booths, hay rides, and the lighting of the Holiday Tree at 6:00 p.m.
  - Holiday Parade – Thursday, December 4 beginning at 7:00 p.m.
  - Holiday Home Decorating Program – Contest registration closes Friday, December 5 at 5:00 p.m. Judging will take place on December 9.
  - Noon Year's Eve Overview – Dec. 31 from 10:00 a.m. to 1:00 p.m. at Library Park

# CC-1

- New Year's Eve Overview – Dec. 31 from 10:00 p.m. to 12:30 a.m. on the 400 block of Myrtle Avenue.

### 3. Tina Cherry, Community Services Director

#### a. Project Updates

- Satoru Tsuneishi Park Development Project
  - Announced the park mural and the artist's background. The artist, Trinity Rivard, is planning to paint the mural November 19-30. It will tell the story symbolically of Satoru and his family.
  - Announced the artist for the Chic-Fil-A trash enclosure mural, Victor Ving AKA: Greetings Tour.
  - Park opening is anticipated for late November / early December
- Community Center Renovation Project
  - Shared revisions made to the design plans, and that the layout will allow for facility rentals to accommodate more guests. Shared steps in gathering meaningful feedback with stakeholders. Reporting to Council is anticipated before the 100% Plan Submittal.
- Canyon Park Cabin Renovation Project
  - Renovations are anticipated to be complete by the end of October.

#### b. Farmers Market at Station Square Update

- The program will pause to relaunch in Spring 2026. Due to cooler weather, the holiday season, construction activity near Station Square, and I.C.E activity, the market has dropped in attendance and staff to work it. Staff believe that once construction ends and residents have moved into the nearby apartments, that then is the ideal opportunity to re-launch the Farmers Market at Station Square. City Council approved the recommendation. The final Farmers Market for the Fall would be October 18. The Market re-launch is set for April 18, 2026.

### COMMISSION LIAISON REPORTS:

- Chair McCoy** – No Report
- Vice Chair Schaeffler** – No Report
- Commissioner Castro** – Absent/Excused
- Commissioner Iler** – No Report
- Commissioner Leos** – Monrovia Community Garden upcoming events include Spooky Gardening 7-8 p.m. on October 23, Winter Veggie Gardening 9-11 a.m. on November 1, and DIY Garden Gifts workshop 10-11:30 a.m. on November 15.
- Commissioner Martinez** – Absent/Excused
- Commissioner Mills** – The MAP Adult Leadership Academy had 18 participants in the program, and the MAP Youth Leadership Academy had 15 students enrolled. KGEM had a screening of its Route 66 Documentary at LOOK Cinema. Promoted participation in Youth Commission with the Black Student Union at Monrovia High School. Art in Public Places Committee is having a meeting on October 15.

**NEXT SCHEDULED MEETING:** The next special meeting of the Community Services Commission is scheduled for Wednesday, November 19, 2025 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of the Community Services Commission was adjourned at 8:27 p.m.